

TOURO COLLEGE

SCHOOL OF HEALTH SCIENCES

STUDENT HANDBOOK

EFFECTIVE – FALL 2009 SEMESTER

IMPORTANT NOTICE

Touro College may modify, supplement or revoke this Handbook, in whole or in part, at any time with or without notice. This Handbook is written for informational purposes only and may contain errors. Any dispute, claim or controversy arising out of or related to this Handbook, which is not resolved through Touro College's internal procedures (hereinafter, "Disputes"), shall be resolved exclusively through final and binding expedited arbitration conducted solely by the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on the Touro College campus where the student is (or was last) affiliated.

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INTRODUCTION

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

Students are responsible for knowing and observing all regulations which may affect their status at the College. For this reason, they are expected to acquaint themselves with the contents of this Handbook and to read regularly the notices posted on the bulletin board (for Bay Shore students, outside the Student Affairs office on the third floor).

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

PHILOSOPHY AND EDUCATIONAL OBJECTIVES

Touro College is an independent institution of higher and professional education under Jewish sponsorship that is committed to instruction, scholarship, and research. Touro seeks to foster an atmosphere of warmth, in which close faculty–student relationships, student camaraderie, and individualized attention are nurtured in many ways. This encompasses not only the study of liberal arts, sciences and humanities, but also the development of professional training programs in the service professions.

The School of Health Sciences was established to embody the universal aspect of the College’s mission by offering professional and graduate programs in the allied health and medical sciences. The School emphasizes academic achievement in the context of a supportive and caring environment.

The vision of the School of Health Sciences is to positively impact the health of the people of New York and the surrounding region. Through leadership in allied health programs, clinical training, and research and scholarship by faculty and students, the School also endeavors to contribute to the body of knowledge of the allied health professions and the community.

The mission of the School of Health Sciences is to provide programs in a broad range of allied health professions and the medical sciences, and to produce graduates who will have a significant influence on health care in their communities. The programs offered at the School of Health Sciences reflect the stated goals of Touro College in that they:

- promote academic achievement and foster humanistic and ethical values;
- foster critical thinking, communication, and leadership skills;
- promote development of students’ analytical and quantitative competencies;
- promote information literacy, research skills, and other competencies necessary to succeed in a technological society;
- are designed to graduate practitioners who will contribute to the betterment of society through medicine and the healing arts.

HISTORY

Touro College was chartered by the Board of Regents of the State of New York in 1970. Under the leadership of its founding president, Dr. Bernard Lander, the College opened with a class of 35 Liberal Arts and Science students in 1971. Since then, the College has continued to demonstrate dynamic growth. A Women's Division was added to the College of Liberal Arts and Sciences, and the Schools of General Studies, Law, and Health Sciences, among others, were subsequently organized. Today, along with its campuses in New York, California, Nevada, and Florida, the College has established programs internationally, in Israel, Russia, Germany and France.

The School of Health Sciences was developed as the Division of Health Sciences in 1972 and consolidated into a single school in 1986. The School has shown steady growth, innovation, and excellence over the years, and has established a number of campuses in the New York area, offering a variety of upper-division, degree-granting programs in allied health professions: Occupational Therapy, Oriental Medicine/Acupuncture, Doctor of Physical Therapy, Post-Professional Doctor of Physical Therapy, Physician Assistant Studies, and Speech and Language Pathology. The School also offers Associate in Applied Science programs in Nursing and in Occupational Therapy Assistant as well as an Associate in Arts program and a Bachelor of Science degree program with a major in Health Care Administration.

ACCREDITATION

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Physician Assistant program is accredited by the Accreditation Review Commission of Physician Assistant Education (ARC-PA). The Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). The graduate program in Speech and Language Pathology is accredited by the American Speech-Language Hearing Association (ASHA). The Oriental Medicine and Acupuncture program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). The Nursing program is registered with the New York State Education Department.

ADMINISTRATIVE AND ACADEMIC FACILITIES

BAY SHORE CAMPUS

The main campus of the School of Health Sciences is situated on a ten-acre site in Bay Shore, Long Island. The campus entrance at Fourth Avenue is just off Union Boulevard. Abundant parking is available. The Bay Shore station of the Long Island Railroad is diagonally across the street from the campus. The mailing address of the campus is:

School of Health Sciences
Touro College
1700 Union Boulevard
Bay Shore, NY 11706
(631) 665-1600

The office of the Dean is located on the first floor along with the cafeteria, student lounge, computer laboratories, and auditorium. Student Administrative Services (Financial Aid, Bursar, Registrar, and Admissions) are located on the second floor. Finally, a comfortable library is situated in a quiet corner of the first floor. The Physician Assistant program is located on the second floor. The remaining School of Health Sciences programs housed at Bay Shore — Occupational Therapy, Physical Therapy, and the Post-Professional Doctor of Physical Therapy — are on the third floor, as well as the Applied Bioscience Research Laboratory and the offices of the Associate Dean and the Director of Student Affairs.

The Physician Assistant program is also offered at the Winthrop University Hospital Extension center located in Mineola, Long Island, N.Y.

The hours for the Bay Shore campus building are as follows, unless otherwise posted by the Office of the Associate Dean:

Monday – Thursday	7:30 AM to 10:00 PM
Friday	7:30 AM to 2:00 PM
Saturday	Closed
Sunday	8:00 AM to 4:00 PM

The building is closed at 2:00 PM on Fridays and all day on Saturday. In addition, the School is closed on various holidays and during vacation periods. These dates, and any exceptions to the times listed above, are provided by the Office of the Dean to each program office. Schedule announcements are posted on bulletin boards throughout the School as soon as they are issued.

Please note: The parking lot is closed and locked shortly after the building closes.

Library

The Health Science Library, located on the first floor, serves the teaching and research needs of the faculty, staff, and students. The library collections consist of over 5,000 volumes, with approximately 300 volumes added yearly, and subscriptions to 147 periodicals. Over 400 reels of microfilm covering back issues of journals are available. The texts, references, and journals cover the fields of basic science in medicine, pre-clinical medicine, and related specializations, with concentrations supporting the instructional programs for Physician Assistant, Physical Therapy, Occupational Therapy, Biomedical Science, and Post-Professional Doctor of Physical Therapy.

Anatomy Laboratory

The Anatomy Laboratory, located on the third floor, provides adequate room and resources for the study of human anatomy. The lab has twenty dissection tables with the appropriate equipment available for dissections. There are skeletons, anatomical models, and X-ray boxes to enhance laboratory instruction. The lab is air-conditioned and equipped with air purifiers for the safety and comfort of students.

Computer Laboratories

Located on the first floor, The School's computer laboratories provide computer support for students and allow for computer-assisted instruction. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation.

Student Identification Cards (see "Student Life," p. 27)

Access for the Handicapped

In general, the School of Health Sciences building contains no architectural barriers for the physically challenged (also see p.15, "Policy Regarding Students with Disabilities").

