# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>ABOUT TOURO COLLEGE</td>
<td>1</td>
</tr>
<tr>
<td>POLICY OF NON-DISCRIMINATION</td>
<td>1</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>2</td>
</tr>
<tr>
<td>ABOUT THE SCHOOL OF HEALTH SCIENCES</td>
<td>3</td>
</tr>
<tr>
<td>VISION, MISSION AND GOALS</td>
<td>3</td>
</tr>
<tr>
<td>ADMINISTRATIVE AND ACADEMIC FACILITIES</td>
<td>5</td>
</tr>
<tr>
<td>BAY SHORE CAMPUS</td>
<td>5</td>
</tr>
<tr>
<td>MANHATTAN CAMPUS</td>
<td>6</td>
</tr>
<tr>
<td>BROOKLYN CAMPUSES</td>
<td>7</td>
</tr>
<tr>
<td>WINTHROP UNIVERSITY HOSPITAL EXTENSION CENTER</td>
<td>9</td>
</tr>
<tr>
<td>2013-2014 HOLIDAY SCHEDULE</td>
<td>10</td>
</tr>
<tr>
<td>2013-2014 JEWISH HOLY DAYS &amp; COMMEMORATIONS</td>
<td>11</td>
</tr>
<tr>
<td>ACADEMIC LIFE</td>
<td>12</td>
</tr>
<tr>
<td>RULES AND REGULATIONS</td>
<td>12</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>12</td>
</tr>
<tr>
<td>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS</td>
<td>12</td>
</tr>
<tr>
<td>STUDENT ADMINISTRATIVE SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td>14</td>
</tr>
<tr>
<td>Registration</td>
<td>14</td>
</tr>
<tr>
<td>Adding and Dropping Courses</td>
<td>14</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>14</td>
</tr>
<tr>
<td>Applying for Graduation</td>
<td>14</td>
</tr>
<tr>
<td>Requesting a Transcript</td>
<td>15</td>
</tr>
<tr>
<td>Unofficial Transcripts or Grade Reports</td>
<td>16</td>
</tr>
<tr>
<td>Viewing and Printing Your Unofficial Transcript from the Touro Website</td>
<td>16</td>
</tr>
<tr>
<td>Changes in Name or Address</td>
<td>16</td>
</tr>
<tr>
<td>BURSAR</td>
<td>17</td>
</tr>
<tr>
<td>Refund Checks</td>
<td>17</td>
</tr>
<tr>
<td>Tuition Refund Schedule</td>
<td>17</td>
</tr>
<tr>
<td>Methods of Payment</td>
<td>18</td>
</tr>
<tr>
<td>QuikPAY</td>
<td>18</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>19</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>19</td>
</tr>
<tr>
<td>Steps for Applying for Financial Aid</td>
<td>19</td>
</tr>
</tbody>
</table>
# General Information

- Financial Aid Tips

# STUDENT LIFE

- OFFICE OF STUDENT AFFAIRS
- ORIENTATION
- STUDENT IDENTIFICATION CARDS
- TUTORIAL SERVICES
- ACADEMIC ADVISEMENT
- STUDENT HEALTH INSURANCE
- NYS PROOF OF IMMUNIZATION REQUIREMENT
- ANNUAL STUDENT HEALTH EXAMINATION

# STUDENT ORGANIZATIONS/ACTIVITIES

- STUDENT COUNCIL
- STUDENT CLUBS
- STUDENT PROFESSIONAL ORGANIZATIONS

# COLLEGE CODES AND POLICIES

- THE TOURO COLLEGE CODE OF CONDUCT
- ADJUDICATION OF CODE OF CONDUCT VIOLATION
- TCUS ACADEMIC INTEGRITY POLICY
  - Statement on Academic Integrity
  - Violations of Academic Integrity
    - Plagiarism
    - Cheating on Examination & Other Class/Fieldwork Assignments
  - Research Misconduct & Other Unethical Conduct
    - Procedures in Response to Violations of Academic Integrity
    - Reporting a Case of Suspected Plagiarism or Cheating
    - Resolution of Academic Integrity Violations
    - Academic Appeal Process
  - Sanctions
  - Recordkeeping
- PROFESSIONAL CONDUCT
- ACADEMIC PERFORMANCE
- SUSPENSION
- HEARING AND APPEALS PROCEDURE
- ARBITRATION OF DISPUTES
- TITLE IX POLICIES AND PROCEDURES
- STUDENTS WITH DISABILITIES
- SUBSTANCE ABUSE POLICY
- NO SMOKING POLICY
- CAMPUS SECURITY POLICY
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 Touro website.

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.

ABOUT TOURO COLLEGE

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: http://www.touro.edu.

POLICY OF NON-DISCRIMINATION

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.
ACCREDITATION

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

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.

This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Paris, Jerusalem, Moscow, and Florida.

Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System, accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

The professional programs of the School of Health Sciences are accredited as follows:

- The Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), 12000 Findley Road, Suite 150, Johns Creek, GA 30097, 770-476-1224, www.arc-pa.org.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, 301-652-2682, www.acoteonline.org.
- The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, 301-652-2682, www.acoteonline.org. The current accreditation status of the Occupational Therapy Assistant Program is Probationary Accreditation.
ABOUT THE SCHOOL OF HEALTH SCIENCES

The Touro College School of Health Sciences was developed as the Division of Health Sciences in 1972, consolidated into a single school in 1986, and incorporated into the Division of Graduate Studies in 2007. 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 Associate’s, Bachelor’s, Master’s, and doctoral-level degree programs in the health professions: AAS in Nursing, BS/MS in Occupational Therapy, AAS in Occupational Therapy Assistant, Doctor of Physical Therapy, Orthopedic Physical Therapy Residency, BS/MS in Physician Assistant Studies, and MS in Speech-Language Pathology. Through its Undergraduate Studies department, the School grants baccalaureate degrees with majors in Biology, Psychology, and Health Sciences.

VISION, MISSION, AND GOALS

VISION STATEMENT
The vision of the School of Health Sciences is to become one of the leading contributors to the health and well-being of the people of New York and the surrounding region. Through leadership in health programs, clinical education, research and scholarship by faculty and students, the School also endeavors to make outstanding contributions to the body of knowledge of the health professions and the community.

MISSION STATEMENT
The School of Health Sciences is an integral part of the Graduate Division of Touro College and shares the College’s mission to perpetuate and enrich the Jewish heritage, to support the Jewish community, as well as to serve the general community in keeping with the historic Judaic commitment to intellectual inquiry and social justice.

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 medical and health sciences. The School emphasizes academic achievement within a supportive and caring learning environment.

The mission of the School of Health Sciences is to provide programs in a broad range of health professions and the medical sciences, and to produce graduates who will have a significant influence on the health of their communities. The academic mission of the School of Health Sciences is characterized by the pursuit of academic rigor and integrity, excellence in instruction, intellectual accomplishment, research, and service to communities. The learning environment, balancing academic tradition with innovation, is conducive to the exchange of ideas, encouraging scholarship and respect for, and appreciation of, differing viewpoints.

GOALS OF THE SCHOOL OF HEALTH SCIENCES
The programs offered at the School of Health Sciences reflect the stated goals of Touro College in that they:
• promote academic and clinical excellence in the health sciences
• foster ethical values and humanistic ideals of service
• foster critical thinking and analytical competencies
• foster effective communication
• foster leadership skills
• promote lifelong learning and scholarly contributions through the development of information literacy and research skills
• produce graduates who will contribute to the betterment of society through health promotion, disease prevention and the healing arts.
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 library, cafeteria, student lounge, computer laboratories, and auditorium. Student Administrative Services (Admissions, Bursar, Financial Aid, and Registrar) are located on the first floor. Departmental and program offices and classrooms are located on the second and third floors. Also located on the third floor are the offices of the Associate Dean for Academic Affairs and the Director of Student Affairs, as well as the Applied Bioscience Research Laboratory and the cadaver laboratory.

The Bay Shore campus houses programs in Occupational Therapy, Physical Therapy, and Physician Assistant Studies, as well as the Undergraduate Studies Department.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>7:30 AM to 10:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 AM to 2:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00 AM to 4:00 PM</td>
</tr>
</tbody>
</table>

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 Associate 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, and Occupational Therapy. (Further information about the libraries may be found in the SHS 2012-2014 Bulletin online at www.touro.edu/shs.)

Anatomy Laboratory
The cadaver 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 and second floors, 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.

