PharmD Student Handbook

2022-2023

September 20, 2022

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GENERAL DISCLAIMER

The Touro College and University System endeavors to provide on-going and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may be obligated or otherwise compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website.

COVID-19

The COVID-19 global pandemic, which has caused a disruption to all higher education institutions and has forced Touro to move temporarily to an online modality, has affected some of our policies and procedures. While we will continue to operate with the same policies that we had prior to the pandemic, slight procedural modifications may be needed. Students are asked to please stay in contact with their Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID 19 pandemic.

COVID-19 Related Clinical Procedures

Each student's Academic Program has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situation occurs, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their Academic Program administration to ensure that they understand the requirements for graduation as well as financial aid and other rules and regulations are satisfied.

HANDBOOK DISCLAIMER

This Student Handbook contains policies and requirements which govern academic performance and student conduct for Touro University California (TUC) College of Pharmacy (COP), and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the

responsibility of all students to be knowledgeable about Touro University policies. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled.

This COP handbook applies to all currently enrolled students in the College of Pharmacy and, only where stipulated, do policies and requirements apply differently for individual classes.

TUC reserves the right to make changes at any time in this handbook or in the requirements for admission, graduation, tuition, fees and any rules or regulations. TUC maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

HISTORICAL PERSPECTIVE

Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission.

Touro College was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts and science students. Since those early days, the institution has experienced substantial growth.

Touro College has developed into a major institution of higher education, which includes the following schools: The College of Arts and Sciences (1971); the School of Health Sciences (1972); the School of General Studies (1974), the Graduate School of Jewish Studies (1979); the Jacob D. Fuchsberg Law Center (1980); the School for Lifelong Education (1989); the New York School of Career and Applied Science (1995), the Graduate School of Education and Psychology (1995); Touro University College of Osteopathic Medicine Vallejo (founded in 1997 as the San Francisco College of Osteopathic Medicine); Touro University International, offering degree programs on the internet in Cypress, California (1999); the Lander College for Men in Kew Garden Hills (2000) created in 2001 through a merger of two previously separate divisions, the School of General Studies (founded in (1974) and the School of Career and Applied Studies (created in 1995); and Touro University – Nevada (2004) and Touro College, Rome, Italy (2005); Touro College of Osteopathic Medicine, Harlem (2007); Touro College of Pharmacy, Harlem (2008); Touro Worldwide (2008) offering professional on-line degree programs; the addition of the New York Medical College (2011), and the College of Dental Medicine (2016).

Touro opened a branch in Moscow in spring 1991 and its operations now include the Institute of Jewish Studies (branch campus) and a business program with Moscow University Touro (an independent entity) operated through an inter-institutional agreement. The branch campus in Jerusalem comprises the Graduate School of Jewish Studies, an undergraduate business program and the Touro Israel Option (year abroad program). In October 2003, Touro opened a small branch campus in Berlin.

Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1997 located a campus in the San Francisco Bay Area. The

campus was moved to Mare Island, California in 1999. Touro University College of Osteopathic Medicine (TUCOM) is the Founding College of Touro University California. Touro University California is now composed of three colleges: the College of Osteopathic Medicine (grants the Doctor of Osteopathic Medicine Degree – D.O. and the Master of Science of Medical Health Science); the College of Pharmacy (founded in 2004) grants the Doctor of Pharmacy; the College of Health Sciences (founded in 2003) and the College of Education (founded in 2004) were combined into the College of Education and Health Sciences in 2012, and grants the Master of Science in Physician Assistant Studies-MSPAS; Master of Public Health-MPH; Master's degree in Art and Education, Applied Behavioral Analysis and provides teacher credentials; and the School of Nursing (founded in 2014) which grants the Doctor of Nursing Practice, the Masters of Science degree in Nursing, and the Post Graduate FNP Certificate.

TOURO UNIVERSITY CALIFORNIA MISSION AND VISION STATEMENTS

The Mission and Vision statements for Touro University California (TUC) have been broadly reviewed and approved across university constituencies.

Touro University California Mission Statement

Touro University California provides graduate and professional educational excellence in the fields of Health Sciences, Public Health, and Education. The TUC learning experience is student-centered, enriched by focused research and scholarship, and prepares professionals for rewarding lives in service to others both locally and around the globe.

Touro University California Vision Statement

Touro University California – inspirational teaching and scholarship, transformative leadership, exemplary service.

INSTITUTIONAL GOALS AND STUDENT LEARNING OUTCOMES (SLOs)

The Institutional Goals and Student Learning Outcomes (SLOs) have been vetted and approved, and are available in the University Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

INSTITUTIONAL REGIONAL ACCREDITATION

Touro University California (TUC), and its branch campus in Henderson, Nevada, are fully accredited by the WASC Senior College and University Commission (WSCUC). The Commission reaffirmed the Institutional Accreditation on July 20, 2018 after a three stage review and consideration of the Visit Team Report.

The next WSCUC reaffirmation of accreditation visit will take place in spring 2026, with a Mid-Cycle Review scheduled for May 2022. Additional information about WSCUC can be found on the WSCUC website at http://wascsenior.org.

Section II - Touro University California College of Pharmacy

TUC COLLEGE OF PHARMACY ACCREDITATION

The Touro University California College of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 6063-4810, Phone: (312) 664-3575, Fax: (312) 664-4652, website www.acpe-accredit.org

On July 8, 2015, President Kadish and Touro University California were notified that our College of Pharmacy received a full eight-year accreditation from the Accreditation Council for Pharmacy Education (ACPE). Our next accreditation will be in 2023. In the meantime, we submit evidence of our compliance with the 2016 Standards on a regular basis.

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY MISSION STATEMENT

- To provide learner-centered pharmacy education; actively engage in scholarship and leadership; and serve the community

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY VISION STATEMENT

- To benefit communities by providing innovative training to develop team-ready professionals

More about the Mission and Vision of Touro University California College of Pharmacy

The College of Pharmacy will serve society through its programs in pharmacy education, through scholarship and through service. The College will strive to prepare students to be competent, caring and ethical professionals dedicated to the provision of pharmaceutical care and members of the health care team. Our college is committed to the professional development of its faculty in teaching, scholarship and service; and embrace collegiality as a central value in relationships among and between faculty, students and other health professionals.

Our vision is to create a learning environment that is responsive to the needs of a diverse population and diverse learning styles; produce pharmacists who are prepared to offer pharmaceutical care in all practice settings and evolve with profession as its clinical activities increase; and a vision of producing leaders

who will accept responsibility for providing care and represent pharmacy profession to other health care professions and the public. We embrace technology as a means to advance pharmacy practice and improve health care outcomes.

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY GOALS

Touro University California College of Pharmacy is committed to achieving the following goals. We aim to:

- Develop resources to promote academic and scholarly growth.
- Expand scholarly activity in the College of Pharmacy
- Enhance our reputation as a 2+2 pharmacy program
- Develop and implement a curriculum that is flexible, progressive, efficient, and cohesive

DEGREE AWARDED

The Doctor of Pharmacy degree is conferred upon graduates of Touro University California College of Pharmacy who have fulfilled all of the requirements for graduation published elsewhere in this handbook and the University Catalog.

COLLEGE OF PHARMACY CURRICULAR GOALS AND OBJECTIVES

The following curricular goals and objectives of the College of Pharmacy have served as guidelines for the design and organization of our curriculum:

Since curricular competencies reflect abilities necessary to entry-level pharmacy practice, we must see that all graduates are proficient in all of the competencies.

> The College of Pharmacy provides a curriculum that produces graduates proficient in all the professional and educational competencies required, and who have met all outcome expectations related to those competencies.

Since the educational environment is critically important to the appreciation of curricular content, we are obligated to provide the optimal learning environment.

> The College of Pharmacy provides a curriculum that results in a student-centered, interactive learning environment that is cooperative rather than competitive, and able to accommodate individual learning styles.

> The College of Pharmacy promotes and models interprofessional education to provide students the necessary skills to work collaboratively with other healthcare professionals.

Since success can be and should be achieved by all students given clear outcome expectations, sufficient time, and ample feedback, the assessment tools must be critical and accurate.

> The College of pharmacy employs assessment tools that emphasize achievement of outcomes.