MANHATTAN CAMPUS

The School of Health Sciences in Manhattan is located at Touro's Main Campus, 27-33 West 23rd Street, near the intersection of Fifth Avenue and Broadway, in the historic Flatiron District. There are abundant restaurants, shops, and transportation in the area. Stations for the subway (R, W, F, and V lines) and New Jersey PATH trains are located within a block of the College. Nearby buses run uptown, downtown and crosstown. Public parking lots are located on the north side of 23rd Street and on surrounding blocks.

The Manhattan Campus houses the Oriental Medicine/Acupuncture program, a dual BS/MS program in Physician Assistant Studies, the Occupational and Physical Therapy programs, and the Occupational Therapy Assistant program.

The building is fully accessible to the handicapped. Elevator and ground-level access is available for students with mobility impairment.

Library

Touro College's main library is located on the 5th floor of 43 West 23rd Street, just down the street from the main campus building, and is connected by interlibrary loan and computer referencing to Touro libraries at several satellite sites throughout the metropolitan area, including the Health Science Library at Bay Shore. The library serves the teaching, reference, and research needs of faculty, students, and staff of the various schools of the College.

Computer Laboratories

Computer laboratories are located on the 3rd and 6th floors of the Manhattan campus building at 27-33 West 23rd Street and on the 6th floor of 50 West 23rd Street. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation.

Learning Resource Center

The Language, Resource and Learning Center on the 2nd floor is a multifaceted center. Its objectives are the enhancement and development of learning skills. Books, manuals and audiovisual learning aids are made available to students, faculty and staff.

Bookstore

For textbooks, Barnes & Noble is located on Fifth Avenue at 18th Street. This is just a short walk from the School.

Student Identification Cards

Students are issued photo ID cards that allow access to Touro facilities. Dates and times for taking photographs will be posted. If a replacement ID card is required during the year, special arrangements will be made by the specific program.

BROOKLYN CAMPUSES

SPEECH AND LANGUAGE PATHOLOGY

The Graduate Program in Speech and Language Pathology, is located at 1610 East 19th Street (Avenue P between 18th and 19th Streets) in the Midwood section of Brooklyn. The subway and numerous bus routes are located a short walk from the facility. This section of Brooklyn is home to many fine restaurants, including a variety of kosher restaurants.

The facility is fully accessible to the handicapped. Elevator and ground-level access is available for students with mobility impairments.

Library

For Brooklyn programs, the main library is located at the Flatbush campus of the Lander College of Arts and Sciences, at Avenue J and East 16th Street in Midwood. This library currently houses Speech Pathology material, including books and multi-media items, numerous current periodical subscriptions, and videotapes specifically related to Speech Pathology. The Library also houses over 5,000 E-Journals, 50,000 E-Books, and 17,400 books in its reference, reserve and circulating collections. At the Avenue P facility there is a library room with computers linked to the Lander College campus, enabling students to access all library material available. (Further information about the libraries may be found in the SHS 2008-2010 Bulletin online at www.touro.edu/shs.)

Computer Laboratories

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

Clinic

The Avenue P campus also houses a speech and hearing center. The clinic provides services to children and adults with various speech, language, and hearing disorders. Student interns are strictly supervised by certified faculty members.

Student Services

The program provides academic advisement, and guidance is available to help graduate students map out their academic programs and plan clinical internship and externship experiences.

NURSING

The Nursing program is located at 5323 18th Avenue (18th Avenue and 54th Street) in the Borough Park section of Brooklyn. The subway (D and N lines) is a reasonable walk from the facility. Bus lines, including the B8, run along 18th Avenue. The one-floor facility is at street level and is accessible to the handicapped.

Library

The Nursing Program collection is housed at Touro's Institute for Professional Studies (Machon L'Parnassa) location at 13th Avenue and 45th Street, on the fourth floor of the building. There is elevator access to the fourth floor. The library holds the Brandon list, which comprises numerous Nursing and Health Care journals.

Computer Laboratories

The Nursing Department computer laboratory houses 19 computers available for student use, testing, and class sessions. In addition, there are 9 computers which are Internet-accessible found in the Nursing Resource Room. Touro College also maintains several computer laboratories at the Flatbush campus, the Touro Computer Center on Kings Highway, and other Brooklyn sites. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation.

Nursing Skills Laboratory

A nursing skills laboratory is the focal point of the facility. The up-to-date equipment is utilized to ensure students' success in achievement of course objectives.

Student Services

The Department of Nursing faculty provides the requisite academic advisement and guidance. An advisor is assigned to each student at the beginning of the educational course of study.

Parking

Off-street parking and metered parking are available in the vicinity of the facility.

Student Lounge

Students may use the student lounge for breaks and mealtimes. A microwave and refrigerator are available for student use.

WINTHROP UNIVERSITY HOSPITAL EXTENSION CENTER

The office of the Physician Assistant Program Winthrop Hospital Extension Center (WUH) is located at:

288 Old Country Road
Mineola, NY 11501

Contact (631) 665- 1600 ext. 6203 or 6248 at the Bay Shore campus

Office hours:

Monday – Thursday	8:00AM– 4:00 PM
Friday	8:00AM –2:30 PM

Cafeteria

A coffee shop is located on the first floor at the main entrance to Winthrop University Hospital and a cafeteria is located on the premises. In addition, there are many dining establishments in the surrounding area.

Library

A medical library is located on the grounds of Winthrop Hospital and they are welcome to use the Library facility at Bay Shore. The library has electronic and standard texts and journals as a part of its database. Additionally, Internet access provides students with enhanced medical research capabilities.

Parking

At Winthrop, hospital-based parking is available to students for an additional fee. Off-street parking and meter parking are also available.

CALENDARS

FALL 2009 *

Friday	July 3	closed
Thursday	July 30	open
Sunday	September 6	closed
Monday	September 7	closed
Wednesday	September 16	open (Commencement)
Friday	September 18	closed
Sunday	September 20	closed
Sunday	September 27	closed
Monday	September 28	closed
Friday	October 2	closed
Sunday	October 4	closed
Friday	October 9	closed
Sunday	October 11	closed
Wednesday	November 25	closes at 5:30
Thursday	November 26	closed
Friday	November 27	closed
Sunday	December 20 through	
Thursday	December 31	no classes
Friday	January 1, 2010	closed
Sunday	January 3	no classes

SPRING 2010 *

Monday	January 18	closed
Sunday	February 14	closed
Monday	February 15	closed
Sunday	February 28	no classes
Monday	March 29	closes at 12:30
Tuesday	March 30	closed
Wednesday	March 31	closed
Thursday	April 1	no classes
Friday	April 2	no classes
Sunday	April 4	closed
Monday	April 5	closed
Tuesday	April 6	closed
Tuesday	May 18	closes at 12:30
Wednesday	May 19	closed
Thursday	May 20	closed
Sunday	May 30	closed
Monday	May 31	closed

* Calendars may vary slightly from campus to campus. Please check with your Program Office for an exact schedule

ADMINISTRATIVE POLICIES

Policies and procedures of the School of Health Sciences – Bay Shore, Manhattan, Brooklyn, and Winthrop Hospital Extension Center campuses – are applicable at all locations. Facilities and some services may be different and it is best to inquire at your program office at each specific location for appropriate information.