Access for the Handicapped
In general, the School of Health Sciences building contains no architectural barriers for the physically challenged (also see “Services for Students with Disabilities”).

Parking at the Bay Shore Campus
Students use their ID cards to access the parking lot, and may park during hours the building is open. 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.

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 (F, M, N, and R 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 programs in Occupational Therapy, Occupational Therapy Assistant, Physical Therapy, and Physician Assistant.

The office of the Dean is located on the 6th floor of 27 West 23rd Street.

The buildings are 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. (Further information about the libraries may be found in the SHS 2010-2012 Bulletin online at [www.touro.edu/shs](http://www.touro.edu/shs).)

**Computer Laboratories**

Computer laboratories are located on the 3rd and 6th floors of the Manhattan campus building at 27-33 West 23rd Street, on the 2nd floor of 43 West 23rd Street, and on the 6th floor of 50 West 23rd Street. These laboratories, which are available to all registered Touro College students, 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.

**BROOKLYN CAMPUSES**

**SPEECH - LANGUAGE PATHOLOGY**

The Master’s Program in Speech-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 2012-2014 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. This clinic provides services to children and adults with various speech, language, and hearing disorders. Student interns are closely supervised by certified faculty members.

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, F, 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 in Borough Park, 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.

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

**WINTHROP UNIVERSITY HOSPITAL EXTENSION CENTER**

The office of the Physician Assistant Program Winthrop Hospital Extension Center 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  8:00 AM– 4:00 PM  
Friday  8:00 AM –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 which is available to Touro College Physician Assistant students. 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.
Each program has its own calendar which you can consult for specific information regarding the dates for the start and end of each semester, examination periods, deadlines for adding or dropping courses, periods of clinical rotations, dates for winter and spring breaks, and perhaps other variations in the calendar for that program. *Please note that the School closes at 2pm on Fridays and is closed on all Saturdays.*

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOLIDAY</th>
<th>CLASSES</th>
<th>BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs., July 4</td>
<td>Independence Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., July 15</td>
<td>Tisha B'Av Eve</td>
<td>yes to 2:30pm</td>
<td>open</td>
</tr>
<tr>
<td>Tues., July 16</td>
<td>Tisha B'Av</td>
<td>no</td>
<td>open</td>
</tr>
<tr>
<td>Sun., September 1</td>
<td>Labor Day Eve</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., September 2</td>
<td>Labor Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Wed., September 4</td>
<td>Rosh Hashanah Eve</td>
<td>yes to 1:00pm</td>
<td>close at 2:30</td>
</tr>
<tr>
<td>Thurs., September 5</td>
<td>Rosh Hashanah</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Fri., September 6</td>
<td>Rosh Hashanah</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Sun., September 8</td>
<td>Fast of Gedalia</td>
<td>yes</td>
<td>open</td>
</tr>
<tr>
<td>Tues., September 10</td>
<td>Commencement</td>
<td>yes</td>
<td>open</td>
</tr>
<tr>
<td>Fri., September 13</td>
<td>Yom Kippur Eve</td>
<td>yes to 12:00pm</td>
<td>close at 12:30</td>
</tr>
<tr>
<td>Sat., September 14</td>
<td>Yom Kippur</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Wed., September 18</td>
<td>Sukkot Eve</td>
<td>yes</td>
<td>close at 12:30</td>
</tr>
<tr>
<td>Thurs., September 19</td>
<td>Sukkot</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Fri., September 20</td>
<td>Sukkot</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Sun.-Tues., September 22-24</td>
<td>Intermediate days of Sukkot</td>
<td>yes</td>
<td>open</td>
</tr>
<tr>
<td>Wed., September 25</td>
<td>Shmini Atzeret Eve</td>
<td>yes to 12:00pm</td>
<td>close at 2:30</td>
</tr>
<tr>
<td>Thurs., September 26</td>
<td>Shmini Atzeret</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Fri., September 27</td>
<td>Simchat Torah</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Wed., November 27</td>
<td>Thanksgiving Eve</td>
<td>yes to 5:00pm</td>
<td>close at 5:30</td>
</tr>
<tr>
<td>Thurs., November 28</td>
<td>Thanksgiving</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Fri., November 29</td>
<td>Thanksgiving</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Fri., December 13</td>
<td>Tenth of Tevet</td>
<td>yes</td>
<td>open</td>
</tr>
<tr>
<td>Sat.-Wed., Dec. 21 – Jan. 1</td>
<td>Winter Break</td>
<td>no</td>
<td>open</td>
</tr>
<tr>
<td>Wed., January 1</td>
<td>New Year's Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., January 20</td>
<td>Martin Luther King Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Sun., February 16</td>
<td>President's Day Eve</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., February 17</td>
<td>President's Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Thurs., March 13</td>
<td>Fast of Esther</td>
<td>yes</td>
<td>open</td>
</tr>
<tr>
<td>Sun., March 16</td>
<td>Purim</td>
<td>no</td>
<td>open</td>
</tr>
<tr>
<td>Mon., April 14</td>
<td>Passover Eve</td>
<td>yes to 12:00pm</td>
<td>close at 12:30</td>
</tr>
<tr>
<td>Tues. &amp; Wed., April 15 &amp; 16</td>
<td>Passover, first days</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Thurs. &amp; Sun., April 17-20</td>
<td>Intermediate days of Passover</td>
<td>no</td>
<td>open</td>
</tr>
<tr>
<td>Mon. &amp; Tues., April 21 &amp; 22</td>
<td>Passover, last days</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Sun., May 25</td>
<td>Memorial Day Eve</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., May 26</td>
<td>Memorial Day</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Tues., June 3</td>
<td>Shavuot Eve</td>
<td>yes to 1:00pm</td>
<td>close at 2:30</td>
</tr>
<tr>
<td>Wed. &amp; Thurs., June 4 &amp; 5</td>
<td>Shavuot</td>
<td>no</td>
<td>closed</td>
</tr>
<tr>
<td>Mon., August 4</td>
<td>Tisha B'Av Eve</td>
<td>yes to 2:30pm</td>
<td>open</td>
</tr>
<tr>
<td>Tues., August 5</td>
<td>Tisha B'Av</td>
<td>no</td>
<td>open</td>
</tr>
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</table>
# 2013-2014 JEWISH HOLY DAYS & COMMEMORATIONS

## HOLY DAYS (No school in session and no testing on the following day)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>September 5, 2013</td>
<td>Rosh Hashana – Day 1</td>
</tr>
<tr>
<td>Friday</td>
<td>September 6, 2013</td>
<td>Rosh Hashana – Day 2</td>
</tr>
<tr>
<td>Saturday</td>
<td>September 14, 2013</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>Thursday</td>
<td>September 19, 2013</td>
<td>Sukkot – Day 1</td>
</tr>
<tr>
<td>Friday</td>
<td>September 20, 2013</td>
<td>Sukkot – Day 2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 25, 2013</td>
<td>Shoshana Rabba</td>
</tr>
<tr>
<td>Thursday</td>
<td>September 26, 2013</td>
<td>Shmini Atzereth</td>
</tr>
<tr>
<td>Friday</td>
<td>September 27, 2013</td>
<td>Simchat Torah</td>
</tr>
<tr>
<td>Sunday</td>
<td>March 16, 2014</td>
<td>Purim</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 15, 2014</td>
<td>Passover – Day 1</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 16, 2014</td>
<td>Passover – Day 2</td>
</tr>
<tr>
<td>Monday</td>
<td>April 21, 2014</td>
<td>Passover – Day 7</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 22, 2014</td>
<td>Passover – Day 8</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 4, 2014</td>
<td>Shavuot – Day 1</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 5, 2014</td>
<td>Shavuot – Day 2</td>
</tr>
<tr>
<td>Tuesday</td>
<td>August 5, 2014</td>
<td>Fast Day (Fast of Tisha B’Av)</td>
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## SPECIAL DAYS OF COMMEMORATION (Preferably no tests are given)*