Since graduates must develop abilities beyond the core knowledge and skills specific to the practice of pharmacy, they must be able to reason, to educate themselves and others, and be committed to lifelong

learning.

The College of Pharmacy's aim is to produce graduates who have the ability to solve problems, make wise decisions, teach and learn by themselves, and remain committed to lifelong learning.

To be successful and highly desirable to employers, graduates need a curriculum that is up to date on current concepts and realities of pharmacy practice.

The goal of the College of Pharmacy is to produce graduates who are able to meet the expectations of the workplace.

PROFESSIONAL AND GENERAL OUTCOME EXPECTATIONS OF THE CURRICULUM

The professional and educational outcomes expectations of this curriculum have been adapted from the Accreditation Council for Pharmacy Education (ACPE) Standards 2016. The guidelines integrate science, professionalism and professional attributes, and inter-professional practices across the three principal categories of pharmaceutical care, systems management, and public health as applied to the practice of pharmacy. The standards also incorporate the Center for the Advancement of Pharmacy Education (CAPE) Educational Outcomes 2013 of cognitive and psychosocial skills, attitudes, and behaviors that are integral to preparing quality pharmacy practitioners.

WHAT MAKES TUC'S COLLEGE OF PHARMACY UNIQUE

Curriculum Design and Construction: The Two-Plus-Two Program

Like other Colleges of Pharmacy, our program consists of two major components: the didactic curriculum and the experiential practice. However, although our curricular content is equivalent to that of other pharmacy programs, the design and delivery of TUC's curriculum is notably different in emphasis and style. Modifications were made to optimize student learning and to produce the most competent pharmacy practitioners for today's rapidly changing roles. To achieve that result, the curricular design, delivery, and assessment were refined to create a student-centered, interactive learning environment that is focused on achievement of outcomes.

During the first two years of the program, the College of Pharmacy uses a 19-week semester which is considerably longer than the usual 13-to-15-week semester. These extended semesters provide 76 weeks of instruction during the first two years, versus 52 to 60 weeks in the usual semester or quarter model.

The didactic curriculum is grouped into five content-based tracks: the biological sciences; pharmaceutical sciences; social, behavioral, and administrative sciences; clinical sciences; and experiential education. Additionally, there is a cross track application course to emphasize integrated learning. The didactic sequence progresses through each of these tracks during the first four semesters in a series of 3 five-week blocks, each of which is followed by a one-week evaluation period. The grading system utilizes percentages with 70% as passing. At the end of each year, a cumulative, integrated examination is given. Students are required to pass all components of the annual exam in order to progress to the next year of the program.

The experiential program is divided into two parts, each of which has increasing levels of responsibility and clinical maturity. The Introductory Pharmacy Practice Experiences (IPPE) are intentionally sequenced with the didactic curriculum and are followed by the Advanced Pharmacy Practice Experiences (APPE) in

years 3 and 4, and are designed to allow students the opportunity to practice using the knowledge, skills, and attitudes necessary to become competent pharmacists in an actual pharmacy setting. The rationale for extending clinical training across two years is that pharmacists are performing more clinical responsibilities and more involvement with patient care.

Graduates of this curriculum will be critical thinkers who are able to meet the increasing expectations of the workplace. They will be empowered to adapt throughout their careers using their capabilities to solve problems, educate themselves and others, and their commitment to life-long learning.

NON-DISCRIMINATION POLICY

Touro University California does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy or childbirth), gender identity or expression, marital status, disability, medical condition, genetic information, age, sexual orientation, ethnicity, veteran status, or any other status characteristic protected by applicable laws in employment, or in admission, treatment or access to educational programs or activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:
Kathy Lowe, Director of Employee Relations and Title IX Coordinator
Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5806

Steven Jacobson, EdD, Vice Provost and Dean of Student Affairs
Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5935

Dr. James Binkerd, Associate Dean of Student Affairs
Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5935

Complaint Hotline
646-565-6000, x55330
Compliance@touro.edu TECHNICAL STANDARDS FOR ADMISSION

Introduction

The educational objective of TUC COP is to prepare students for the practice of pharmacy. Students admitted to the COP must therefore have the intellectual, emotional, and physical abilities, with reasonable accommodations as needed for those with disabilities, to acquire the knowledge, behaviors, clinical competencies, and technical skills needed to successfully complete the curriculum and engage in the practice of pharmacy. The ability to meet the technical standards and educational objectives

established by the faculty are essential for fulfillment of the PharmD degree. They are evaluated in all candidates for admission and graduation.

All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The academic and technical standards established by the faculty require that all TUC COP students possess the cognitive, behavioral, and physical abilities that insure they can complete all aspects of the curriculum.

The technical standards outlined below ("Technical Standards") are used by the Admissions Committee in conjunction with established academic standards to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics necessary to become an effective pharmacist.

The technical standards articulated in this document are for the purposes of completion of the academic and experiential requirements of the College of Pharmacy program, and are no guarantee or assurance of fitness for employment by a third party employer, nor are they a guarantee or assurance for qualification for licensure by any governmental agency, board, or department.

Nothing in this document shall preclude reasonable accommodation of a candidate or student under the Americans with Disabilities Act (ADA). TUC COP will engage in an interactive process with applicants with disabilities to consider their suitability for the program. The College of Pharmacy reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Technical Standards set forth below, with reasonable accommodations.

Those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for admission.

Technical Standards

The awarding of the PharmD degree signifies that the holder is prepared for entry into the practice of pharmacy. It follows that graduates must have the knowledge and skills to practice and function in a wide variety of settings and situations. Candidates for the PharmD degree must be able to perform specific essential functions that the faculty deem requisite for the practice of pharmacy. These functions fall into several broad categories, including: observation; communication; motor; intellect (conceptual, integrative and quantitative); and social and behavioral professionalism. Candidates must also have the physical and emotional stamina to function in a competent manner in a setting that may involve heavy workloads and stressful situations.

TUC COP has determined that those individuals who are currently impaired by alcohol or substance abuse are not appropriate as candidates or students in the College of Pharmacy.

Observation: Candidates and students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, and computer screens and written and/or printed materials. They must be able to directly and accurately see a patient's physical condition, to obtain a history and perform appropriate physical assessments, and to correctly integrate the information derived from these observations to develop an accurate treatment plan. They must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision and of somatic sensation. They must have the visual acuity to be able to read prescriptions.

Communication: Candidates and students must be able to communicate with, understand, and observe patients in a clinical setting. They must be able to record information accurately and clearly, communicate fluently in and understand the English language, and to communicate effectively and sensitively with patients. Candidates must also be able to communicate effectively with other members of the healthcare team in oral and written form, and in patient care settings in which decisions based upon those communications may be made rapidly. They must have sufficient auditory function to hear verbal or telephonic orders and be able to reduce those orders to writing contemporaneously. They must be able to communicate effectively with and supervise ancillary support staff.

Motor: Candidates and students must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They must possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or finger stick for laboratory testing needed for therapeutic monitoring. They must possess motor function sufficient to be able to administer intramuscular injections. They must possess sufficient manual dexterity to perform aseptic manipulations required for sterile compounding. They must possess motor function sufficient to perform levigation and trituration for extemporaneous compounding. They must be able to use computer-based information systems. They must be able to bend at the knees, bend at the waist, squat, kneel, stand and sit at various times of the day. They must be able to lift a 25 lb. weight from the floor and transport that weight a distance of 10 yards across a flat surface.

Interpretative, Conceptual and Quantitative: Candidates and students must have effective and efficient learning techniques and habits that allow mastery of the pharmacy curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize measure, calculate reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

Behavioral and Social Attributes: Candidates and students must understand the legal and ethical aspects of the practice of pharmacy, and function within the guidelines established by the law and by the ethical standards of the pharmacy profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, empathy, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all of the responsibilities attendant to the care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impacts on relationships and patient care. Candidates must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. All of these personal qualities will be assessed during the admissions and educational process.