PLEASE NOTE: The 2008-2010 Bulletin of the School of Health Sciences contains further details regarding the policies outlined below. Information about additional college-wide and SHS policies and procedures can also be found in the Bulletin and on pp. 25-29 of this Handbook. These policies and procedures are subject to review and modification from time to time and such revised policies and procedures are available on-line. STUDENTS ARE EXPECTED TO FAMILIARIZE THEMSELVES WITH THIS VITAL INFORMATION. The Bulletin may be viewed online by logging onto:
www.touro.edu/shs/SHS2008-2010Bulletin.pdf

CAMPUS SECURITY POLICY

The safety of students, faculty and staff are a top priority at Touro College. In compliance with the provisions of the Federal Crime Awareness and Campus Security Act of 1990 and with New York State Education law, Article 129A. Touro College has developed a policy that adheres to all safety and security regulations. The fact that Touro College is virtually crime-free is a tribute to its students, faculty and staff.

Visitors are required to sign in at the parking lot gatehouse or at the front desk and indicate the department which they wish to visit, which will be notified of their arrival.

POLICY ON NON-DISCRIMINATION

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

The following person has been designated to handle inquiries regarding Touro College's nondiscrimination policies:

Ms. Rosie Kahan, Director of Human Resources
27 – 33 West, 23rd Street, New York, NY, 10010-4202, 212- 463-04200 Ext. 5706

For additional information, please contact the US Department of Education Office for Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or (800) 421-3481.

POLICY REGARDING STUDENTS WITH DISABILITIES

It is the policy and practice of Touro College School of Health Sciences to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in services, programs, or activities of the Touro College School of Health Sciences.

(The *Handbook for Students and Applicants with Disabilities* can be obtained from the individual program offices or from the Office of the Director of Student Affairs.)

SUBSTANCE ABUSE POLICY

The School of Health Sciences considers the unauthorized possession, sale and use of alcohol and illegal drugs to be both potentially harmful to people and contrary to the mission of the College. Therefore, unauthorized alcohol and drugs are banned from the premises of the School of Health Sciences at Bay Shore and all other sites. The ban covers all events, on or off premises, sponsored by the College or in which students or employees serve as official representatives of the College and whose behavior could be considered as being a reflection on the reputation of the College.

Implicit in that policy is the recognition of local and state ordinances with regard to culpability in distributing to those under legal age or those physically or mentally impaired with regard to controlled substances. Persons found guilty of violating this ban may be subject to criminal penalties under local and state laws as well as sanctions by the College as outlined in this Handbook, in the section under "Student Code of Conduct." Sanctions may range from reprimand to suspension or dismissal from the College.

SEXUAL HARASSMENT POLICY

Touro College is committed to ensuring that all students, faculty and staff are free from sexual harassment. Anyone who believes he/she is being sexually harassed should contact the Office of the Associate Dean at 631- 665- 1600 Ext. 6216 or the Office of the Director of Student Affairs at 631-665-1600 Ext 6276. The Touro College administration will investigate and will take immediate corrective action if it determines such allegations to be true. For a detailed description of procedures regarding sexual harassment complaints, see the SHS 2008-2010 Bulletin.

NO-SMOKING POLICY

The School of Health Sciences observes local ordinances regarding cigarette smoking. As per state law, smoking is prohibited in any part of the school building.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any third party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, PL93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his/her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of this or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered "Directory Information" at Touro College and will be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- * Name
- * Address
- * E-Mail address
- * Telephone Listing
- * Date and Place of birth
- * College
- * Major
- * Honors and Awards
- * Photo
- * Classification
- * Dates of enrollment
- * Status
- * Degrees conferred
- * Dates of conferral
- * Graduation distinctions

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

ACADEMIC LIFE

Curricula in the School of Health Sciences are organized around the core focus of each individual program. Please refer to each program's student handbook for specific information. This section will acquaint you with general Touro College academic policies and procedures.

RULES AND REGULATIONS

The following are general rules and regulations for Touro College students. Students attending programs in the School of Health Sciences must also follow the specific procedures and meet the standards of the programs in which they are enrolled. Students should refer to specific program handbooks for individual departments' rules and regulations relating to admission, academic standards and graduation.

ATTENDANCE

Students are expected to attend each lecture and laboratory session on a regular basis and to complete assignments in a timely fashion. Excessive absence or failure to complete assignments may lead to a reduction of grade or failure of the course and loss of financial aid. Repeated absences may lead to dismissal from the student's program.

GOOD ACADEMIC STANDING

A student is in good academic standing when he/she is admitted or enrolled in a degree or certificate program: this includes students admitted on probation. In order to maintain good academic standing, a student must also demonstrate satisfactory progress toward completing his/her certificate or degree. For purposes of Touro College enrollment and financial aid eligibility, this progress is measured in terms of the Academic Standard Chart (see SHS 2008-2010 Bulletin), which stipulates the grade point average (GPA) and number of credits that full-time, matriculated students are expected to achieve each semester.

In addition to these general standards, each program has established its own academic performance standards, which are published in the Bulletin and in individual program handbooks.

DISMISSAL FROM THE COLLEGE

Students who fail to make adequate progress according to the Academic Standard Chart (see above), who fail to achieve the required cumulative GPA after being placed on probation (see SHS 2008-2010 Bulletin), or who fail to meet the academic standards of their individual programs, may be dismissed from the College. Likewise, students who do not adhere to the guidelines of the Touro College Code of Conduct or those for professional conduct (2008-2010 Bulletin) may also be subject to dismissal. Procedures for appealing dismissal can be found on pp. 28-29 below and in the Bulletin.

STUDENT ADMINISTRATIVE SERVICES

REGISTRAR

Registration

Students sign up for courses during designated registration periods in the fall and spring, and in summer for some programs. Students who are not officially registered are not permitted to attend classes. Individual programs will have schedules and the list of course offerings as well as other pertinent registration information prior to the registration period.

Adding and Dropping Courses

Students make program changes by filing Drop/Add forms with the Office of the Registrar. A Drop/Add form is ready to be submitted to the Registrar when the top portion is filled out, the course number and title of the course(s) to be added or dropped accurately indicated, and the bottom portion signed by both the student and his/her advisor. A student may drop a course within the first eight weeks of the Fall or Spring semester and, where applicable, up to the midpoint of a six-week Summer semester. In certain cases an approval from the Bursar's office may also be required.

Withdrawal

A student who wishes to withdraw from Touro College in good standing should give official notification to the Director of the Program in which he/she is enrolled, and to the Office of the Registrar by completing the withdrawal form and submitting a copy to the Program Director. The date of the withdrawal is the date the official notification is received by the Office of the Registrar.

Leaves of Absence

Leaves of Absence may be granted for medical or personal reasons. They are not usually granted for reasons of academic difficulties. Students who wish to request a Leave of Absence should petition the Director of the Program stating the reason for the request. A Leave of Absence form must be completed and submitted to the Registrar's office to become official.

Students who are on leave should request readmission, in writing, to their program at least six weeks prior to the start of the semester in which they wish to resume their studies. The Program Director will determine if permission will be granted for a student to return to the College.