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>September 4, 2013</td>
<td>Eve of Rosh Hashana</td>
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<tr>
<td>Sunday</td>
<td>September 8, 2013</td>
<td>Fast Day (Fast of Gedalia)</td>
</tr>
<tr>
<td>Friday</td>
<td>September 13, 2013</td>
<td>Eve of Yom Kippur</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 18, 2013</td>
<td>Eve of Sukkot</td>
</tr>
<tr>
<td>Saturday-Tuesday</td>
<td>September 21-24, 2013</td>
<td>Intermediate Days of Sukkot</td>
</tr>
<tr>
<td>Friday</td>
<td>December 13, 2013</td>
<td>Fast Day (Tenth of Tevet)</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 13, 2014</td>
<td>Fast Day (Fast of Esther)</td>
</tr>
<tr>
<td>Monday</td>
<td>April 14, 2014</td>
<td>Eve of Passover</td>
</tr>
<tr>
<td>Thursday-Sunday</td>
<td>April 17-20, 2014</td>
<td>Intermediate Days of Passover</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 3, 2014</td>
<td>Eve of Shavuot</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 15, 2014</td>
<td>Fast Day (Fast of Tammuz)</td>
</tr>
<tr>
<td>Monday</td>
<td>August 4, 2014</td>
<td>Eve of Tisha B’Av</td>
</tr>
</tbody>
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## OTHER JEWISH DAYS OF COMMEMORATION (No special treatment)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday-Thursday</td>
<td>November 27-December 5, 2013</td>
<td>Chanukah</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 16, 2014</td>
<td>Tu Bishvat</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 27, 2014</td>
<td>Yom Hashoah – Holocaust Memorial Day</td>
</tr>
<tr>
<td>Monday</td>
<td>May 5, 2014</td>
<td>Yom HaZikaron</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 6, 2014</td>
<td>Yom HaAtzmaut</td>
</tr>
<tr>
<td>Sunday</td>
<td>May 18, 2014</td>
<td>Lag B’Omer</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 28, 2014</td>
<td>Yom Yerushalaim</td>
</tr>
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## LEGAL HOLIDAYS (No school in session and no testing on the following day)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>September 2, 2013</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>November 28-29</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 1, 2014</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Monday</td>
<td>January 20, 2014</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>Monday</td>
<td>February 17, 2014</td>
<td>Presidents Day</td>
</tr>
<tr>
<td>Monday</td>
<td>May 26, 2014</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Friday</td>
<td>July 4, 2014</td>
<td>Independence Day</td>
</tr>
</tbody>
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*If testing on one of these days is unavoidable, students requesting deferral will be accommodated without prejudice with a make-up exam.
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 also refer to specific program handbooks, if any, for individual departments’ rules and regulations relating to that program’s admission, matriculation, academic standards and graduation requirements.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

As required by Federal and state law and institutional policy, Touro College must establish reasonable standards of satisfactory academic progress for students to maintain academic progress and financial aid eligibility for all certificate and degree granting programs. These standards apply to all students including those applying for or currently receiving Federal, state or institutional financial assistance and veterans’ educational benefits administered by the College. These requirements will vary according to the student’s status as an undergraduate, graduate, or professional student; the student’s school or college of enrollment; and the student’s enrollment status (full-time, half-time, three-quarter time, or less than half-time).

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 or she must maintain "Satisfactory Academic Progress" as defined by the institution. These standards are applicable to all programs funded by the Federal government including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Federal Perkins Loans, Federal Work-Study, Federal Direct Loans and Federal Direct PLUS Loans.

New York State Tuition Assistance Program (TAP) has its own standards. A specific program may have an academic probation and suspension policy that has different standards for suspension, probation and warning than those that have been established for financial aid suspension and financial aid probation for the same program of study. However, the program’s established academic probation and suspension policy is required to be the same or as strict as the financial aid suspension and probation policy.
aid policy. However, if there are program requirements that are more restrictive those standards would be applied to determine the student’s academic progress.

Touro College is required to evaluate three components of a student’s academic record: qualitative measure - cumulative grade point average; quantitative measure - pace of completion; and maximum timeframe, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation. Please see the complete Satisfactory Academic Policy found on the Touro website, www.touro.edu/students/, for more details.
STUDENT ADMINISTRATIVE SERVICES

REGISTRAR

Registration
Students register 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 may add a course until the end of the second calendar week of classes in the Fall or Spring semester, and during a specified period in the Summer session. Courses may be added online or, if the period for online changes has ended, by filing Drop/Add forms with the Office of the Registrar. Students may drop courses within the first eight weeks of the Fall or Spring semester and, where applicable, up to the midpoint of the Summer session by filing Drop/Add forms. A Drop/Add form must be filled out in its entirety and signed by both the student and his/her advisor.

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 with the required signatures to become official. It is the student’s responsibility to formally drop or withdraw from any classes for which s/he is registered.

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 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 2012-2014 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. Those who complete their requirements during any of the three graduation periods in a given year participate in the School of Health Sciences commencement exercises, which take place in September.
Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student’s record for completion of degree requirements. PLEASE NOTE: Touro College’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

Requesting a Transcript
Students who wish to order official copies of their transcripts have two options: online or “paper” requests.

Online Transcript Ordering
Transcript Ordering is a secure transaction provided through the National Student Clearinghouse, a non-profit organization serving the higher education community in cooperation with Touro College. This convenient method allows students to order official transcripts via the Web at any time, 24/7. Registering for this service is free, and as many as five official copies per transaction can be ordered, using any major credit card. The fee is $7.75 per official copy ordered, plus a $2.25 service charge per transaction. After clearance is received from the Bursar’s office, the official copy(ies) is (are) automatically sent to the specified institution(s). Each order generates one unofficial “student” copy free of charge, which acts as a confirmation that the official copies have been issued. Students who use this service receive real-time order updates by email, and can also track their orders online at the NSC site.

For more details and to access this service, visit www.touro.edu/registrar/transcripts.asp and click on “Request an Official Transcript – Online Ordering” in the middle of the page.

“Paper” Transcript Requests
Students can also order official copies of their transcripts by completing a form which can be obtained by visiting the Registrar’s office or by downloading it from the Touro website as follows:

1. Click on “Student Services” at the top of the Touro home page.
2. Choose “Transcript Requests” from the drop-down menu.
3. Scroll down and click on the link that includes the words “Transcript Request Form”
4. 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 $10.00 per copy for the first five official copies in an order and $5.00 per copy for any additional, payable by 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 a clearance. The standard processing time is 7 to 10 business days from receipt in the Registrar’s office, longer during peak periods. Students who would like Federal Express overnight delivery once their order is processed may pay the applicable fee.
The “paper” option is recommended if the student is requesting:
- more than 5 copies of an official transcript.
- an official transcript that needs to be sent with an attached form.
- an official transcript to be sent to another Touro division.
- an unofficial copy only.

(Note: With either transcript ordering method, if a request is denied by the Bursar because of an outstanding balance, the Registrar will inform the student.)

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 TCWeb, Touro’s online student services site, via the “MyTouro” web portal. This method is available to 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. From any computer with Internet access, go to the Touro website, www.touro.edu. Log onto the “MyTouro” portal from the home page, then onto TCWeb. (The portal home page has many links to help you, whether you are a first-time user, have forgotten your ID or password, or need other assistance.)
3. Click on “My Grades” from the menus at the top of the page; you will see an overview for your current division.
4. Click on “Final Grades, All Divisions, All Terms”; you will see all of your semesters and courses displayed.
5. 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 website 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 and a copy of an updated Driver’s License or Social Security card showing the new name. Contact the Registrar’s office for information about other types of name changes.
The Office of the Bursar is responsible for charging tuition and fees to student accounts according to the College’s fee schedule and to collect payments from students. Undergraduate students will receive monthly printed bills, until charges are paid. Students in the professional programs will receive only one printed bill per semester; all subsequent bills will be delivered electronically.

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 with the Office of the Bursar. Please check with the Office of the Bursar 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 2012 for academic year 2013-2014). 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 Office of the Bursar.

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.

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

Refund Checks
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 Office of 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.

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 (up to 6 weeks in length)
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.

Methods of Payment
Touro College accepts all major credit cards, checks, money orders and wires. Touro College does not accept cash, foreign checks and checks made payable to a third party.

QuikPAY
QuikPAY provides our student body 24 hour access to E-bills and making payments online.

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. We take very seriously the privacy rights of our students including the protection of personal credit card and banking account information. We ask that all tuition payments be made by students online through QuikPAY.

Please keep in mind that QuikPAY is not a live site and the dollar amount reflected as your balance is the amount of your last billing statement. E-bills are only produced if there is a balance due.

To Access QuikPAY:
Login to TCWeb at www.tcweb.touro.edu following the user and password guidelines and then Select QuikPAY from the Menu. If you are having trouble accessing TCWeb call (212) 463-0400 ext. 5118 or contact your local Registrar Office and they will reset your login.