LICENSURE

Touro University California College of Pharmacy, a 4-year program accredited by the Accreditation Council for Pharmacy Education (ACPE), meets the academic requirements for a Doctor of Pharmacy

degree and for graduates to sit for the licensing exams. Acceptance and matriculation in the program are not a guarantee of licensure. Pharmacists are required to be licensed by the states in which they practice. Each state has its own requirements for granting licensure and its own licensing board. For Example, California law requires that applicants for pharmacist licensure have completed 1500 intern hours in various pharmacy practice settings in order to sit for licensure examination. (B&P §4200(a)(5)). The Touro University California College of Pharmacy program affords the student the opportunity to complete the number of required academic hours needed to satisfy the state pharmacy board requirement. A license can be obtained after successful completion of exams administered by the NORTH AMERICAN PHARMACIST LICENSURE EXAMINATION™ (NAPLEX®) and a law examination. The College of Pharmacy makes review courses available to help students prepare for these examinations.

PHARMACY POSTGRADUATE PROGRAMS

Touro University California College of Pharmacy supports seven Postgraduate Year 1 general pharmacy practice residency programs. All programs are situated at several major health care institutions or clinics throughout California and are ALL ASHP accredited. The aim of all the programs is to train and prepare future pharmacist practitioners to be leaders in the profession and their field(s) of interest.

Section III – University Student Resources

EMERGENCY INFORMATION

Emergency Alert System

During an emergency, the university will use multiple mediums to reach as many people as possible with accurate and timely information. This is especially important in the first hours and days of an emergency or a crisis. In addition to emails and the TUC webpage, the university uses RAVE Alert emergency notification system to notify the campus community of a significant emergency or dangerous situation affecting the university community.

Touro University California tests this emergency notification system at least once per academic year and uses the system as part of the emergency drills. Test results are used to measure the effectiveness of the system and to provide important information as the university seeks to enhance and upgrade the emergency notification tools and procedures.

Updating Emergency Alert Information

All faculty, staff and students are annually enrolled in the RAVE Alert emergency notification system via their official tu.edu email. Informational campaigns are conducted at the start of each semester to encourage students to provide multiple contact paths and to update the system with any changes to their primary contact information by visiting: https://www.getrave.com/login/tu. TUC community members will receive the latest official campus information regarding natural disasters, campus closures or other emergency situations via a text or phone call from the RAVE alert system.

Individuals who are already registered can check their contact information at the RAVE website (https://www.getrave.com/login/tu) by entering the member ID and password emailed along with the registration information.

Links for member ID and password reminders can also be requested by clicking on the appropriate links at http://facilities.tu.edu/ens.html.

RAVE Assistance

For assistance with RAVE, please contact the IT Department Service Desk at servicedesk@tu.edu or (707)638-5424 for further information about the TUC Urgent Notification System.

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

Blue light emergency telephones are located in the parking lots near Lander Hall, the Library building, the Farragut Inn and Wilderman Hall as well as near foot paths such as the Harter Way stairs. These special

emergency telephones contact the Touro campus security.

UNIVERSITY STUDENT SERVICES

The Touro University California Office of Student Services, which is under the supervision of the Dean of Students, is located in Wilderman Hall at 690 Walnut Ave., Vallejo, CA 94592. This office coordinates a variety of student support service functions within the University including academic support services, student health, and counseling.

OFFICE OF THE REGISTRAR

Registrar Contact Information
Registrar Location: 690 Walnut Avenue Suite 200
Telephone number: (707) 638-5984
Fax number: (707) 638-5267
Email: tucaregistrar@tu.edu

Academic Record Privacy/FERPA
As noted above, the Registrar is responsible for maintaining the official student academic records. Any questions and/or requests regarding student academic records should be made in writing and addressed to the Registrar. The Registrar staff complies with the Family Educational Rights and Privacy Act (FERPA). FERPA provides for students' right to be informed about where student academic records are located, to review personal academic records, to request corrections, to grieve alleged violations of privacy, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education. Touro University has designated student names, email address, term of attendance, major fields of study and certificates earned as public directory information. This means that this information about students will be shared with the Touro University California community and the public unless the student requests a privacy hold be placed on their records, via TouroOne or signed request to Registrar.

Matriculation and Registration Process
All students are required to register and/or check the accuracy of their registration online via TouroOne. First and second year pharmacy students will be block enrolled by the Registrar. Students are encouraged to be active in their review of their TouroOne accounts to view registration, student account and other critical administrative information related to their student academic records. Please see the college calendar posted on the registrar website for current registration and other important deadlines. Failure to register by the deadline posted will exclude the student from attending classes. Students who register late will be charged a late registration penalty. Full tuition and fees and any prior debts must be paid in full on or before registration day each academic term. Students who fail to register during a semester, or whose efforts to register fail to conform with university and academic program regulations, may not at the end of such semester receive credit for courses or parts of courses completed.

Late Registration
A student registering after classes have begun, must obtain the written permission of the Dean of the School in which the student is enrolled. Permission of the instructor in each course is also required in all such cases. A late registration fee of $50 will be assessed if the registration is after the allowed add/drop period.

CHANGES IN ENROLLMENT

Changes in enrollment are controlled by deadlines specific to each discipline and class year. Look to the registrars' page (http://studentservices.tu.edu/registrar/calendar.html) for specific dates and become familiar with the following deadlines:

Start of Registration-this is the date that students can access their record for a specific term to begin to add/drop. In the case of students who are block registered, this is the first date that they can actually see the enrollments entered by the Registrar staff.

End of Registration - this is the date by which time students have finalized their term schedule. Please note that adding and dropping course may impact a student's financial aid and their tuition and fee charges. Having registration finalized by this time assists in processing of financial aid or VA benefits. Students on financial aid should try to have completed registration 20 days prior to the start of Academic Regulations & Policies any term to insure the earliest disbursement.

The Last day to add/drop - this is the deadline for any final registration changes. It marks the last day to drop a class(es) and receive a full refund. It is also the last day to drop a course without a "W" (withdrawal) appearing on the student's permanent record.

The last day to drop with a "W" is an equally important deadline in that drops after this time will result in the actual earned grade for the class posted on the transcript. This is set as the 51% point of the term and is specific to the students program.

Students can drop classes according to these dates BUT cannot drop all classes. If the student wishes to drop all classes or withdraw from the University entirely, they must seek assistance through the Registrar or College of Pharmacy Associate Dean for Academic Affairs. Such action may require a leave of absence request.

LEAVE OF ABSENCES

Approved Leave of Absence (LOA)

A Leave of Absence (LOA) is defined as when a student is officially separated from the institution for a short, defined period of time of more than a semester, but not to exceed two sequential years.

An approved LOA means that the student enrollment will end and will not earn credit for the term therefore the student is no longer eligible for Financial Aid for the time period the student is on leave.

A student may initiate a request for a LOA for a health or other personal issue or may be asked to take a LOA by their academic program. For more information on the types of LOAs, please see the University Catalog which is available at the following URL: http://studentservices.tu.edu/catalog/index.html.

Regardless of whether the LOA request is self-initiated or the student is asked to initiate a LOA by the College of Pharmacy, a student must submit a completed LOA request petition to the university registrar staff in order to be considered on an approved separation from the university. The student may petition for a LOA prior to the first day of the next term, or within a term; however, the student must complete the LOA request petition prior to the final week of classes or prior to the final exams for the current term. LOAs

are not retroactively approved for a prior term.

To receive an LOA, the student must follow these steps:

The student must obtain and complete a Leave of Absence Request Form. This can be obtained from the Registrar's office or on the web at: http://studentservices.tu.edu/_resources/docs/registrar/formspage/LOA%20Form%20fillable.pdf .

A student must meet with the Assistant Dean of Pharmacy Student Services to discuss the reason(s) for the requested leave and the possible effects on his/ her academic program progress.

Once the student has discussed the leave request with the College of Pharmacy administration, and received a signed approval from the Dean, the student must obtain all required signatures from administrative officials in Student Affairs. A student requesting a LOA must consult with Financial Aid and Bursar office staff members about impacts on their current and future financial aid and student account status.

During the time of an LOA, the student is no longer eligible for financial aid. If a student takes a LOA after a financial aid refund has been disbursed for that semester, the student may be required to return all, or some, of the refund to the University. For the purposes of financial aid, a student requesting a LOA greater than 180 days is reported to the federal aid program as a withdrawn student. Any grace period (typically 6 months) allowed by lenders for repayment of student loans starts to be counted as of the LOA effective date. Anytime a student is registered, a LOA status for Financial Aid purposes is not possible and cannot be retroactive. While on LOA, students are not covered by TUC health insurance or medical liability insurance and may not be able to access TUC resources or services unless approved by their academic program and the Dean of Student Affairs.