Individual SHS programs may mandate specific procedures for Leaves of Absence; consulting specific student manuals is suggested. The Office of the Registrar will inform the student whether he/she may register for classes.

Applying for Graduation

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before he/she expects to complete certificate or degree requirements in order to determine whether the requirements will be met as anticipated for the selected graduation period (January, June or September) (See the SHS 2008-2010 Bulletin for general information on graduation requirements and standards.)

After the graduation conference, the student officially notifies the Office of the Registrar that he/she is a candidate for graduation by completing an "Application for Graduation" form, paying the required \$200 fee to the Bursar and obtaining a clearance signature, then submitting the form to his/her program office. Candidates for the Bachelor of Science degree in Health Care Administration should also file a completed "Major or Concentration" form at this time. Those who complete their requirements during any of the three graduation periods in a given year participate in School of Health Sciences commencement exercises, which take place in September.

Note: Participation in these ceremonies does not necessarily mean that a student has graduated. The Office of the Registrar certifies graduation officially only after auditing the student's record for completion of degree requirements.

Requesting a Transcript

Students who wish to order official copies of their transcripts complete a form, which can be obtained by visiting the Registrar's office or by downloading it from the Touro web-site as follows:

1. Log onto www.touro.edu and click on "Student Services" at the top of the main page.
2. Choose "Transcript Requests" from the drop-down menu.
3. Read carefully the information and instructions that appear.
4. Scroll down to link that reads, "Click here to access a Transcript Request form (PDF Format) to fill out" and print the form.

The completed form should then be submitted either in person, by mail or by FAX, according to the instructions. The fee for transcripts is \$10 per copy for the first five official copies in an order and \$5 per copy for any additional, payable by check, money order, or credit card (Visa or Mastercard). Students are also entitled to one unofficial copy per official copy ordered. Those who submit their requests in person must first pay the fee to the Bursar and receive clearance. (*Note: If a request is denied by the Bursar because of an outstanding balance, the Registrar will inform the student in writing.*)

The standard processing time is 7 to 10 days from receipt of the Registrar's office, longer during peak periods. Students who would like to Federal Express overnight delivery *once their order is processed* may pay the applicable fee.

Touro College currently has no mechanism in place to provide rush processing or other special service

Unofficial Transcripts or Grade Reports

Students who want only unofficial or “student” copies of their transcripts should use the quicker and easier alternative to submitting a transcript request: downloading an unofficial grade report from the Touro website. **To access instructions for doing this on-line, simply click on the link under “Unofficial Transcripts” on the Transcript Requests” web-page (see step no. 2 above); these instructions are also reproduced below.** This method is available at students 24 hours a day, 7 days a week.

Viewing and Printing Your Unofficial Transcript from the Touro Website

1. If you do not already know it, obtain your Touro College student ID number from the Registrar’s office.
2. Log onto <https://tcweb.touro.edu> from any computer with Internet access.
3. Follow the instructions under “Login” by entering your ID number and then your password, which defaults to the last 4 digits of your ID number followed by the *month* and *day* (mmdd) of your date of birth. Example: If your ID number is 567356 and your birthday is March 4, your default password is 73560304.
4. **IF YOU HAVE NOT ALREADY DONE SO, FOR YOUR PROTECTION YOU WILL BE REQUIRED TO CHANGE YOUR PASSWORD TO A PERSONALIZED ONE KNOW ONLY TO YOU:** Click on “My Profile”; you will see certain personal and academic information displayed. Click on the spot indicated for changing your password, then follow the instructions on the “Change Password” screen. Be sure to click on the “update” button to submit the change before logging off. Try to make your password easy to remember. If you forget it, contact the Registrar’s office listed in the “Contact Information” section to have it reset to the last 4 digits of your ID number plus the month and day of your birth (see step no. 3 above); you can then change it again.
5. Click on “My Grades” from the menus at the top of the page; you will see an overview for your current division.
6. Click on “Final Grades, All Divisions, All Terms”; you will see all of your semesters and courses displayed.
7. To print a report with a Touro College logo and heading on it, click on the “Print” option from the “File” menu on the toolbar at the top of the screen; the words “This is an unofficial grade report” will print at the top and bottom of the report.

If you do not have access to a computer and/or printer, you may log onto the web-site and print your report in any Touro College computer lab.

Changes in Name or Address

If you move or change your phone number, be sure to fill out a “Change of Address” form in the Office of the Registrar, in addition to notifying the program office. In order to change your name in Touro College records, you must complete a “Change of Name” form and submit appropriate documentation, e.g. for women who want their married name to be the name of record, a copy of the marriage certificate. Contact the Registrar’s office for information about other types of name changes.

BURSAR

The function of the Bursar’s office is to collect tuition and fees from students on behalf of the College. To that end, the Bursar’s office is responsible for charging tuition and fees to student accounts according to the College’s fee schedule and to collect payments from students. The Bursar will send students monthly bills until charges are paid. Beginning with the Summer 2009 session, Graduate and Professional students will receive only one printed bill; all subsequent bills will be delivered electronically. Undergraduate students will continue to receive monthly printed bills.

Students are permitted to register for a forthcoming semester only if they have paid all tuition and fees in full, or have made other arrangements satisfactory to the Bursar. Please check with the Bursar’s office for exact tuition due dates. Tuition memos for individual programs can also be obtained at the Bursar’s office.

Any student wishing to receive Financial Aid to help pay tuition and fees must file a FAFSA form *immediately after filing tax forms* for the year preceding the academic year for which the financial aid is sought (e.g., tax year 2008 for academic year 2009-2010). The Financial Aid office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. Early filing is suggested to assure sufficient time for processing and to allow for the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if this deadline is not met. Late payment fees will be charged to students making payment or endorsing their loan checks after the tuition due date. A schedule of fees is available in the Bursar’s office.

Expenses associated with attending Touro College include tuition, fees, supplies, books, housing and other living expenses, transportation, medical, and liability insurance. Required clinical training expenses may involve additional expenses for individual students. Specific expense estimates can be found in individual program manuals.

Refund Checks

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

The Bursar 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 once satisfactory attendance and academic progress are verified.

Transcript requests, graduation applications, or requests for permission to take appropriate Professional Boards will not be processed for students who have delinquent tuition or accounts, e.g. library overdue fines.

Tuition Refund Schedule

Students wishing to withdraw from the College must contact the Office of the Registrar. On approved applications the following schedule will apply to students withdrawing from **ALL** classes:

Fall & Spring semesters:

Before the first day of classes	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

Summer session

Before the first day of classes	100% of tuition
During the first week of classes	60% of tuition
During the second week of classes	20% of tuition
During the third week of classes	NO REFUND

(The Administrative fee is non-refundable.)

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

Acceptable Methods of Payment

CREDIT CARD: Touro College accepts **VISA** and **MASTERCARD** only. Please be aware of the following if you wish to pay by credit card:

- a. Your name must be embossed on the card to be an authorized user.
- b. One form of positive identification may be required.

PERSONAL CHECKS: Touro College accepts personal checks; students are cautioned that bounced checks may accrue late payment fees as well as returned check fees. Students who bounce checks more than once will no longer be permitted to pay by personal check.