Accepted Payment Methods through QuikPAY:
Visa, MasterCard, Discover, Amex & ECHECK using your Checking or Savings account. Please do not process business checks and any check that is not payable to Touro College. The bank account holder must have knowledge and authorize this transaction.
**Authorized Payers:**
This option allows you to authorize a third party, such as a parent or spouse, to access your QuikPAY account and make a payment on your behalf. Select "Authorize Payers", then select "Add New". Enter the authorized payer's name and email address and create a user and password. The authorized payer will receive the QuikPAY link and their personal user and login via email.

*For Questions about QuikPAY: Call us or email us at ebills.bursar@touro.edu and we will be happy to assist you.*

**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. Any 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.fafsa.gov](http://www.fafsa.gov) and submitting your FAFSA through the Department of Education’s website. We advise all students to complete this application online. 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](http://www.pin.ed.gov).

Touro’s six digit Title IV school code is 010142. 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 101 A.**

**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. All responses, Student Aid Reports, and TAP award notices should be turned in to the Financial Aid Office immediately upon receipt. Graduate students are not eligible for TAP.

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 by May 15.
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 may need 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.
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.

ACADEMIC ADVISEMENT

The School of Health Sciences attempts to maximize each student’s professional, intellectual and personal growth. To this end, each program within the School of Health Sciences assigns its students to faculty advisors who follow the students’ progress throughout their academic programs. Advisors assist students with academic problems, course registration, career planning, and graduate and professional school options. All students have the responsibility to:

- make regular appointments to see their advisors;
- become knowledgeable about College rules and procedures as well as graduation requirements;
• file the appropriate forms at the scheduled times;
• take full responsibility for planning and carrying out their program of study;
• register for appropriate courses and meeting all prerequisites in a timely fashion.

Students with psychological or serious personal problems that interfere with their academic progress may be advised to seek outside professionals for counseling.

**STUDENT HEALTH INSURANCE**

Students attending the professional programs of the School of Health Sciences must maintain health insurance.

**NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT**

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella. They must also complete and submit the Meningococcal Meningitis Vaccination Response Form.

Students must submit acceptable medical proof of immunization. Forms are available with registration materials or from the Registrar’s office. Students who fail to provide the required proof of immunization will not be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization forms and detailed information can be obtained in the Office of the Registrar at various campus locations, or downloaded at [www.touro.edu/registrar/immunization.asp](http://www.touro.edu/registrar/immunization.asp).

**ANNUAL STUDENT HEALTH EXAMINATION**

The School of Health Sciences student health policy requires that prior to matriculation, and annually, all students admitted to programs that involve education in clinical settings are required to submit documentation of a physical examination, required laboratory tests, and a record of immunizations.

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

Student Council Representatives
Each year, every program at the Bay Shore campus 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 misses more than two meetings, he/she may select another program member as a substitute at least one (1) month prior to his/her departure.

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.
COLLEGE CODES AND POLICIES

Policies and procedures of the School of Health Sciences are applicable at all locations (Bay Shore, Manhattan, Brooklyn, and Winthrop Hospital Extension Center). 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 2012-2014 Bulletin of the School of Health Sciences contains complete versions of many policies that appear below in condensed form, as well as additional college-wide and SHS policies and procedures. All of these policies and procedures are subject to review and modification from time to time. If modifications are made, the most up-to-date revised policies and procedures are available by clicking on the “Legal Section” at the bottom of the Touro College home page, www.touro.edu. STUDENTS ARE EXPECTED TO FAMILIARIZE THEMSELVES WITH THIS VITAL INFORMATION. The Bulletin itself may be viewed online by logging onto:

www1.touro.edu/shs/home/docs/bulletin_2013_opt.pdf

THE TOURO COLLEGE CODE OF CONDUCT

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro College Code of Conduct and will result in disciplinary sanction:

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, offices, premises, identification cards, and equipment such as telephones, fax machines, computers and peripherals, copying devices, and laboratory equipment;

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 or other individuals on college premises;

5. Threatening bodily injury, assault, sexual harassment or assault, or emotional trauma against students, faculty or staff of the college;

6. Disorderly, disruptive 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. Sale, distribution or consumption of alcoholic beverages on college premises, except in connection with institution-sponsored events and meetings;

12. Use, distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on college and affiliated 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 misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);

16. Participation in or furtherance of any illegal activity on Touro’s premises;

17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;

18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);

19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the college premises;

20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the college;

21. Aiding or abetting any conduct prohibited by this College Code;

22. Conviction of a felony crime while enrolled at the college;

23. Intentionally filing a false complaint under this College Code of Conduct
Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro 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 student organizations at the discretion of Touro College.

**ADJUDICATION OF CODE OF CONDUCT VIOLATION**

Any member of the college community may notify the Dean of the School of Health Sciences or his designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean, or one of his designated representatives, 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 2012-2014 Bulletin.]
TOURO COLLEGE AND UNIVERSITY SYSTEM ACADEMIC INTEGRITY POLICY

STATEMENT ON ACADEMIC INTEGRITY

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

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

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

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

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy, modeled after that of Rutgers University, requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student’s conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate
another student’s academic dishonesty, nor obstruct another student’s academic progress;

– Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

– Proper credit is given for ideas, words, results, and other scholarly accomplishment;
– No student has an inappropriate advantage over others;
– The academic and ethical development of students is fostered;
– The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

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

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

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who are in violation of one of the offenses listed below or similar such offenses or who assist in the commission of such offenses may be subject to sanctions as described below in the section “Procedures in Response to Violations of Academic Integrity.”

PLAGIARISM

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.
Intentional Plagiarism

Plagiarism takes many forms. **Flagrant forms, or intentional plagiarism,** as stated in the Thesis Guidelines of the New York Medical College, include, but are not limited to: purchasing or copying a paper from the Internet or from a fellow student or anyone else, whether or not that paper has been published; copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include not only print material but also computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one’s own words the theories, opinions or ideas of another without proper citation.

Students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism, and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

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

Unintentional Plagiarism

Plagiarism is not only the failure to cite but the **failure to cite sources properly.** If a source is cited but in an inadequate way, the student(s) may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, show exactly where the source begins and exactly where it ends.

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

**CHEATING ON EXAMINATIONS AND OTHER CLASS/FIELDWORK ASSIGNMENTS**

The Student Code of Academic Integrity at the New York Medical College defines cheating as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructors is also cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
Using materials or devices not specifically authorized during any form of a test or examination;

Exceeding the restrictions put in place for “take home” examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;

Sitting in for someone else or permitting someone to sit in for you on any form of test or examination;

Working on any form of test or examination beyond the allotted time; hiding, stealing or destroying materials needed by other students;

Altering and resubmitting for re-grading any assignment, test or examination;

Copying from another individual’s examination or providing information to another student during an examination;

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

Examples of unauthorized assistance include:

Giving or receiving person-to-person assistance or information in any manner, including notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;

Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);

Copying from another individual’s exam.

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

RESEARCH MISCONDUCT AND OTHER UNETHICAL CONDUCT

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

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

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

Fabrication

Fabrication means making up information, data, or research results, or pretending to have performed experiments that were not, in fact, conducted.
Falsification
Falsification means inappropriately altering or manipulating data, images, or information on clinical or laboratory records, practicum experiences, research results, equipment, and/or processes so that one possible conclusion or interpretation is favored over others.

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

Misleading or Fraudulent Behavior
Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:
- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering
Unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students’ work, for the purpose of gaining an unfair academic advantage. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:
- Tearing out the pages of an article from a library journal to prevent other students from having access to the required reading material;
- Intentionally sabotaging another student’s work;
- Altering a student’s academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student’s or colleague’s files, data, assignments, or reports.

Copyright Violations
Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of “fair use”, can make a copy of an article or copy small sections of a book for personal use, or may
use an image to help teach a concept. As a general rule, if you think you might be violating the copyright law, you probably are. Examples of copyright violations include:
- Making or distributing copies of a copyrighted article for a group (on paper or electronically)
- Disseminating an image or video of an artist’s work without permission (such as a Netter® or Adam® anatomical drawing)
- Copying large sections of a book

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: [http://www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

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

**REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING**

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

**RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS**

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

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

At the discretion of the Dean or Chair, the student may be removed from the class pending a resolution of the matter. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend the Touro College and University System, the student may be temporarily suspended from the Touro College and University System upon recommendation of the Dean. In the case of suspension, an expedited formal hearing will be scheduled. Suspended students may not avail themselves of the informal resolution process.
Informal Resolution
The student and faculty member may resolve the issue informally—with notice to the Chair of the Department and the Chair’s consultation with the Dean (which must be accompanied by a written synopsis of the matter)—and the faculty member, in consultation with the Chair, may impose any range of sanctions (Class C, D, or E) short of suspension and expulsion. If the student agrees to the decision, then any disposition will be final. Once accepted by the student, the decision of the faculty member and Chair is not subject to appeal, and is binding on both the student and faculty member.