The official start date of the LOA will be the effective date listed on the LOA petition, as long as the date is within the term guidelines. Once the registrar staff receive a completed LOA petition, they will note on the student academic record the date of the approved LOA. Any tuition charges or refunds will be done in accordance with the TUC withdrawal policy. For the purposes of financial aid, a student requesting a LOA is reported to the federal aid program as a withdrawn student. The six-month grace period on the student loans will begin as of the LOA effective date. When returning from the LOA, the student will be reported to the federal aid program as enrolled, and any student loans will return to a deferred in-school status.

While on an approved leave, the student must notify the Assistant Dean of Pharmacy Student Services or the College of Pharmacy Associate Dean for Academic Affairs and the registrar's office staff of any changes in the conditions of the LOA as agreed upon by the petition process. Students who have an academic plan during their leave must adhere to that academic plan.

While on LOA students are not covered by TUC health insurance or medical liability insurance and may no longer be able to access TUC resources or services unless approved by their academic program.

Additionally, if the student needs to extend the leave, it is the student's responsibility to make that request to the academic program administrator **and** the registrar's staff prior to acting upon the requested changes.

Dual Enrollment LOA

PharmD students who are also enrolled in the MPH program are considered dual enrolled students. If a dual enrolled student is approved for a LOA from the COP program, they may choose to continue to enroll

in the MPH program with written permission and approval from the MPH program director or Dean and the COP Dean.

Required Petition to Return from LOA

To return to classes, the student on an official LOA must communicate in writing with the academic program and the registrar office their intent to return from the LOA a minimum of six weeks prior to the expiration of the LOA. Students *must* submit a completed petition to return to class (http://studentservices.tu.edu/registrar/PTR%20Form.pdf) and initiate contact with the College of Pharmacy and any pertinent Student Affairs staff to make any needed plans for their re-entry into the program. Failure to do so may result in an administrative withdrawal from the program and the university.

Once approved to return to the university, the college will reinstate the student as closely as possible to the previous point of progress in the didactic or clinical experience. The point of entry into an academic program and the order of clinical rotations for the clinical student will be determined by the academic program administrator.

Tuition charges for a student restarting classes or for subsequent academic semesters will be set at the tuition rates and policies at the time the student returns. The college will make every effort to facilitate the re-entry of the student into their programs, but there are no guarantees of class or clinical placements.

Readmission Policy

University students for whom more than 365 days (one calendar year) have elapsed since the last official date of attendance are considered administratively to have withdrawn from the College of Pharmacy and their student records will be updated accordingly. Such students will, at minimum, be required to submit a new application for admission and must be re-admitted by their academic program before they are permitted to return to classes. The College of Pharmacy reserves the right to establish additional requirements for returning students. This policy does not apply to students granted an official Leave of Absence *provided they return to classes prior to the expiration of that leave*.

WITHDRAWAL PROCEDURES

The decision to withdraw from the university is a serious matter. A student who withdraws from their academic program is also considered to be withdrawn from the university. As such, if the withdrawn student decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, will assume the status of a new student. The student must request approval from the program head, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. If the request is approved, an official withdrawal form is obtained from the Registrar. The student must complete the official withdrawal form, obtain all required signatures, and return the form to the Registrar within 10 days of completion.

The withdrawal process includes the clearing of all financial obligations to Touro University, completion of all administrative procedures, and completion of an exit interview with the academic program, and/ or the College Dean. If the withdrawal is granted, the student receives one of the following grades for current classes: W (withdrew) or WU (withdrew unsatisfactory). "W" is defined as withdrawal in good academic standing. "WU" is defined as withdrawal not in good academic standing.

Students contemplating withdrawal are advised to discuss this issue with their faculty advisor. Students

considering withdrawal are subject to the policies governing withdrawal from the university. Students should be aware that withdrawal from a course may result in a significant extension of the student's professional program. Before withdrawing, students should discuss the issue with their faculty advisor, Assistant Dean for Pharmacy Student Services or Associate Dean for Academic Affairs, and the College Dean.

Withdrawals must be completed prior to the start of the next term or within a term and cannot be retroactive. If a student is not registered and/or not attending classes in the current semester, and he or she has not contacted the program to declare their intentions to continue with the program within two weeks of the start of classes for the current semester, then the program will notify the Office of the Registrar and the Registrar will send a certified notification to the student that they will be administratively withdrawn from the program and university with an effective date. Students will not be allowed to resume the program after missing the first two weeks of classes, unless there are any extenuating circumstances or excused absence. Students assume responsibility for any financial and academic consequences ensuing from being administratively withdrawn from the program.

Dual Enrollment/Joint Program Withdrawal

If the student is officially enrolled simultaneously in two academic programs (dual enrollment), the student who may no longer be eligible to continue in one program and who is withdrawn may opt to seek official approval to continue as a non-dual degree seeking student in the second academic program. For example, if a dual enrolled COP/MPH student is no longer enrolled as a College of Pharmacy student, they may petition the MPH program to complete the MPH degree. The permission to continue in the second degree program is not assumed. Students must seek official approval to continue in the second degree program.

TRANSCRIPTS

An official TUC transcript may be ordered by students and alumni electronically through Parchment. There is a $10.00 fee for each official transcript requested. The transcript is official only when it bears the signature of the Registrar and the seal of the university. Official transcript requests are normally processed within 7-10 business days. Processing time may take longer during peak periods such as near the time of graduation audits and clinical application periods; students are encouraged to allow for an adequate time frame for delivery of official transcripts. Students should check with the registrar staff if they have specific needs.

TUC is in the process of offering electronic transcripts soon. These are transcripts that are electronically sent to a recipient saving printing and mailing costs. Look for this feature on our Parchment ordering site in the future. Unofficial copies of student transcripts are available electronically through the TouroOne System.

Students need to have their student ID number and password to access their TouroOne account.

Name Change

The university utilizes only the student's legal name on official student records and will only adjust its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit, to the Registrar, a completed Name Change Request Form and the legal documents (court order, marriage license, etc.) related to the change as well as valid state issued identification. All permanent records are changed to conform to the student's legal name.

Permanent, Local Address, Emergency Contact Information

The Registrar maintains the official permanent address for all enrolled students of Touro University California. Each student has the responsibility to provide the Registrar staff with a permanent mailing address, local mailing address, emergency contact information, personal email address, and telephone number. Students also are expected to furnish the Registrar with their local address and telephone number. Students are required to notify the Registrar staff of any change of address, email address, and/or telephone number within five (5) business days of the change. Complete and submit a Contact Information Update Form to the Registrar's Office.

OFFICE OF THE BURSAR

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of the university. The Bursar's office staff receives and disburses the federal and private loans students are awarded through the financial aid office. The Bursar's staff process refund checks for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the university. Additionally, the Bursar can develop payment plans with students who are having financial difficulty meeting their financial obligations to the university.

Bursar office hours are generally Mondays through Thursdays 8:00AM – 5:00PM and Fridays 8:00AM – 3PM. Students are advised to pay attention to the university holiday schedule.

Bursar Office Contact Information

Bursar Location: 690 Walnut Avenue
Vallejo, CA 94592

Telephone Number: (707) 638-5253
Fax Number: (707) 638-5852
Email: tuc.bursar@tu.edu

Tuition and Fees

The Bursar is responsible for managing tuition, fees and billing processing for all student accounts. Students are required to maintain a current mailing address on TouroOne to ensure receipt of any correspondent/checks. Students need to check their balances on TouroOne. All balances should be paid in full the first Friday of classes to avoid any late charges. To access student accounts via TouroOne, students must log-in to www.touroone.touro.edu, enter your username then password. Click on TouchNet to view student account information.

Refunds

The Bursar is responsible for processing refund checks for students who receive financial aid funds in excess of their tuition and fees. Refunds take approximately 14 business days to process from the time financial aid is posted to the student account. Students will be notified via their tu.edu email when the refund is available.

Any student in overpayment of tuition will receive a refund of the funds due them by the way payment was received. Students who have paid their tuition and have Federal Financial Aid loans for living expenses can request to receive a refund in the form of an Automated Clearing House (ACH) or check.