Touro College also accepts **bank checks, certified checks, and money orders.**

You may pay your bill online by logging onto your TCWEB account and clicking on “Quick Pay.”

FINANCIAL AID

Financial Aid Office

The Financial Aid Office is responsible for all financial aid matters, including the processing of loans and the packaging of state and Federal grants. It also supervises the College Work Study Program. The “Free Application for Federal Student Aid (FAFSA)” is available through this office; all questions regarding financial aid should be directed to a Financial Aid office.

Steps for Applying for Financial Aid

To receive aid from the Federal Student Aid Program, it is required that you complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application for Financial Aid. The fastest way to do this is by going to www.fasfa.ed.gov and submitting your FAFSA through the Department of Education’s website. We advise all students to complete this application on line. Students who do not have internet access may use the school’s computer labs to complete the process.

When submitting the FAFSA online, the student will need a PIN. The PIN serves as an electronic signature and can be obtained at www.pin.ed.gov.

Touro’s six digit Title IV school code is 01142. Touro College’s Manhattan campus address is 27-33 West 23rd Street, New York, NY 10010. **For your FAFSA to be processed properly, you must use Touro’s Manhattan address for question 104.**

General Information

Touro College participates in Federal, New York State, and New York City aid and grant programs. These programs are designed to assist qualified students who have limited resources to attend college.

Applications for financial aid must be completed once every academic year. Financial aid personnel are available to assist students in completing their applications, including the “Free Application for Federal Student Aid (FAFSA),” which determines a student’s eligibility for all Federal Aid. Those students who are New York residents for one year prior to the start of classes may be eligible for TAP. Express TAP Applications are generated to the student based upon information that is transmitted to New York State from FAFSA. Students are advised to file their applications as early in the year as possible and may expect to receive a response approximately four to six weeks from the time their applications have been mailed. *All responses, Student Aid Reports and TAP award notices should be turned in to the Financial Aid Office immediately upon receipt.*

Financial aid awards at Touro College are, for the most part, awarded on the basis of financial need. Need is defined as the difference between the cost of education (tuition, fees, room, board, books, and other expenses), and the estimated contribution as determined by the Federal form (FAFSA) that has been filed.

Financial Aid Tips

Listed below are some tips which can help students avoid delays in the completion and processing of their Financial Aid applications and/or the packaging of actual financial awards.

1. File Financial Aid applications early.
2. Enter all required information on the Financial Aid application and do so clearly, neatly and accurately. (Be sure to enter the complete address including apartment number and zip code.)
3. Before coming to the Financial Aid Office for counseling, check with a Financial Aid administrator to determine what documentation you will have to bring with you.
4. If you receive correspondence from any outside agency regarding your financial aid, please bring it with you.
5. Turn in TAP award certificates to the Financial Aid office promptly upon receipt.
6. Please submit any additional documentation requested by the Financial Aid office in a timely fashion in order to expedite the financial aid process.

Loan Default

Student loans must be repaid as agreed to in a promissory note. If a student fails to meet the terms of the promissory note, he/she is in default. Please read the following statement from the New York State Higher Education Services Corporation:

“Defaulting on a student loan has serious consequences. It can prevent you from getting a credit card, a car loan, or more financial aid if you decide to go back to school. The government does not excuse you from repaying your loan because you did not finish school or because you don’t think you got your money’s worth. If you borrow, you owe the money! If you default on a student loan, your school, lender, state, and the federal government can all take action to recover the money. You may also be liable for expenses incurred in collecting the loan. Finally, the Internal Revenue Service may withhold your income tax refund and apply it towards your loan. A student loan is not generally dischargeable through bankruptcy proceedings.

“If you think you are in danger of defaulting, ask your bank if monthly payments can be reduced and extended over a longer period of time. In case of hardship, you can call your bank and request forbearance. If the bank honors your request, your loan payments are deferred for a specific period of time. It is important to notify your bank when you have a problem. In most instances, they will work with you.

“Before your bank declares you in default, it must give you a written warning. If your bank cannot find you it will try to locate you by contacting the people you listed as loan references on your application.

“If you think you were placed in default status without prior proper warning, contact the New York State Higher Education Services Corporation. Arrangements may be made to reinstate your loan with the bank. However, you must repay any accrued interest before arrangements can be made for reinstatement.”

STUDENT LIFE

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is located on the third floor of the Bay Shore campus building. The chief role of the Director of Student Affairs is student advocacy. Students are assisted with special services and information and offered a variety of activities through the office. Students in need of similar assistance at the Manhattan or Brooklyn campuses should consult their program director for guidance to the appropriate personnel on those campuses.

ORIENTATION

Individual program directors in the School of Health Sciences are responsible for holding orientation sessions for students entering their specific programs. Orientation usually takes place prior to the first day of classes and is aimed at effecting a smooth adjustment to the program.

STUDENT IDENTIFICATION CARDS

Photo identification cards are issued to each entering student. Please contact your program office to make arrangements to be photographed for your card. This card has three functions:

1. It is an ID card.
2. It is a library card.
3. It is used as a swipe card to enter and leave the Bay Shore campus parking lot, including through the turnstile at the north end of the lot.

ID cards are issued free of charge on a one-time basis. There is a fee for replacing a lost card.

TUTORIAL SERVICES

Tutorial (formal/informal, peer/upper classmate) services may be available to students within their own programs. Students are therefore encouraged to take the initiative in consulting with their advisors and in reviewing their own progress towards fulfilling all degree requirements.

COUNSELING

Each student in the School of Health Sciences is assigned an advisor who follows the student's progress throughout his or her academic program. It is wise for the student to seek help as soon as a problem is evident. If emotional problems are involved, the Program Director may suggest a referral to an appropriate agency.

HEALTH INSURANCE*

School of Health Sciences students (other than graduate students in specific programs, e.g. Post-Professional DPT students) are required to maintain current health insurance. An optional health insurance plan is available to full-time Touro College students through the ***Sentry Student Security Plan***. The policy includes major medical coverage. Students may join this health plan at any time during the year. Payment is made directly to the company. Policy applications and descriptive brochures can be mailed to students or may be picked up in program offices or the Office of the Director of Student Affairs.

ANNUAL PHYSICAL EXAMINATIONS /IMMUNIZATION HISTORY *

Most students, except for those at the post-graduate level, are required to complete and return the School of Health Sciences History and Physical Information form to their individual program offices, according to each program's directives. Forms are kept on file for emergency medical care permission and information purposes.

Students who do not submit forms on time or who submit incomplete forms will not be allowed to register for subsequent courses after the deadline until the forms are properly submitted and/or properly completed.

Furthermore, New York State requires proof of immunity against measles, mumps, and rubella if born after January 1, 1957. Proof of immunization must be submitted upon admission to the College.

***Failure to meet paperwork deadlines (i.e. proof of insurance, etc.) will result in students being ineligible to begin clinical rotations in a timely manner.**

PARKING AT THE BAY SHORE CAMPUS

As indicated on page 23, students use their photo ID cards to access the parking lot. Hours for the Bay Shore campus building and for the lot may be found on page 3. Overnight parking is not permitted at the Bay Shore campus; vehicles remaining in the lot after closing may be towed at the driver's expense.