The Chair must indicate whether the violation was a minor or inadvertent violation that is not subject to reporting, or whether the violation is significant enough to warrant reporting. The outcome of the informal resolution should be reported in writing to the Dean, who will maintain the record of significant violations for the duration of the student’s academic career.

The informal resolution process is not available to individuals who have been previously reported.

Formal Resolution
In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student is a repeat offender, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the Dean, then the matter shall be submitted for formal resolution.

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

To institute formal resolution, the following procedures shall be followed:
- The Dean receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The Dean shall arrange a hearing which, generally speaking, should take place no earlier than three (3) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by e-mail and followed by a hard copy, will be given at least twenty-four hours prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot for good cause be present at the appointed time. Any postponement may not extend beyond a three-month period.
– The student charged and the person making the charges will be afforded the following opportunities:

  ◦ To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.

  ◦ To present fully all aspects of the issue before the Committee.

**Committee Hearings will proceed under the following guidelines:**

– All Committee hearings and meetings are to be closed sessions. The Committee may hear other people of its choosing who may be knowledgeable about the issue(s) under consideration, and may investigate relevant written reports, discussions with involved parties, examinations, papers, or other related documents.

– A quorum of this Committee must be present in order to conduct official business and render a decision.

– All decisions shall be made by majority vote, the mechanism to be determined by Committee membership.

– The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student’s absence.

– The hearing is academic in nature and non-adversarial. Representation by an attorney is not permitted.

– A recording secretary may be appointed by the Committee Chair. Transcripts of the proceedings are not mandatory or required.

– All issues in dispute shall be presented orally by the Committee Chair.

– All information supporting the charges made against a student shall be presented first. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student’s stance or position. The Dean, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.

– At the completion of all discussions, the student and his/her accuser may each make a closing statement. The administration may also be afforded an opportunity to make a statement.

– At any time during the hearing the student, his/her accuser, the Committee, and/or the Touro College and University System’s representatives may raise questions about the information under review so that all aspects of the case are clarified.

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

– The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.

– If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the
hearing within five school days of the conclusion of the original hearing. The Committee’s final decision must then be made.

- The Committee’s decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The Committee’s decision will be presented in writing to the Dean and the student.

- In the absence of an appeal, the Dean will transmit the Committee’s decision to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanction.

**ACADEMIC APPEAL PROCESS**

- Following notification of the Committee decision, a student may wish to appeal the decision. He or she has three (3) working days within which to submit a formal written appeal of the decision to the Dean of the Division or School. The appeal should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student’s situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.

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

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

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

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

The Provost may grant an appeal only on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Dean.

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

- Procedural error.
The Provost may interview the student, but will not conduct a hearing. The Provost will consider the merits of the appeal and may even consult the Chair of the Committee. The Provost will notify the student in writing of the appeal decision. The decision of the Provost shall be final.

**Status of Student Pending Action**

Pending resolution on charges, the status of the student will not be altered except in cases where the student has been suspended, in which case an expedited resolution procedure will be in effect. If a student is suspended for any reason, all as-yet undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

**SANCTIONS**

Sanctions may be imposed by the faculty, the Dean or the Committee. Sanctions may include the following or combinations thereof:

Class A Sanctions:
- Expulsion/dismissal;
- Revocation of awarded degree in the event that the violation is identified after graduation.

Class B Sanctions:
- Suspension (up to twenty-four months)

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

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

Class E Sanctions:
- Ordering student to take additional ethics tutorials intended to assist student to avoid future misconduct;
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship or the entire course/clerkship with or without the option of redoing the work;
- Requiring the student to redo the assignment;
Other Sanctions:
   – Other sanctions, as deemed just and proper. For example, repeat offenders may be subject to more stringent sanctions.

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

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

School of Health Sciences students are expected to conduct themselves in a manner consistent with the function of an institution of higher learning and with their role as future health care professionals. Students are required to abide by the highest standards of academic honesty, ethical fitness, and professional conduct. Characteristics key to the 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.

Each program within the School of Health Sciences has established standards of ethical and professional behavior. The standards are set forth in greater detail in the programs’ student handbook. Students of the School of Health Sciences are expected 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.

Conduct that tends to bring discredit upon the School, the student, or the profession, whether committed in class, at a clinical site, or off-campus, shall constitute a violation of this policy for which a student may be subject to disciplinary action. 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 the persistence of such behavior or misconduct as soon as it becomes evident. The student shall be notified that continued misconduct or professional misbehavior will result in the student being placed on professional probation. The duration and condition of the probationary period will be determined on an individual basis 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 ensure against arbitrary and capricious decisions. The student has a right to contest the Program Director’s decision by utilizing the program’s internal appeal process, as described in the program’s Student Handbook. Finally, the student has a right to appeal the program’s decision, utilizing the Hearing and Appeal Procedures outlined below.
ACADEMIC PERFORMANCE

In addition to the standards for student conduct outlined above, each program in the School of Health Sciences has established standards for academic performance. These standards are set forth in greater detail elsewhere in this bulletin and/or in each program’s student handbook. A student whose academic performance falls below the minimum acceptable standards may be placed on academic probation or dismissed from the program. If placed on probation, the duration and conditions of the probationary period will be determined by program committees on an individual basis and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the student’s education in the program.

The student has the right to contest the program’s decisions by utilizing the program’s internal appeal process, as described in the program’s Student Handbook. If still not satisfied, the student has a right to appeal the program’s decisions by utilizing the Hearing and Appeal Procedures as outlined below.

SUSPENSION

A student may be removed immediately from participation in school activities (i.e., didactic or clinical affiliations) 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.

The Program Director may suspend a student on the Program Director’s own accord or on the recommendations of the program faculty, the student’s peers, or satellite clinical site professionals who supervise the student, at any time where there is (i) serious academic deficiencies, (ii) a serious error in professional judgment on the part of the student, or (iii) a breach of professional ethics or general rules of conduct.

In such cases, the Program Director will provide the student with a written statement of the grounds for the suspension, and the action to determine the student’s status will be taken expeditiously. The suspension will remain in effect until the administrative process, as outlined below, has taken place and the student has been reinstated.

HEARING AND APPEALS PROCEDURE

The 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.

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

Following completion of the appeals process within the program, the Program Director will inform the student in writing of its decision. A copy of the notice will be sent to the office of the Associate Dean.
To appeal a program decision, the student must send 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 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 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 not 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 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 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 he/she will notify the Associate Dean, Committee on Academic Standing, Program Director, and the student of the decision to support or reject the appeal.

**ARBITRATION OF DISPUTES**

Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in the School of Health Sciences Bulletin.

Touro College’s arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College’s current and former students (as well as applicants) related to
or arising out of a current, former, or potential academic relationship with Touro College. The
policy is intended to provide an exclusive mechanism for the final and binding resolution of all
Disputes that cannot otherwise be resolved internally through the academic and disciplinary
methods described elsewhere in the SHS Bulletin. It is not intended either to curtail or extend
substantive rights available under applicable law, except to limit Touro College’s damages
awardable to students in any and all events, and to limit the amount of time an aggrieved
student has to file for arbitration. The policy should be interpreted in accordance with these
purposes.

A student’s acceptance, registration, enrollment, matriculation and/or continued enrollment
and matriculation at Touro College acts as his or her consideration and consent to these terms. Each
student agrees that he or she will pay for their own fees and expenses related to or arising
out of the arbitration. Each student acknowledges and understands that by registering and
matriculating at Touro College they are clearly, freely and unambiguously agreeing to
exclusively arbitrate any disputed claims that may arise, that are not otherwise resolved via
Touro College’s internal complaint or dispute mechanisms. You agree to waive any right to a
trial by jury or to bring an action in court.