Students will have two options to receive their refund; by check and ACH.

Scholarships

The Bursar's office staff works with the Financial Aid office to process refunds for miscellaneous scholarships and Veterans (VA) Benefits. If students have questions about how these funds are applied to their student accounts, please contact the bursar office staff.

TUITION

Tuition and Fees
A. College of Pharmacy

Tuition – Fulltime (each of two semesters) 1st & 2nd years…………………………….. $24,790

Tuition – Full Time (per trimester) 3rd*/4th years…………………………………….. $16525

Tuition – Full Time (per semester) 3rd*/4th years $24,790

Per Credit Fee... $1,175

Student Health Insurance Plan (SHIP-Monthly Fees)…………………………………… $399

Deposit- Before March 1st Deposit $200 within two weeks; next deposit of $1,000 due March 15th. After March 15th full Deposit $1,200. All Deposits are non-refundable.

credited to tuition at time of matriculation…………………………………………………..$1,200

*3rd year students not enrolled in the summer trimester will be charged the semester price for fall and spring

B. General Fees

Student Health Center Fee – annual .... $ 300

Technology Fee (trimester).. $50

Technology Fee (semester) $75

Supplemental Application Fees COP (one time).. $50

Late Registration Fee... $100

Returned Check Fee $40

Transcript Fee – per copy $10

The fees listed are the most accurate available as of this printing and are subject to change. Please contact the Bursar's office at (707) 638-5229 for current information.

Tuition Refund Schedule

A student wishing to withdraw from classes must notify the Registrar by filling out an Add/Drop form. On approved applications, the following refund schedule will apply:

Summer term

Before the opening of class	100% of tuition & fees (excluding tuition deposit)
During add/drop	100% of tuition and fees
During the 1st week following add/drop	50% of tuition and fees
After 1st week following add/drop	No refund

Fall & Spring Term

Before the opening of class	100% of tuition & fees (excluding tuition deposit)
During add/drop	100% of tuition and fees
During the 1st week following add/drop	50% of tuition and fees
During the 2nd week following add/drop	20% of tuition and fees
After 2nd week following add/drop	No refund

Student Charges Pertaining to Approved Repeated Coursework

In the situations where the student has been allowed or directed to repeat a course or courses, the student will be enrolled in the course again. These students will be required to pay a per unit cost when; a) that is the normal tuition assessed for the program and/or b) when the student is enrolled in less than a full time load for that program/class cohort.

Students must pay for student health insurance (or have an approved waiver) and pay for all of the fees associated with being an enrolled student.

FINANCIAL ASSISTANCE

Financial Aid Office Contact Information

Mailing Address
Touro University California
Financial Aid
1310 Club Drive
Vallejo, CA 94592

Financial Aid Campus Location: 690 Walnut Ave., Suite 200
Telephone Number: (707) 638-5280
Fax: (707) 638-5262
Email: tuc.finaid@touro.edu

Financial Aid Office Hours

Financial Aid is generally open Monday through Thursday 7:30AM – 5:30PM; Fridays 8:00AM – 3:00PM Students and visitors are encouraged to verify availability of extended hours prior to arrival as this schedule may be affected by holidays, illness, vacations, or periods when classes are not in session.

Financial aid staff has an open-door policy. Students wishing to speak with the Financial Aid Director are encouraged to make an appointment or stop by with questions or if they need assistance. Walk-in appointments are accepted as time permits. See http://studentservices.tu.edu/financialaid/index.html for more information.

Student Financial Aid

Touro University California participates in financial assistance programs to help students fund their

educational goals. TUC financial assistance programs receive funds from federal, state, and private sources, some of which may include: Federal Unsubsidized Direct Loans, Federal Graduate PLUS Loans, Private Alternative Loans, Armed Forces Health Professions Scholarship Program, Air Force Health Professions Scholarship Program, Navy Health Professions Scholarship Program, Veterans Administration Benefits, and Federal Work-Study Program.

Furthering education is a financial investment in the future. Students need to take the time to fully understand, evaluate, and educate themselves on the financial obligations they are undertaking. Making educated decisions in terms of financing education will help prepare students for other financial matters in life.

The financial aid funds that a student will receive while in attendance at TUC are primarily student loans, some of which are credit based (Federal Graduate PLUS and Private Alternative Loans). In order to have the lowest level of indebtedness as possible, TUC encourages students to budget carefully and borrow conservatively as well as investigate private resources for possible grants and scholarships.

Private resources include religious organizations, professional associations and other organizations with which students or family members are currently affiliated, as well as scholarship search sites. Eligibility for financial assistance is determined by means of a federally recognized Needs Analysis. System. The Needs Analysis System reviews and evaluates information reported on the Free Application for Federal Student Aid (FAFSA) and determines the amount of personal resources a student may have available to use towards educational expenses. If resources are less than expenses, students are considered to have financial need and may be eligible for need based financial aid funds such as Federal Work-Study.

The above is based on the premise that students will submit all required documentation on time to the Financial Aid Director and that there are financial aid funds available at the time the application is reviewed.

The TUC financial aid philosophy assumes that all students should be prepared and willing to provide some of the financial resources needed during their enrollment. This approach is necessary as funds become available only after students have started classes. Additionally, the student Cost of Attendance budget does not provide for periods when classes or rotations are not in session.

Note: For students receiving financial assistance from the Department of Veterans Affairs (DVA), official copies of ALL academic transcripts reflecting previously earned college credit must be submitted to the Registrar for review and verification. Where applicable, based on the decision of the academic program, credit will be granted for previous coursework. The DVA will not pay for a matching course previously taken.

The maximum aggregate amount students can borrow through the unsubsidized loan program is $224,000 for the Doctor of Pharmacy.

The loans are disbursed each academic term in equal payments, e.g. one payment for summer, fall and a final payment in spring for each award year. Loan payments are applied first to tuition, then fees an unpaid fines within the award year if a credit balance exists on the student account the Bursar staff issues a refund. If students paid tuition and fees using a credit card prior to Financial Aid disbursement, and do not want their federal financial aid to be applied to their original method of payment, e.g. credit card, then students must request their refund to be made with a check or debit card.

Financial Aid Website

Further details on the financial aid process can be found on the Financial Aid page of the Touro University California website at: http://studentservices.tu.edu/financialaid/

Touro University Financial Aid Handbook, Financial Aid Forms, and Cost of Attendance from each program are posted on the website. Helpful Web Links are available on topics such as Work Study, Scholarships, Application Process, and Cost of Attendance.

INFORMATION TECHNOLOGY

Information Technology Contact Information

IT Campus Location: Library Annex, Room 104
Telephone Number: (707) 644-HELP (4357)
Classroom Tech Emergencies: (707) 638-5911
Email: tuc.help@touro.edu
Web: it.tu.edu

Computer Services & Electronic Resources

The Information Technology (IT) Department manages the technologies used by students, faculty, staff and visitors, including email accounts, internet access, Canvas, telephones, multimedia, software, technology training, computers labs, and classrooms and instructional technology resources, technical support for the university's website, infrastructure and engineering support for the university.

Upon admission to the university, students will be placed in an email group list for their class. University faculty, staff, and administrators may participate in the group discussion along with the incoming students.

Upon matriculation to the university, students will be invited to join the Orientation Google Classroom via email where they will be required to complete six IT Orientation tasks as follows:

- Appropriate Use Policies for TUC Computing Resources
- Student Laptop-Standard Configurations
- Student Printing Policy
- Student Safety Agreement
- Touro Vehicle Registration
- Upload Student ID Photo (Touro ID)

Students will only be given their network login, parking permit and Touro ID once all assignments in the Orientation Google Classroom are complete. The network login will permit access to the university network and resources, including wireless access anywhere on campus, printing resources, and internet access. The Touro ID is required for printing and for after-hours building access. Touro University California is a Microsoft Windows campus. The Information Technology Department does not guarantee access to university resources for computers that do not use the Microsoft Windows operating system as its native environment.

PLEASE NOTE: The university-provided email address is the official means of communication between the university and the students (see TUC policy 6.1 posted on Canvas). Students are responsible for checking their mail and maintaining their mailboxes. Student email is hosted by Google Apps for Education and is

assigned upon admission to Touro University California.