Disabled cars must be reported to the gatehouse attendant, who will record the driver's name and program.

THE TOURO COLLEGE CODE OF CONDUCT

The Touro College Code of Conduct applies to the entire Touro College community, including students, faculty, Touro College organizations and clubs, and all Touro College employees. Members of the Touro College community are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution.

The following types of behavior are considered violations of the Code of Conduct and will result in disciplinary action.

1. theft of, or damage to, college records and property, caused by intentional, negligent, or irresponsible conduct;
2. unauthorized use of any college property, including, but not limited to, its name, property, offices, premises, and equipment (such as computer equipment, telephones, fax machines, copying equipment and laboratories);
3. conduct which interferes with or obstructs any college functions or which physically obstructs, or threatens to obstruct or restrain, members of the college community;
4. The physical or sexual abuse or harassment of any member of the college community, including faculty, students, and staff;
5. Threatening bodily injury, including sexual harassment or assault, or emotional trauma against students or employees of the college;
6. disorderly or abusive conduct in the classroom or on college premises;
7. refusal to follow the directives of college officials acting in performance of their duties;
8. impersonating college faculty, college officials, or college staff;
9. forging signatures or other information on registration forms, financial aid forms or any other college documents;
10. computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the college's computer system;
11. unauthorized sale, distribution or consumption of alcoholic beverages on college premises;
12. distribution, purchase, or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or drug paraphernalia on college premises;
13. gambling in any form on college premises;
14. possession, distribution, or sale of weapons, incendiary devices, or explosives on college premises;
15. tampering with or misuse of fire-fighting equipment and/or safety equipment (such as alarm boxes and extinguishers);
16. participation in, furtherance of, or intent to engage in any illegal activity on college premises;
17. conviction of a felony crime while enrolled at the college;
18. intentionally filing a false complaint under this college code of conduct;
19. Libelous or slanderous statements, intended to inflict harm, regarding any member of the college community, including racist, anti-Semitic, or sexist remarks or references regarding any member or group of the college community;
20. refusal to identify oneself to an official or security officer of the college or to present proper identification upon entering the college premises;

21. actions that are not harmonious with and supportive of the activities and functions of an educational institution, such as actions that can harm the reputation of the college;
22. aiding or abetting any conduct prohibited by this college code.

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

Adjudication of Code of Conduct Violation

Any member of the college community may notify the Associate Dean of the School of Health Sciences of a code of conduct infraction by submitting a written statement describing the alleged infraction within ten (10) days from the time the charging individual learned of the alleged code violation.

The Associate Dean of the School of Health Sciences shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting.

[Further details about the steps in this process are available in the SHS 2008-2010 Bulletin .]

PROFESSIONAL CONDUCT

Health Science students are also expected to conduct themselves in a manner consistent with the function of an institute of higher learning and are required to abide by the highest standards of academic honesty, ethical fitness, and professional conduct. Characteristic keys to development of a health-care provider include but are not limited to:

1. ethical conduct and honesty
2. integrity
3. ability to recognize one's limitations and accept constructive criticism
4. concern for oneself, others, and the rights of privacy
5. appropriate value judgment with respect to interpersonal relationships with peers, superiors, patients, and their families
6. responsibility to duty
7. an appearance consistent with a clinical professional
8. punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty, and preceptors

Students whose moral, social, or emotional behavior is disruptive or inappropriate will be brought to the attention of the Program Director. The Director will act on behalf of the program taking such steps as are deemed to be in the best interests of the College, the School of Health Sciences, the program, and the student.

STUDENT DISCIPLINARY POLICY

Each program within the School of Health Sciences has established standards for determining the ethical fitness of the students in each respective program. Students of the School of Health Sciences are expected, upon their honor, to act in a mature fashion, consistent with the principles of professional ethics and general professional conduct. Honesty and scrupulous concern for the person and property of others are essential. Standards adhering to such conduct shall be applied during the process of professional education at the School of Health Sciences. Conduct that tends to bring discredit upon the School, the students, or the profession, whether committed in class, in a hospital, in a clinical site, or off-campus, shall constitute a violation of this policy, for which a student may be subject to disciplinary action. Conduct that violates this policy may lead to disciplinary action, including suspension and expulsion. Such conduct shall include, but not be limited to, cheating, whether on examinations, quizzes, or other tests of knowledge, plagiarism, stealing, falsifying or violating confidentiality of records, or other violations of the criminal law.

Students whose performance is considered unacceptable as a result of not meeting the standards for professional behavior or not adhering to program policies are candidates for professional probation, disciplinary measures, and dismissal. The most serious violations may result in immediate suspension or dismissal. However, whenever it is appropriate, the student who demonstrates unacceptable performance or misconduct will initially be notified by the Program Director and given a warning regarding persistence of such behavior and misconduct or professional condition of the probationary period will be determined, on an individual basis, by the Program Director and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the program beyond its normal term.

It is the policy of the School of Health Sciences that procedures in disciplinary matters, which result in placing the student on professional probation, implementing disciplinary measures, or are serious enough to warrant dismissal from the program, be handled expeditiously and meet certain requirements to assure fairness to all parties concerned and to insure against arbitrary and capricious decisions.

Subject to the established standards of the program, if the Program Director determines that there is reasonable cause to place the student on professional probation, implement disciplinary measures, or dismiss the student from the program, the Program Director shall advise the student accordingly. The student has the right to contest the Program Director's decision. In all cases involving disciplinary decisions, the Hearing and Appeal Procedures as outlined below shall apply.

Suspension

A student may be immediately removed from participation in school activities (i.e. didactic or clinical rotations) and recommended for suspension if the student's continued participation appears to be detrimental to the best interests of patients, peers, or the School of Health Sciences. In such cases, the Program Director will provide the student with a written statement regarding his/her status and action will be taken expeditiously. The Program Director's recommendation for suspension must include the grounds for the suspension. The suspension will remain in effect until the administrative process as outlined in *Hearing and Appeal Procedures* below has taken place and the student is reinstated.

HEARING AND APPEAL PROCEDURES

A student has the right to appeal a decision made for misconduct or unacceptable academic performance if there is good reason for the appeal. It is the policy of the School of Health Sciences that appeals be handled expeditiously.

A student who is appealing a decision made for misconduct or unacceptable academic performance must first complete the appeals procedure provided within the student's program.

Following completion of the appeals process within the program, the Program Director will inform the student, in writing, of the program's decision. A copy of the notice will be sent to the office of the Associate Dean.

To appeal a program decision, the student must submit a written request to the Associate Dean within fourteen (14) school days of receiving the program decision. This request must include the basis for the appeal. An appeal will be granted only if there is reason to believe that the student may have been treated unfairly, the decision was capricious, or there were extenuating circumstances that were not given adequate consideration. If the Associate Dean cannot resolve the matter and determines that there may be justification for the appeal, the Associate Dean will present the appeal request to the Committee on Academic Standing.