All arbitrations of Disputes shall be exclusively conducted and heard by the American
Arbitration Association (“AAA”), or its successor, before a single arbitrator who shall be an
attorney. "Dispute" means all legal and equitable claims, demands, and controversies, of
whatever nature or kind, whether in contract, tort, under statute or regulation, or some other
law or theory; the application, potential enrollment, enrollment, matriculation, continued
enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or
any other academic, disciplinary or other action or termination of such student with Touro
College; any other matter related to or concerning the relationship between the student and
Touro College including, by way of example and without limitation, allegations of:
discrimination based on race, religion, national origin, age, veteran status or disability, sex
(including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of
emotional distress, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act
of 1973, Title IX of the Education Amendments Act, The Americans With Disabilities Act of 1990,
Campus Sex Crimes Prevention Act, as amended, Sections 1981 through 1988 of Title 42 of the
United States Code, if applicable, Family Educational Rights and Privacy Act of 1974 (FERPA), if
applicable, The Immigration Reform and Control Act of 1986, New York State Human Rights
Law, New York City Human Rights Law, or any other federal, state or local civil law, as well as
any other law related to students, not-for-profits and higher educational institutions. Disputes
do not include collections actions of tuition or other fees payable by the student and owed to
Touro College.

Touro College’s liability (as well as its faculty, staff, and third parties action by, through or on its
behalf) is limited in all respects, no matter the cause of action or theory of liability, to the
amount of tuition actually paid by the student in the one year prior to which the claim is made.
No award of incidental, consequential, punitive or lost profits damages may be awarded by the
arbitrator. Requests to arbitrate must be filed with the other party and with AAA within one
hundred and twenty (120) calendar days after the claim or dispute arises or the act or acts as to
which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within one hundred and twenty (120) calendar days after the claim or Dispute arises, that claim or dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated. If for any reason this arbitration clause is declared unenforceable, the student nevertheless waives the right to a jury trial with respect to complaint or action filed in a court of competent jurisdiction and within the one hundred and twenty (120) calendar day limitations period described above.

TITLE IX POLICIES AND PROCEDURES

Title IX Coordinator

The Touro College Title IX Coordinator is responsible for coordinating the efforts of the College to comply with Title IX. The current Title IX Coordinator for the College is:

Elan Baram  
Title IX Coordinator  
Office of Institutional Compliance  
Touro College and University System  
43 West 23rd Street, Seventh Floor  
212.463.0400 x 5364

Students, faculty, and staff may contact the Title IX Coordinator’s Office to inquire about their rights under the College’s policies, request mediation or counseling, or seek information about filing a complaint.

Policy

Title IX protects against discrimination and harassment on the basis of sex. Touro College will not tolerate sex discrimination or harassment of applicants, students, or employees by students, faculty, staff, administrators contractors or others working for or with the College.

Likewise, the College will not tolerate any form of retaliation against any applicant, student, or employee for reporting discrimination or harassment or for assisting in the investigation of a discrimination or harassment complaint.

The complete policy may be found online, at the College and University Web Portal, in the Office of the General Counsel’s site under the tab for policies and procedures. Included there is information on how to report sexual or other forms of harassment, a mechanism for informal
resolution of complaints, should the complainant choose to avail themselves of the informal mechanism, and information on how to file a formal grievance.

**STUDENTS WITH DISABILITIES**

Touro College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Assistance is available for students who have physical or learning-related disabilities.

The College is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. Students with disabilities seeking reasonable accommodations should do so through their program office or the Office of Student Affairs. A “Handbook for Students and Applicants with Disabilities” can be obtained from this office or from the student’s program office.

A student requesting accommodation for a documented disability under the ADA must meet with the Director of Student Affairs of the School of Health Sciences or the department chairperson and submit a Request for Accommodation of Disability Application (RADA). Verbal disclosure prior to or following admission is not sufficient inasmuch as supporting documentation is required and verbal disclosure cannot substitute for required documentation. Students may apply for special accommodations any time during their academic curriculum, however, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively) and only for the academic year in which it is requested. Students must reapply for accommodations each academic year. If the nature of the accommodations being requested is unchanged, the student will not be asked to provide updated supporting documentation; such documentation is required only if there is a change in the nature of accommodations being requested.

Students seeking accommodation must have the following paperwork and documentation on file:

1. A Request for Accommodation of Disability application, filled out in its entirety.

2. Documentation from a physician, clinical psychologist, or other certified individual of the specific disability, to include:
   - A cover letter from the physician, clinical psychologist, or other certified individual,
   - Appropriate and thorough diagnostic test results, conducted no more than five years prior to the request. Summarization of results, while helpful, by itself is not considered satisfactory. The detailed report should also clearly diagnose the disability, report the severity of the disability, offer implications of the disability for the student’s program of study, and include a summary of what accommodations are needed to assist in overcoming the disability.
SUBSTANCE ABUSE POLICY

It is the policy of Touro College that unlawful use, possession, distribution, or manufacture of drugs and controlled substances on College property is strictly prohibited. Individuals who possess, use, distribute, or manufacture drugs or controlled substances are subject to College disciplinary action as a Code of Conduct violation, as well as possible criminal prosecution. Students found in violation of these policies will be subject to disciplinary proceedings in accordance with the procedures outlined in the 2010-2012 SHS Bulletin, and have their cases adjudicated in accordance with those guidelines.

Implicit in this 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 the 2012-2014 SHS Bulletin. Sanctions may range from reprimand to suspension or dismissal from the College.

Students should consult the Touro College Campus Security and Drug Alcohol Abuse Policies Information Brochure for a detailed description of the health risks and dangers resulting from consuming controlled substances. This brochure also outlines legal sanctions imposed under Federal law and New York State law.

NO-SMOKING POLICY

The School of Health Sciences observes local ordinances regarding cigarette smoking. State law bans smoking in schools and other public places except in designated areas.

CAMPUS SECURITY POLICY

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro College. The College is committed to keeping its campus locations, centers and sites secure.

Students must show a valid identification card to enter Touro College facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities. 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.

Security Services
The Security Officers may detain individuals who engage in illegal and criminal actions until New York City police officers or your local Law Enforcement agency arrive. Security Officers are empowered to enforce Touro’s regulations, or investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are
apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

**Reporting Criminal Incidents & Other Emergencies**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing **1-888-Touro911** (1-888-687-6911). This answering service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally, you may report any incidents to any Security Officer at your site and/or the Campus Security Director. The Department of Campus Security is located at 43 West 23rd Street, 4th Floor and can be reached at (212) 463-0400 ext. 5134 or via e-mail at security@touro.edu.

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies, Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites is published in the *Touro College Campus Security Handbook*.

**CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**


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  
* Student identification number

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.

AUTHORIZATION FOR DISCLOSURE
Enrolled students may refuse to permit disclosure of Directory Information. To do so, written notification must be received by the Registrar prior to September 15 of each academic year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.
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, 1010WINS AM, WCBS880 AM, 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.

MEDICAL EMERGENCIES

The following instructions are designed to help you prepare for and deal with emergency medical situations that you may encounter during your work or study at Touro College. It is therefore important that you familiarize yourself with the material in this section.

First Responder:
- Assess the situation for safety. Take no action that may endanger yourself or others.
- Do not move a seriously injured person unless it is a life threatening situation.
- Call the Touro Emergency Hotline Number 1-88-TOURO-911 or 911.
- Notify Security and shout for help.
- Inform Security of exact location, number of people involved, type of injury, cause, action taken and any other information you can provide (e.g. chemical, victim unconscious, heart attack).
- Render assistance if able. Keep other people away from the scene until help arrives.
- If the victim is conscious, obtain information about his/her injury or medical history.
- Avoid physical contact with blood or other bodily fluids.
- If exposed to bodily fluids wash the affected area with soap and water as soon as possible and report your exposure to the emergency responders when they arrive.
- Wait for emergency responders, keeping victim as calm and comfortable as possible. Do not transport someone in a private vehicle to a hospital unless absolutely necessary.

As soon as you are able, notify the Dean’s office of the Incident. The Dean will notify the Program Director and the Director of Emergency Preparedness (EMP). The victim’s family will be notified by the Director of EMP.

Minor Emergency (requires no more than first aid)
- Rinse chemical from skin or eyes with running water; rinse burns in cool water for 15 minutes; wash laceration or puncture wounds with soap and water; stop bleeding by applying pressure or tying a cloth tightly around the wound.
- Complete an Incident Report documenting the Incident, circumstances and cause if known and submit to your supervisor.

BLOOD AND BODILY FLUID PRECAUTIONS
Provide medical treatment or first aid only if you are trained to do so
Exercise Universal Precautions when exposure to blood and bodily fluids is possible. Universal Precautions assume all blood and bodily fluids are potentially infectious. Therefore it is very important to follow these instructions:

- Avoid contact as much as possible with blood and bodily fluid. Use latex gloves or gloves of other approved material whenever coming into contact with blood and bodily fluids.
- Avoid splashing of blood and bodily fluids. If splashing is inevitable, use eye protection and a face shield, if possible.
- Avoid puncture by sharp objects that may be contaminated with blood or bodily fluids.
- Dispose contaminated materials as bio-hazardous waste. Contact the Department of Facilities at 212-463-0400 x5271 for more information.
- Wash hands immediately after coming into contact with blood and bodily fluids.