The university operates several websites, including Canvas Learning Management System which is used for courses at Touro University California, bulletin boards, calendaring systems, and scheduling systems. The TouroOne Portal has links to university websites and resources for all students. TUC deploys multifactor authentication for the university-issued student email system.

Students are required to read, electronically sign, and comply with an Appropriate Use Policy, which can be found in the Orientation Google Classroom. Abuse of the policy may result in disciplinary proceedings outlined in the Student Conduct Code.

Upon graduation, graduates will retain all electronic privileges for six months. Thereafter, graduates will receive an alumni email address which will be valid indefinitely.

Student PC and Mac Minimum Requirements

Hardware Configuration:
- Operating Systems: Windows 10 or later or Mac OS 10.14 (Mojave) or later
- Memory: 8GB RAM or higher
- Storage: 60GB or higher
- Broadband/high-speed uninterrupted internet access; the minimum speed of 1.5 Mbps download, 750 Kbps upload
- Screen resolution: 1280x1024 or higher
- Webcam, microphone, and speakers (a wearable headphone/headset is recommended)
- Tablets, Chromebooks, and organizationally managed (Non-TUC) devices are not supported
- Administrator-level account permissions

Software:
- Adobe Acrobat Reader (latest, free version)
- VLC Media Player (latest, free version)
- Up-to-date anti-virus software (free or paid)
- Up-to-date anti-spyware software (free or paid)
- Compression (ZIP) utility software (free or paid)
- Internet Browsers: Microsoft Edge, Firefox, Google Chrome, or Safari (for Mac users)
- Free Zoom for classrooms and remote support
- Access to Google Workplace via TUC e-mail

RECORDING OF LECTURES

Digital and other methods for recording lectures or verbatim or near verbatim transcribing of lectures is not mandated by the administration and is solely at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained, and it is understood that the instructor's approval is on a voluntary basis and that such a privilege may be withdrawn at any time.

STUDENT MEDIA RELEASE FORM

Students are asked to sign a form that authorizes Touro College and University to photograph and/or videotape them, and to display, use and/or otherwise utilize, in original or modified form, their face, likeness, name, information, voice, and appearance in all media known or yet to be devised everywhere in perpetuity. There is no limitation of use in online webcasts, television, motion pictures, films, newspapers, publications or use by third parties. Use may be in all forms including digitized images, for advertising, publicity, or promotional purposes, including the promotion, public education, and/or fundraising activities of the College and University, without compensation, reservation, or limitation. The College is under no obligation to produce or use any such likenesses of any individual.

The form releases the College and University, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims now or in the future relating to the images. Touro College, or its grantees or assignees, will be the sole owner of all tangible and intangible rights in the above-mentioned photographs and recordings, with full power of their use.

LIBRARY
Library Contact Information

> Library Campus Location: 182 Moises Way , Lower Campus
> Main Service Desk Telephone Number: (707) 638-5300
> Fax Number: (707) 638-5330
> Library Director: ttrujill@touro.edu
> Website: http://library.tu.edu

Library Information

The Library's current hours are posted on the Library website, on the Library's Facebook page, and at the Library entrance and may change during the semester.   Library hours were reduced because of campus COVID restrictions. The TUC Fall 2022 semester will begin with the following Library hours: Mondays through Thursdays: 7:45 am – 9 pm; Fridays: 7:45 am – 3 pm; Sundays: 2 pm – 8 pm, and closed on Saturdays.

The TUC Library, which is centrally located on the lower tier of the campus across the parking lot from Lander Hall, supports the reference, research, teaching and study needs of the university's students, faculty, and staff. The Library occupies about one half of a 15,000+ square foot building and is divided into spatial zones to accommodate different study styles; including a collaborative study area, a silent reading area, and group study rooms with a total seating capacity for 181.

To accommodate the study needs of our students, the Library has: eight group study rooms, six ergo-friendly height adjustable desks, one conference room; and three high speed, commercial level copiers/printers/scanners and worktables; a break room equipped with vending machines, sink, microwave, hot/cold water dispenser and a small eating area.

The Library is staffed by four faculty librarians including the library director and one full-time library assistant and 20-25 student assistants. The librarians serve as library and information subject specialists to the different curricular areas of the campus: osteopathic medicine, pharmacy, public health, physician

assistants, education, and nursing. Librarians typically provide an orientation to the library as part of the students' orientation process and offer additional library instruction throughout the academic year in response to curricular needs. TUC students, faculty and staff have.24/7 access to all the online library resources from off campus with OpenAthens authentication using TouroOne. Each new student is also issued a library card that allows students to check-out print and other physical library materials.

The librarians offer group and individual instruction on how to access and utilize the library's print and electronic resources and have created online research guides to further support utilizing library resources. The library also houses a "reserve" or course textbook collection; each semester, in collaboration with each program's faculty, the library acquires and places on reserve, at least one copy of all required and recommended texts for each class taught that semester either in eBook format when available or in print format.

As a policy, the Library purchases books and journals in electronic format whenever available. For study and research, the TUC Library collection includes: some 10,000 print monographs and AV materials, over 240,000 online monographs, approximately 400 print journals, approximately 47,000 online journal titles, and 100 databases in the fields of medicine, public health, education, pharmacy, physician assistant studies, and nursing. These resources are easily accessible through links on the Library's homepage. The Library provides TUC students, faculty and staff with web-based resources via many different portals including: eBook platforms, PubMed, Scopus, EBSCOHost, Ovid, PsycInfo, and ProQuest. These e-resources are available to students on and off campus and some are available also on mobile devices.

For materials not held or subscribed to by the TUC Library, the Library offers extensive interlibrary loan service through its participation in the National Library of Medicine's DOCLINE service and OCLC's WorldShare.

PARKING

Parking on campus is free in unreserved spaces. A parking permit is required and free to students with completed application. Students, faculty, and staff are required to obtain a parking decal for each vehicle they own from the Office of Student Affairs or Human Resources (as appropriate) to park on campus. Faculty and staff receive their permits from Human Resources. Students receive permits from Student Affairs. Vehicles parked without parking decals will be ticketed and fined.

In order to receive a parking permit a driver must complete an application. All drivers are notified to the fact that there are inherit hazards of driving on Mare Island. These are railroad crossings do not have automatic barricades. When driving in the industrial area there are open dry docks and heavy equipment operating and people should drive with care. This is explained in more detail in the permit application.

Signs are posted at all entrances to the campus stating that permits are required to park on campus. The driver will be issued a hanging permit to be displayed on the rearview mirror. If the driver borrows a car for the day, the driver must contact Campus Security to obtain a temporary pass to be returned to Security when leaving campus. If driver has more than one vehicle each vehicle will require its own permit. Motorcycles are registered using the license plate number but are not issued a permit to be displayed.

There is no charge for a permit. Student permits have an expiration date. Each permit has an assigned number. All lost parking permit can be replaced for a $25.00 fee.

Parking lots are designated as general parking. Anyone with a valid permit is allowed to use the general parking lots. There are designated spots for handicapped, motorcycle and visitor parking. Visitors are assigned a specific date stamped pass for the day. Temporary parking passes may be picked up from Campus Security or from the department or college being visited. The Admission Office secures Temporary Visitor Parking Passes for candidates for the interview day.

Enforcement and Fines

Tickets are issued by Campus Security. Campus Security is responsible for enforcement. Facilities and Campus Security will be responsible for tracking tickets that are issued. Fines will range depending on the infraction. There is a fine of $15.00 for parking in a designated lot without a proper decal or for parking in a space that is not a legal parking space, $25.00 for parking on campus without a permit or in a Red Zone and $100.00 for parking in a handicapped space. In the case of a second occurrence, the fine will double and the third occurrence will result in losing parking privileges on the campus for the remainder of the school year. Students, Faculty and Staff pay fines at the Bursar office at 690 Walnut Avenue. A traffic committee made up of the HR, the Associate Vice President for Administration, a faculty member and a student serve as the appeal process for those wishing to dispute tickets. The committee meets once a month to hear cases.