If the Committee on Academic Standing determines that a hearing is justified by the request, it will appoint a Faculty Committee to hear the appeal. The Faculty Committee will consist of at least three members of the School of Health Sciences faculty who have had no involvement in the decision that is under appeal. The Associate Dean will notify the student and the Program Director in writing of: (1) the date, time, and place of the hearing, (2) the members of the Faculty Committee, and (3) a brief description of the basis for the appeal.

The Faculty Committee will rely primarily on the Program Director (or the Director's designee) and the student to present the case for and against the charges. Each party may be assisted by an advisor from within or outside the program, provided that the advisor is neither an attorney nor represents the office of an attorney. Each party may produce evidence and call one or more witnesses in support of the charges, and each party may examine any evidence and cross-examine any witness. The Faculty Committee may call and examine witnesses and invite the submission of additional evidence. The hearing will be closed and there will be no transcript or recording of the proceedings.

Within fourteen (14) school days following the conclusion of the hearing, the Faculty Committee will submit to the Committee on Academic Standing a written decision with a brief explanation of the reasons for the decision. The decision will be limited to those issues on appeal. Within seven (7) school days, the Associate Dean will notify the student and the Program Director, in writing, of the decision of the Committee's decision.

Either party may file a written appeal of the Committee decision with the Dean of the School of Health Sciences. This appeal must include a statement of the reasons for the appeal, and it must be made within fourteen (14) school days of receiving notice of the decision of the Faculty Committee. The Dean may conduct a further investigation, after which the Dean will notify the Associate Dean, the Committee on Academic Standing, the Program Director, and the student of the decision to support or reject the appeal. If the appeal is supported, the student will continue study in the program. If the appeal is rejected, the action recommended by the program is taken.

Grievance Policy

If any member of the School of Health Sciences believes that his or her rights have been violated or impinged upon, or that the School's policies and procedures have not been followed, that individual may file a grievance with his/her Program Director. The complaint should state with particularity the person(s) involved, the nature of the offense, and the circumstances under which the offense may have been committed. Upon receipt of a complaint, the Program Director shall determine whether there is reasonable cause for the complaint. The Program Director may interview any individual, including any and all involved parties. If the Program Director determines that no reasonable grievance exists, he/she shall so inform the complainant in writing.

For further information on Grievance Policy, Protocols for Conducting Grievance Hearings, Complaints to the New York State Department of Education and How to File a Complaint, please contact the office of the Associate Dean.

STUDENT ORGANIZATIONS/ACTIVITIES

The non-academic activities in which students participate constitute an integral part of the total educational experience. Membership in clubs, professional organizations and the Student Council provides a background of valuable experience for involvement and professional enrichment. This also serves to promote a cohesive student body.

STUDENT COUNCIL

This organization is composed of representatives from each full-time program at the Bay Shore campus and meets regularly to discuss matters of student concern. The Touro College Student Council Constitution, reprinted below, governs the proceedings and actions of the Council.

TOURO COLLEGE STUDENT COUNCIL CONSTITUTION

BY-LAWS

Article I – Organization

The Student Council shall be comprised of a committee of students representing the full-time programs at the Bay Shore campus. Each of those programs of the Touro College School of Health Sciences shall select two (2) representatives to sit on the committee for a designated period of time. The objective of this council is to act as the umbrella student organization under which all other program organizations, clubs and student committees shall function. However, the program organizations, such as SPTA and SOTA, which are in existence, now will continue to govern themselves in an autonomous fashion, unless they seek assistance from the Touro College Student Council.

Mission Statement

The primary goal of the Student Council is to act as a unifying body in order to enhance communication and co-action among the various programs.

Duties and Responsibilities

The Executive Committee shall be composed of a President, Vice-President, Secretary and Treasurer.

President

The President shall preside at all meetings and upon the advice and consent of the Student Council, appoint committees and agents to serve the needs of the Student Council.

Vice-President

The Vice President shall supervise and monitor the activity of any/all Student Council committees. In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President.

Secretary

The Secretary shall keep an accurate account of all minutes of Student Council meetings and serve as an executive officer in the event both the President and Vice-President are absent.

Student Council Representatives

Each year every program shall either elect or, at the discretion of the program director, appoint two Student Council representatives from each of their classes. These representatives shall attend all scheduled meetings and bring to the Student Council any/all suggestions, requests or grievances made by their constituents. The representatives shall vote upon all issues before the Student Council. If any representative is assigned to go on affiliation or rotation as part of his/her program schedule and miss more than two meetings, he/she may select another program member as a substitute at least one (1) month prior to his/her departure.

Article II – Student Council Meetings

The Student Council shall meet either at a predetermined time once per month while school is in session or as determined by the Executive Committee.

Article III – Conduct of Meetings

Any member of the Student Council may bring an issue before the Student Council. After discussion of the issue, the matter may be called to a vote. All Student Council members present may vote upon the issue. A simple majority is required for a motion to pass.

Article IV – Term of Office

Each Student Council member shall either be elected or selected by their program to serve a one year term or as their program schedule allows. They may be re-elected or re-appointed to additional terms.

Article V – Constitutional Amendments

Amendments to this Constitution shall be deemed ratified and immediately thereafter go into effect upon acceptance by a simple majority vote of those of those students voting and by final approval of the Dean's cabinet.

STUDENT CLUBS

Clubs offer students the opportunity to organize activities related to both curricular and extracurricular interests.

The formation of new clubs and organizations is encouraged according to collegiate protocol. Consult the Director of Student Affairs for details.

STUDENT PROFESSIONAL ORGANIZATIONS

Students are encouraged to join and participate in student professional organizations in order to keep abreast of happenings in their field. Applications for student membership are available through individual programs.

Students play an important role in keeping the allied health professions current and helping them move forward. Likewise, the organizations promote students' professional growth through publications and activities made available at reduced rates to members.

EMERGENCY PROCEDURE INFORMATION

EMERGENCY CLOSING

In case of severe weather conditions or other emergencies, information about the closing of the School will be broadcast on **WGSM-WCTO, 740 AM, WALK 97.5 FM and WINS, 1010 FM and Channel 12**. The announcement will be specific to TOURO COLLEGE – BAY SHORE AND MANHATTAN CAMPUSES. For all campuses, students can check Touro outgoing phone messages and the Touro website.

EMERGENCY MEDICAL CARE PROCEDURE

A First Aid and/or CPR-trained individual should evaluate the extent of the injury. (Most faculty and all Occupational and Physical Therapy students are certified in Standard First Aid and CPR.)

If the injury requires immediate medical attention:

- a. Dial 911 or 0 (operator) for an ambulance
- b. Inform the Dean's Office and the Program Director
- c. The Program Director will notify family and other appropriate individuals

Touro College must be notified of all on-campus accidents. An Accident Report Form, available in the Dean's office and in each Program Director's office, must be completed and sent to the Dean's office.

EMERGENCY HOTLINE

Touro College has set up an emergency hotline to enable students, faculty, and staff to get help quickly in an emergency. The hotline can be accessed via telephone, text, or e-mail:

Telephone: 1-88-TOURO-911

Text: 443-791-7667

E-mail: touro.college@answernet.com

Students are urged to keep this contact information handy.