If you were exposed to blood or bodily fluids and were not adequately protected with the use of gloves, eye protection, or a face shield do the following:

- Wash contaminated area thoroughly with soap and water for a minimum of 15 seconds.
- If eyes face or mucous membranes were splashed, flush these areas with water or saline solution for a minimum of 15 seconds.
- Wet eyes with saline to avoid them drying out.
- Report exposure to Emergency Personnel immediately.
- Record the source of the contamination.

**The Heimlich Maneuver**

Choking because of an obstructed airway is a leading cause of accidental death. If a choking person is not coughing or is unable to speak, that’s your cue to perform the Heimlich maneuver immediately. If you are unable to, or are not comfortable performing the Heimlich maneuver call 911 or the Touro emergency hotline at 1-88-TOURO-911. Here are a few steps to help save a choking victim:

1. Ask the choking person to stand if he/she is sitting.
2. Place yourself slightly behind the standing victim
3. Reassure the victim that you are about to perform the Heimlich maneuver to help.
4. Place your arms around the victim’s waist.
5. Make a fist with one hand and place your thumb toward the victim, just above his/her belly button.
6. Grab your fist with your other hand.
7. Deliver five upward squeeze-thrusts into the abdomen.
8. Make each squeeze-thrust strong enough to dislodge a foreign body.
9. Understand that your thrusts make the diaphragm move air out of the victim’s lungs, creating a kind of artificial cough.
10. Keep a firm grip on the victim, since he/she can lose consciousness and fall to the ground if the Heimlich maneuver is not effective.
11. Repeat the Heimlich maneuver until the foreign body is expelled.

**Supervisors and Instructors:**
- Submit Incident Report to Department of Emergency Preparedness
- Contact Human Resources (for employees) or the Dean of Students (for students)

**Contact Numbers – 9:00AM – 5:30PM**
- Security Central Office: 212-463-0400 ext. 5134
- Emergency Preparedness: 212-463-0400 ext. 5668
- Human Resources: 212-463-0400 ext. 5163
- Dean School of Health Sciences: 631-665-1600 ext. 6257 or 212-242-4668 ext. 6072
- Dean of Students: 212-463-0400 ext. 5419; 718-252-7800 ext. 234

**AFTER 5:30 PM, FOR ALL EMERGENCIES CALL THE TOURO EMERGENCY HOTLINE NUMBER**
188-TOURO-911

**FIRE SAFETY POLICY**

The purpose of Touro’s fire safety policy is to promote the safety of the College community, prevent damage to College property, and to comply with federal, state and city regulations. Every member of the College community is responsible for preventing common fire hazards, and for familiarity with proper emergency procedures.

**FIRE DRILLS**

Federal, state, and city education laws, and Fire Department policy mandate fire drills in all educational facilities and residence halls. Drills are conducted unannounced and all building occupants are required to participate. **Failure to evacuate is a serious violation of Touro’s Code of Conduct and will subject the employee or student to disciplinary action including, but not limited to, suspension, expulsion or termination.**

**UNLESS YOU HAVE BEEN SPECIFICALLY NOTIFIED OTHERWISE BY YOUR FIRE WARDEN, THE FIRE ALARM SHOULD NEVER BE TREATED AS A FALSE ALARM.**
**FIRE INCIDENT PROTOCOL**

The following procedures are intended to guide you in the event of a fire or other emergency which requires evacuation. However, there could be times when you will need to make a decision on the safest course to take, such as in the event a primary exit is blocked. In that case, it is important to remember the acronym RED – React, Evaluate and Decide. Employees and students must take the time to “react” to their new situation (i.e. the blocked exit); “evaluate” their options (i.e. locating an alternate route); then “decide” on the best action to take (i.e. take the new route or shelter in place). One of the most important lessons in fire safety is to make sure you know two exits from your classroom or office. Never assume your usual exit route is the closest or safest one to use in an emergency.

**If You Smell Smoke**
If you smell smoke contact your floor fire warden, advise them of your location and the location you smell the smoke. Your fire warden will investigate the situation and advise you of the next steps to take.

**If You See Smoke or Fire**
The sighting of smoke is indicative of a hazardous condition. If you see smoke or fire pull the fire alarm, dial 911 and report the fire, then evacuate immediately.

**Evacuating in an Emergency**
When an alarm sounds, follow these fire evacuation procedures:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions, you are expected to evacuate from any facility in less than 3 minutes.
2. If possible, bring your keys and ID card and dress for the weather (i.e. shoes and a coat). If you cannot access these items easily, LEAVE WITHOUT THEM!
3. When you leave your classroom/office, close the door.
4. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room, see number nine below).
5. Only use stairways; NEVER USE AN ELEVATOR.
6. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Follow the instructions of your fire warden and evacuate. Once outside, stay at least 500 feet from the building. Continue to follow your fire warden’s instructions until he/she advises you it is safe to re-enter the building.
7. If you are a student/employee with a disability, report to the nearest stairwell. Remain in the stairwell until fire responders arrive and safely complete the evacuation.
8. Do not re-enter the building until instructed to do so by your fire warden, who will be in communication with the emergency manager on the scene.
9. If you cannot leave your classroom/office due to a disability or any other reason:
   - block all openings (underneath the door, HVAC vents) with wet or dry towels (this includes paper towels), clothing or any other fabric;
   - call 911 or the Touro Emergency Hotline at 1-88-TOURO911 and advise the dispatcher of your location;
- stay close to a window holding a wet towel to your face if possible;
- do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out in the wind.

What You Can Do
Fire safety and prevention is everyone’s responsibility. There are steps you can take to make yourself safer, thereby creating a safer Touro community.

1. Familiarize yourself with the location of your nearest exit and the fire wardens and searchers on your floor.
2. Locate all of the fire exit signs in the corridors on your floor.
3. Learn the emergency evacuation procedures described above.
4. Ensure your Fire Warden is made aware of any people with disabilities who may require assistance during an evacuation.

Policy For Exam Security During An Evacuation
When the fire alarm sounds, it is imperative for the safety and security of Touro College faculty, staff, and students that everyone evacuate the building in an orderly manner as quickly as possible and as per the instructions of the fire wardens. If a class is taking an exam when the fire alarm sounds, the procedure to be followed is delineated below.

Upon hearing the alarm, the faculty member or proctor will ask students to hand in their exams and answer sheets and line up at the assigned stairwell. The instructor/proctor will make note of the exam time already elapsed. From that point forward, students will be on an honor system. They will not talk about the exam with fellow students, nor will they use electronic devices to look up exam-related information. Upon exiting the building, students must find the instructor/proctor and wait together until it is safe to re-enter the building.

Depending on the amount of time remaining for the exam, and on the amount of time of evacuation of the building, and on the subsequent availability of the classroom, the instructor will determine:

1. If the exam will resume immediately upon re-entry, to be completed in the time remaining from the originally allocated time;
2. If the interrupted exam will be disqualified, and a new exam will be given at a later date;
3. If the interrupted exam can be scored as is, but on a pro-rated basis.

The instructor will expeditiously notify the students of the decision. At that point, the students will be released from the honor system.