Vehicle Towing

Vehicles parked illegally are subject to towing. The cost of towing and retrieval of the vehicle is the responsibility of the owner. Touro University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

LOCKERS

Upon matriculation, students may register lockers once each academic year for personal use on a first come, first served basis while enrolled at the university. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office of Student Affairs for locker assignment and registration. Information on the locker registration procedure and forms may also be obtained online at: http://studentservices.tu.edu/other/lockers.html.

Lockers that are not registered may have their locks cut and the contents of the locker may be donated to a charitable organization. All lockers must be cleared at the end of the student's academic year.

Lockers for students are located in the hallways of Lander Hall. Locker space is limited so students will be asked to share. To obtain and register for a locker please follow the following steps:

1. Students must have a locker buddy to register for a locker. This means there must be at least two students sharing one locker.
2. Locate a locker to use
3. Place personal lock on the locker
4. Note the locker number and color (both will be needed to register the locker)
5. Print and complete a Locker Registration Form
    - This can be found on-line or in the Student Affairs Offices in Suite 200 at 690 Walnut Avenue.
6. Take the form to the Student Affairs Office at 690 Walnut Ave., Suite 200.

7. Students will receive a confirmation email that their locker has been registered.

LOST AND FOUND

The Facilities Department maintains a Lost and Found Service for the university. Lost articles may be claimed from Facilities located in Wilderman Hall during regular business hours or by calling (707) 638-5800. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.

STUDENT HEALTH CENTER

Student Health Center Contact Information
Mailing address
Touro University California
Student Health Center
1310 Club Drive
Vallejo, CA 94592

> Student Health Center Campus Location: 1549 Azuar Drive
> Telephone Number: (707) 638-5220
> Fax Number: (707) 638-5261
> Email: tuc.studenthealth@tu.edu

Student Health Fee
The Touro University Student Health fee is an annual assessment that is paid by students enrolled in the College of Pharmacy and other programs.

This fee is charged regardless of Health Insurance status and Academic level in the program. The Student Health fee paid by students covers some post matriculation/pre-clinical rotation immunizations at no cost and others at substantially reduced cost. This fee covers the cost of the student's initial required drug screen test and background check. The fee covers, or substantially reduces the cost for the following post-matriculation/ pre-clinical immunizations and services:

- Annual Tuberculosis Screening –No Charge Annually
- Annual Seasonal Influenza Vaccination – No Charge Annually
- Immunizations and Serological Titers at substantially reduced rates
- Initial Urine Drug Screen and Background Check
- Laboratory testing at substantially reduced rates
- Medical coverage by a licensed Nurse Practitioner
- Medical supervision and coverage by licensed Osteopathic Physician
- Provide care for Non-Urgent Episodic illnesses
- Provision of unique Health Clinics as needed—At No Charge
- Management (collect, track and report) of all Immunizations and Health forms necessary for clinical rotations
- Health Education Resources

The current Student Health fee charge is $300 annually please check the SHC website page for additional information

The fee does not cover all lab fees, x-rays, specialist referral, or prescription medication. The student may be responsible for some or all of these costs. Students who use any other healthcare provider will be responsible for the costs of that visit. Whenever possible, students are advised to review what services and lab fees are currently covered by the SHC fee by reviewing the SHC website.

Student Health Insurance Plan (SHIP)

The university and clinical sites require documentation of current health insurance coverage. All costs associated with injuries, including needle sticks, or illnesses acquired during clinical training including physician visits, diagnostic tests, treatment, and prophylactic medications or immunization will be incurred by the student. Therefore, the university and all clinical sites require that students have current health insurance while enrolled. Students should evaluate their health insurance coverage as hospital treatment and prophylactic medications can be costly.

Students will automatically be enrolled in the Student Health Insurance Program unless a waiver is granted. Each student is required to subscribe to health insurance to cover those rare circumstances where they may become more seriously ill. For students in the College of Pharmacy, the university provides a mandatory Student Health Insurance Plan (SHIP). Each student will be automatically enrolled in this plan during the registration process. The student health insurance fees have been budgeted into financial aid. Students who do not receive financial aid will also be automatically enrolled in the program and student accounts will be charged. Military students will bill the military directly.

Students are allowed to apply for a waiver of this plan upon providing proof of insurance, documentation that this insurance meets the waiver criteria (including the university deductible standard), and submission of this information by the deadline date each new academic year. Applications after the waiver deadline are not accepted. SHIP is currently $399 monthly.

All waiver information and notices are sent to students via their official tu.edu email address. Please see the TUC website for further WAIVER information. Waivers are for one year and new and continuing students must reapply each year for a waiver. If after viewing the website students have additional questions, please contact the Bursar.

If the student's application for waiver is granted, it is the student's responsibility to make certain that their individual health insurance policy remains in effect throughout the time that he/she is a Touro University California student. Proof of such coverage is a requirement to matriculate. At the time of registration, if a student does not have such a policy, or they have not been officially waived out of the SHIP, they will be automatically enrolled in and charged for the Touro University Student Health Insurance Plan.

The student has exclusive responsibility for his/her own medical bills. The university assumes no responsibility to seek reductions or waivers. Prior to receipt of a diploma, students must be free from any medical financial responsibility with any of the university's affiliated hospitals or clinics.

STUDENT COUNSELING CENTER

Student Counseling Center Contact Information

Counseling Campus Location...89 Cosey Street (Bldg 89)
Telephone Number ....(707) 638-5220
24-hour access to counselor:... (707) 638-5292 x3
Email: ....tuc.counseling@tu.edu

Touro University California has a team of mental health professionals on campus for short term, goal directed treatment for enrolled students. Student records are strictly confidential and kept separately from other student records. The Student Counseling Center staff is generally available during business hours and some evening hours; students should confirm open hours by contacting the Student Health Center. Students may make an appointment to see a mental health counselor email_tuc.counseling@ tu.edu or call 707-638-5292.

For emergency counseling services students may contact a counselor 24-7 via the main counseling phone number 707 638-5292 and choosing option 3.

All resources and programs are available to students via the university website under Student Affairs/ Counseling Services. Student counseling is staffed by currently licensed mental health professionals.

STUDENT DISABILITY SERVICES

Touro University California is committed to providing reasonable accommodations to students with documented disabilities.

The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Touro University California to ensure that no otherwise qualified student with a disability is excluded from participation in or subjected to discrimination in, any university program, activity, or event. The university is committed to granting reasonable accommodations to students with documented disabilities. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the university.

It is Touro's policy that any students with a disability be afforded the same opportunities as every other student within the Touro community. This policy may be utilized when there is a dispute about discrimination, including harassment on the basis of disability, refusal to find a disabled student eligible for academic adjustments and auxiliary aids, denial of a requested prospective reasonable academic adjustment/auxiliary aid, and refusal of a faculty member to implement approved academic adjustments and auxiliary aids. Any adverse treatment in regards to a person's disability will not be tolerated.

All divisions of Touro University ("Touro") seek to foster a collegial atmosphere where all qualified students have full access to each of our programs and are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Adverse treatment of any kind in regards to an individual's disability, is anathema to Touro's mission, history, and identity, and will not be tolerated. Touro will endeavor to resolve claims of policy violations in an effective and timely manner.

When a violation is found to have occurred Touro will take prompt and effective remedial action.

Those believing that they have been harassed or discriminated against on the basis of their disability should immediately contact the Associate Dean of Students or the Dean of Students. When Touro has notice of the occurrence, Touro will take prompt and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Please see Appendix D for the full policy. The full policy may be amended from time to time and is incorporated herein for reference. In the event any inconsistency is found, the full policy posted online governs.

Request for Accommodation Procedures and Information

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum.

A student requesting an accommodation for a disability under the ADA must meet with the Director of Academic Support. An application for accommodation of a disability can be obtained at that meeting.

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you submit your application and all required documentation well in advance.

Documentation of the disability needs to be current (within three years) and once admitted students are asked to provide updated information to the office of academic support services. More information regarding types of accommodations available and how to file a complaint regarding lack of accommodation are available in the TUC Student Catalog which is available at
http://studentservices.tu.edu/catalog/index.html.

Disability Parking

Students are still required to obtain a student vehicle pass for use of disabled parking.

Temporary Disabilities

Students with temporary disabilities must follow the same procedures stated in the section on disabilities. Temporary parking permits will be issued with an expiration date. Student Affairs staff will determine eligibility and approve temporary disability parking requests and temporary academic accommodations based on the documentation that is provided by the student making the request.