ADMINISTRATIVE DIRECTORY

BAYSHORE CAMPUS (631) 665-1600

OFFICE OF THE DEAN

	<u>Room</u>	<u>Ext.</u>
Dr. Louis Primavera, Dean	123	6257
Dr. Gerald Barry, Associate Dean	378	6216
Katherine Taromina, Associate Dean	109	6260
Susan Powers, Executive Assistant to the Dean	117	6221
Robin Morrell, Associate Director of Fiscal Affairs	115	6249
Dennis M. Weinstein, Dir. of Marketing, Graduate Programs	114	6239
TBA, Facility Manager	157	6208

PROGRAM OFFICES

OCCUPATIONAL THERAPY

Dr. Vera Jean Clark-Brown, Director	346	6231
Tara Casimano, Chair	348 6247	
Carol Reilly, Admin. Asst.	345	6253

PHYSICAL THERAPY

Dr. Jill Horbacewicz, Director	354	6245
Dr. Robert Troiano, Chair	352	6236
Kathleen Winterberg, Admin. Asst.	351	6211

POST-PROFESSIONAL DPT

Dr. Frances Corio, Chair	365	6277
Susan Jacobson, Dir. of Advanced Graduate Admin.	366	6276

PHYSICIAN ASSISTANT

Dr. Joseph Tommasino, Director	214	6271
Michael Weber, Associate Director	208	6250
Jennifer Christie, Admin. Asst	213 6254	
Alexis Echauri, Clinical Admin.	215	6258
Marion Fabal, Winthrop Ext. Ctr.		(516) 663-

3194

UNDERGRADUATE STUDIES

Elliot Hymes, Director	225	6229
Les Schonbrun, Asst. Director	226 6279	
Gail Graham, Admin. Asst.	224A	6264
Dee Dee Collins, Admin. Asst.	270	6269

OFFICE OF STUDENT AFFAIRS

Susan Jacobson, Director	366	6276
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STUDENT ADMINISTRATIVE SERVICES

ADMISSIONS (Bay Shore and Manhattan campuses)

Jean Vitale, Associate Director of Admissions	217A	6255
Brian Diele, Admissions Coordinator	218A	6311
Elizabeth Holzer, Admission Assist.	219A	6307
Donna Gardner, Admission Assist.	216A	6311
Akilah Lovell , Admission Assist.	220A	6312

BURSAR

Lori Gerber, Associate Bursar	223A	6293
Ruth Brutus, Assistant Bursar	226A	6270

FINANCIAL AID

Gail Drapala, Director of Financial Aid	214A	6265
Keith Koppenhoefer, Financial Aid Administrator	221A	6278

REGISTRAR

Muriel Tenety, Associate Registrar	222A	6268
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LIBRARY

Myra Reisman, Chief Librarian	134	6224
Eileen DeSimone, Librarian	134	6224
Theresa Zahor, Asst. Librarian	134	6224
Jingxian Pi, Library Asst.	134	6224
Melissa Francis, Library Asst.	134	6224

COMPUTER LAB

Erica Neal, Lab Technician	143	6273
Mike Weinfurt, Lab Technician	143	6273

MANHATTAN CAMPUS (212) 463-0400

OFFICE OF THE DEAN

Dr. Louis Primavera, Dean Ext. 5236
Katherine Taromina, Associate Dean Ext. 5783

PROGRAM OFFICES

OCCUPATIONAL THERAPY

Vera Jean Clark-Brown, Director Ext. 5691
Beth Chiaviello, Chair Ext. 5662
Lydia Borges, Admin. Asst. Ext. 5671

OCCUPATIONAL THERAPY ASSISTANT

Vera Jean Clark-Brown, Director Ext. 5691
Rivka Molinsky, Chair Ext. 5518
Patricia Lightsey, Admin. Asst. Ext. 5258

PHYSICAL THERAPY

Dr. Jill Horbacewicz, Director Ext. 5678
Kathryn Rudshaw- Turnbull, Chair Ext. 5603
Sileni Cabrera, Admin.Asst. Ext. 5606

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Kathryn Rudshaw-Turnbull, Chair Ext. 5603
Chikaodi Enwereuzoh, Admin. Asst Ext. 5606

PHYSICIAN ASSISTANT STUDIES

Dr. Nadja Graff, Director Ext. 5788
Anita Stone, Admin. Asst. Ext. 5792

GRADUATE PROGRAM IN ORIENTAL MEDICINE

Michael Oxman, Acting Director Ext. 5356
Linda Rosenberg, Program Administrator Ext. 5315

STUDENT ADMINISTRATIVE SERVICES

BURSAR

Yelena Kukuy, Associate Bursar Ext. 5622

FINANCIAL AID

Cheryl Bernath, Associate Director of Financial Aid
Administration Ext. 5628

REGISTRAR

Natalia Grigoryuk, Associate Registrar Ext. 5639

LIBRARY

Salvatore Russo, Asst. Director of Libraries Ext. 5222
Marina Zilberman, Chief Midtown Librarian Ext. 5221
Carol Shapiro, Librarian Ext. 5321

BROOKLYN CAMPUSES

PROGRAM OFFICES

SPEECH AND LANGUAGE PATHOLOGY

Hindy Lubinsky, Director/Chair
Lisa Amrhein, Admin. Asst.

(718) 787 – 1602
Ext. 203
Ext. 200

NURSING

Dr. Alona Harris, Chair
Danielle DePalo, Admin. Asst.

(718) 236 – 2661
Ext. 109
Ext. 109

STUDENT ADMINISTRATIVE SERVICES

(718) 252-7800

ADMISSIONS

Steve Toplan, Director of LAS Admissions

Ext. 399

BURSAR

Sara Khaymovich, Assistant Bursar

Ext. 201

FINANCIAL AID

Yaffa Levinson (Nursing), Financial Aid Administrator
Richard Lashley (Speech and Language Pathology),
Associate Director of Financial Aid

Ext. 220
718-301-2027

REGISTRAR

Regina Tekmyster, Senior Associate Registrar

Ext. 225

LIBRARY

Edlira Agalliu, Chief Librarian
Chaya Drillman, Librarian
Caitlin Bernstein, Librarian

(718) 252-7800
Ext. 260
Ext. 260
Ext. 260

SCHOOL OF HEALTH SCIENCES DIRECTORY OF LOCATIONS

BAY SHORE CAMPUS

1700 Union Boulevard
Bay Shore NY 11706
PH: (631) 665 – 1600

WINTHROP EXTENSION

Winthrop Hospital
288 Old Country Road
Mineola, NY 11501
PH: (516) 663-3194

MANHATTAN CAMPUS

27.33 West 23rd Street
New York, NY 10010
PH: (212) 463 – 0400

BROOKLYN CAMPUSES

Graduate Program in Speech-Language Pathology

1610 East 19th Street
Brooklyn, NY 11229
PH: (718) 787 –1602

Department of Nursing

5323 18th Avenue
Brooklyn, NY 11204 - 1523
PH: (718) 236 -2661

Flatbush Campus

1602 Avenue J
Brooklyn, NY 11230
PH: (718) 252 - 7800

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