Any student found exchanging information or procuring information about the exam during the period of evacuation will be considered to be in violation of the School of Health Sciences Academic Integrity Policy and will be subject to disciplinary action as described in the Policy.
ADMINISTRATIVE DIRECTORY

BAY SHORE CAMPUS 631-665-1600

OFFICE OF THE DEAN

Dr. Louis H. Primavera, Dean 103 6257
Dr. Nadja Graff, Associate Dean 100 6221
Susan V. Powers, Associate Director, Administration 102 6221
Robin Lynn Morrell, Associate Director of Fiscal Affairs 104 6249
John Pacifico, Operations Manager 107 6321
Marissa F. Dooling, Director of Alumni & Continuing Education 106 6281

SECURITY

6297

PROGRAM OFFICES

OCCUPATIONAL THERAPY

Dr. Stephanie Dapice Wong, Chair/Director 324A 6231
Tara Casimano, Associate Director 324C 6247
Carol Reilly, Admin. Asst. 324 6253
Janet Reeves, Admin. Asst. 323 6207

PHYSICAL THERAPY

Dr. Jill Horbacewicz, Chair/Director 331 6245
Dr. Robert Troiano, Associate Director 326C 6236
Christine Joines, Admin. Asst. 326B 6211
Elizabeth Holzer, Clinical Education Admin. Asst. 326E 6215
Jeanne Fasano, Admin. Asst. 326 6227

ORTHOPEDIC PHYSICAL THERAPY RESIDENCY & POST-PROFESSIONAL DPT

Dr. Frances Corio, Director 332A 6277
Susan Jacobson, Associate Director 332B 6276

PHYSICIAN ASSISTANT

Dr. Joseph Faiella-Tommasino, Chair 214 6271
John Rongo, Director 220 6233
Michael Weber, Director of Graduate Education 216 6250
Alexis Feliciano, Admin. Asst. 218 6254
Adeline Bruno, Clinical Admin. Asst. 215 6203
Karen Magee, Admin. Asst. Winthrop Ext. Ctr. 516-663-3194
Susana Morales, Academic Admin. Asst. 234 6248

UNDERGRADUATE STUDIES

Dr. Dominick Fortugno, Chair/Director 252C 6229
TBA, Assistant Chair/Director of Science 252D 6279
Dr. Joseph Indelicato, Director of Psychology 252G 6219
Dr. Michael Pappetti, Director of Biology 252 I 6332
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<th>Name</th>
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<tr>
<td>Donna Gardner, Senior Admin. Asst.</td>
<td>252E</td>
<td>6264</td>
</tr>
<tr>
<td>Dee Dee Collins, Admissions Counselor</td>
<td>252B</td>
<td>6269</td>
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<tr>
<td>Patrice Zitari, Admin. Asst.</td>
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**STUDENT ADMINISTRATIVE SERVICES**

ADMISSIONS (Bay Shore and Manhattan campuses)

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Ext.</th>
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<tr>
<td>Brian Diele, Associate Director of Admissions</td>
<td>111A</td>
<td>6311</td>
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<tr>
<td>Joshua Choute, Admissions Associate</td>
<td>111E</td>
<td>6307</td>
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<tr>
<td>Jennifer Christie, Admissions Associate</td>
<td>111C</td>
<td>6206</td>
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<tr>
<td>Terri Coverdale, Admissions Associate</td>
<td>111D</td>
<td>6309</td>
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<tr>
<td>Lisa Ellenbogen, Admissions Associate</td>
<td>111B</td>
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<tr>
<td>Adam Fiocca, Admissions Associate/Recruiter</td>
<td>111E</td>
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<td>Justine Singer, Admissions Associate</td>
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<tr>
<td>Cherell Crowell, Admissions Associate (43 West 23rd St., Manhattan)</td>
<td>401</td>
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**BURSAR**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lori Gerber, Associate Bursar</td>
<td>129</td>
<td>6293</td>
</tr>
<tr>
<td>Richelle Velasco, Assistant Bursar</td>
<td>132</td>
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**FINANCIAL AID**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Gail Drapala, Director of Financial Aid</td>
<td>121</td>
<td>6265</td>
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<tr>
<td>Evan Udowitch, Financial Aid Administrator</td>
<td>125</td>
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**REGISTRAR**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Muriel Tenety, Senior Associate Registrar</td>
<td>113</td>
<td>6268</td>
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<tr>
<td>Kristen Coffey, Assistant Registrar</td>
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**OFFICE OF STUDENT AFFAIRS**

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Susan Jacobson, Director</td>
<td>332B</td>
<td>6276</td>
</tr>
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</table>

**LIBRARY**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jamie Saragossi, Chief Librarian</td>
<td>147</td>
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</tr>
<tr>
<td>Laurel Scheinfeld, Librarian</td>
<td>147</td>
<td>6224</td>
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<tr>
<td>Theresa Zahor, Asst. Librarian</td>
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<td>Jingxian Pi, Library Asst.</td>
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<tr>
<td>Kimberly Flood, Library Asst.</td>
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**COMPUTER LAB**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ereka Neal, Lab Technician</td>
<td>143</td>
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<tr>
<td>Providencia Cortez, Lab Technician</td>
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<td>6273</td>
</tr>
<tr>
<td>Rabindra Shrestha, Lab Technician</td>
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</table>
MANHATTAN CAMPUS (212) 463-0400

OFFICE OF THE DEAN
Dr. Louis H. Primavera, Dean (Bay Shore campus 631 – 665 -1600)  103  6257
Dr. Nadja Graff, Associate Dean  601  5788

PROGRAM OFFICES

OCCUPATIONAL THERAPY
Dr. Stephanie Dapice-Wong, Chair/Director  601  5545
Dr. Elizabeth Chiariello, Associate Director  600A  5662
Lydia Borges, Admin. Asst.  600  5671

OCCUPATIONAL THERAPY ASSISTANT
Rivka Molinsky, Chair/Director  600  5518
Patricia Lightsey, Admin. Asst.  600  5258
Sonya Pittman, Admin. Asst.  600  5258

PHYSICAL THERAPY
Dr. Jill Horbacewicz, Chair/Director  600  5678
Dr. Emil Euaparadorn, Associate Director  600  5255
Sileni Cabrera, Admin. Asst.  600  5606
Elizabeth Reid, Admin. Asst.  600  5254
Patricia Birmingham, Admin. Asst.  600  5611

PHYSICIAN ASSISTANT STUDIES
Dr. Joseph Tommasino, Chair (Bay Shore campus 631-665-1600)  214  6271
Kristin Thomson, Director  010  5649
Anita Stone, Admin. Asst.  010  5792
Marien Fabal, Admin. Asst.  010  5649
Amanda Criahio, Admin. Asst.  010  5497

STUDENT ADMINISTRATIVE SERVICES

BURSAR
Brian Cen, Associate Bursar  235  5625
Yakov Shukhman, Assistant Bursar  235  5624

FINANCIAL AID
Cheryl Bernath, Assoc. Director of Financial Aid Administration  225  5628

REGISTRAR
Belkis Moquete, Assistant Registrar  206C  5639

LIBRARY (43 West 23rd St.)
Salvatore Russo, Asst. Director of Libraries  5th Floor  5222
Marina Zilberman, Chief Midtown Librarian  5th Floor  5221
Carol Schapiro, Librarian  5th Floor  5321
Sara Tabaei, Library Information Literacy Director  5th Floor  5322
**COMPUTER LABS**
(212-463-0400)
27 West 23rd St.  
27 West 23rd St.  
43 West 23rd St.  
50 West 23rd St. (212-242-4668)

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<td>6th Floor</td>
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**BROOKLYN CAMPUSES**
**PROGRAM OFFICES**

**SPEECH-LANGUAGE PATHOLOGY 718-787-1602**
Hindy Lubinsky, Chair/Director  
Lisa Amrhein, Sr. Admin. Asst.

<table>
<thead>
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**NURSING 718-236-2661**
Sandra Russo, Chair/Director  
Joan Kissel, Admin. Asst.

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**STUDENT ADMINISTRATIVE SERVICES 718-252-7800**

**ADMISSIONS**
Steve Toplan, Director of LAS Admissions

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**BURSAR**
Sara Khaymovich, Senior Asst. Bursar (Nursing)  
Anthony Bordone, Asst. Bursar (Speech)

<table>
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**FINANCIAL AID**
Richard Lashley (Speech and Language Pathology),  
Associate Director of Financial Aid  
Yaffa Levinson (Nursing) Financial Aid Administrator

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**REGISTRAR**
Regina Tekmyster, Senior Associate Registrar

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**LIBRARY 718-252-7800**
Bashe Simon, Director of Libraries  
Edlira Agalliu, Chief Librarian  
Caitlin Bernstein, Librarian

<table>
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</table>
BAY SHORE CAMPUS
1700 Union Boulevard
Bay Shore NY 11706
631-665-1600

WINTHROP EXTENSION
Winthrop Hospital
288 Old Country Road
Mineola, NY 11501
516-663-3194

MANHATTAN CAMPUS
27-33 West 23rd Street
New York, NY 10010
212-463-0400

BROOKLYN CAMPUSES

Master’s Program in Speech-Language Pathology
1610 East 19th Street
Brooklyn, NY 11229
718-787-1602

Department of Nursing
5323 18th Avenue
Brooklyn, NY 11204-1523
718-236-2661

Student Administrative Services and Library
1602 Avenue J
Brooklyn, NY 11219
718-252-7800