SUPPORT FOR LACTATING MOTHERS

In promoting a family-friendly work environment, Touro University California recognizes the importance and benefits of breastfeeding for both mothers and their infants. It is the responsibility of the nursing mother to furnish their own breast pump. It is the responsibility of Touro University California to provide space for lactating mothers. The university will make every effort to provide space for lactation purposes, in close proximity to the nursing mother's classroom area. Such facilities will be a private space in nature and will contain an outlet and chair. However, due to space limitations, there is no guarantee that the most appropriate space will be as close to the nursing mother's classroom as desired. Students make an official

request for this accommodation to Disability Services. Please see Appendix D for more details on this procedure.

THE OFFICE OF STUDENT SUCCESS SERVICES

Student Success Services Contact Information

       Campus location: 1310 Club Drive
       Telephone Number: (707) 638-5957
       Email: prosengr@touro.edu

Touro University California students arrive having been highly successful in past academic endeavors; however, some students find that the rigors of health professions degrees and educational leadership graduate programs are unique and different from undergraduate degree program demands. Touro University California recognizes students may need academic support and this office provides support services such as tutoring, and strengths-based assessments of study strategies and test taking strategies to promote student success.

The Office of Student Success Services Team includes the Director of Student Support Services and the Learning Specialist. Students may make appointments by contacting a Student Success Service Team Member.

Section IV – Student Organizations

STUDENT REPRESENTATION

Student Government Association (SGA)

SGA is the official voice for all students. The organization is open to all students in the University and welcomes proposals and participation from the entire body. The Office of Pharmacy Student Services will assist student pharmacists to take student government leadership positions in SGA, including running elections. Under the constitution, students must be on campus 15 weeks prior to running for a position and be in good academic standing

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

College of Pharmacy Student Organizations

The Office of Pharmacy Student Services assists students to develop and sustain organizations affiliated with professional associations such as the American Society of Health-System Pharmacists (ASHP), the National Community Pharmacists Association (NCPA), the Academy of Managed Care Pharmacy (AMCP), the California Pharmacists Association (CPhA) and/or the California Society of Health-System Pharmacists (CSHP), American Pharmacist Association (APhA), the International Society of Pharmacoeconomics and Outcomes Research (ISPOR), American College of Clinical Pharmacy (ACCP), and the Student National Pharmaceutical Association (SNPhA), depending on student interest and the availability of faculty advisors. Students will be encouraged to attend and participate in professional meetings. Any decisions regarding student governance are subject to approval by the administration of the college and ultimately, the university.

The college has established chapters of Rho Chi, pharmacy's honorary academic recognition society and Phi Lambda Sigma, pharmacy's honorary leadership recognition society. All organizations approved by the college must have written policies that promote professionalization as the primary goal and prohibit exclusion of new members based on gender, ethnicity or other demographic characteristics.

Touro Pharmacy Alliance (TPA)

Touro Pharmacy Alliance is an umbrella organization of professional pharmacy organizations dedicated to collaboration, professional unification, and increased opportunities for student pharmacist members. Member organizations include APhA, CPhA, ASHP, CSHP, SNPhA, ACCP, AMCP, ISPOR and NCPA.

RECOGNITION OF STUDENT ORGANIZATIONS

To ensure that organizations seeking recognition meet the high standards of TUC and its student population, the appropriate SGA shall have the power to recognize all student organizations. Touro University's clubs are created by and for students. Each club is required to have a faculty advisor and is eligible to receive SGA funding. The student organizations are open to all students and are intended to serve as forums for support, discussion, education, and fun.

STUDENT CLUB APPLICATION PROCESS

Student Leader Responsibilities

The students and faculty advisor seeking club recognition must complete a New Club Request Form in TUConnect. The form must include the constitution and/or bylaws, a letter of acceptance from their faculty advisor, and a list of committee members.

Student Government Association Club Approval Process

The SGA VP of Student Affairs will review the petition and submit it to the Associate Dean of Student Affairs for approval. Appeal of the decision may be made to the Dean of Student Affairs.

The SGA has the right to annually review the status of any organization. The SGA may require every approved organization to submit an annual report. The SGA has the discretion to hear objections related to the recognized organization and to withdraw recognition for inactive clubs and organizations. The SGA shall ensure that no action shall be taken concerning the student organization's status unless the organization in question has an opportunity to respond to the charges and to present its side of the issue. The SGA shall ensure that a deactivated club may resubmit its application at any time after agreeing to be an active club that will comply with the SGA reporting requests.

The Associate Dean of Student Affairs or designee will review the petition for each new university organization to ensure proper documentation. The Associate Dean of Student Affairs or designee may consult with the college dean or program director to ensure mission compatibility of the petitioning organization or club.

STUDENT REPRESENTATION ON COLLEGE/UNIVERSITY COMMITTEES

Student representation is provided on appropriate college/university committees. Any full-time student in good academic standing (i.e., not on any form of probation) is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. Interested students must apply by the posted deadlines to the SGA for consideration. Students who have committee assignments and are placed on academic probation will be required to resign their position and another student will be elected to serve on the committee.

OFFICIAL REPRESENTATION

To ensure that a positive image of TUC is maintained, TUC students may not officially represent the University and/or its colleges or any institutional committees on any local, state or national student-oriented organization that is not recognized by TUC.

Student Activities

Social activities and special events are a good way to connect with students across the various university programs and to have a small respite from the rigors of academic demands. Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, drug fairs or non-credit courses, or any function on campus, must have the approval of the Office of Pharmacy Student Services. Written requests to approve the sponsored extracurricular activities by a student or student organization shall be submitted. Request forms are available in the Office of Student Services.

Students or student organizations wishing to participate in (but not host) events involving extracurricular activities, i.e. health fairs sponsored by other organizations where students will be taking an active role providing services, must have the approval of the COP Assistant Dean for Pharmacy Student Services.

After receiving approval from the organization's faculty advisor and the Assistant Dean for Pharmacy Student Services, the event must be approved by the TUC Director of Student Activities, Yvette Elizabeth Carrillo.

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini- courses, drug fairs, or non-credit courses, must have the approval of the organization's faculty advisor, Assistant Dean for Pharmacy Student Services, and the Director of Student Activities.

Director of Student Activities Contact Information

Student Activities Campus Location:...690 Walnut Ave, Suite 200
Telephone Number:... (707) 638-5254
Fax Number: .... (707) 638-5872
Email:..……………. ycarrill@touro.edu
mailto:irene.favreau@tu.edu

On-Campus Student Events

To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups seeking to have an on-campus student event must have prior approval of the organization's faculty advisor, the Office of Pharmacy Student Services and the Director of Student Activities. The faculty advisor in consultation with the Director of Student Activities will advise the student organizer of the necessary steps to follow in order to schedule the event. An Activity Request form must be filled out in TUConnect. The Student Activity Request form needs to be completed and submitted at least one month before the on-campus student event is planned to occur. Once the approval has been obtained for the on-campus student event, the Office of Student Affairs will assist the student organization to coordinate the scheduling of the event. Any event sponsored by student groups which violates any of the provisions of the policy on "On-Campus Student Events" will be subject to cancellation or termination.

Student Organization Event Policy

Major campus events must be scheduled at least two weeks in advance. Every event must be approved in concept by the Director of Student Activities and submitted to the Master Calendar Committee for final approval. Events are defined as:

- Meetings that include people other than club members
- Intramurals/Sporting Events
- Community Outreach Events & Service Projects
- Seminars/Lectures/Debates
- Blood Drives
- Mixers and Socials
- Dinners/Banquets
- Fundraisers
- Special Programs
- Trips

The Associate Dean of Student Affairs will have the authority to approve, approve with conditions, or disapprove the student event. Appeal of the Associate Dean's decision may be made to the Dean of Students.

Any off-campus facility should be identified on an Event Registration form. Student organizations must choose appropriate venues for off-campus activities. If the event involves any clinical activities, a Clinical Supervisor must be identified and be present for the duration of the event. The Director of Student Activities and/or the Associate Dean of Student Affairs will have the authority to approve, approve with conditions, or disapprove all off-campus event sites. Student organizations must choose appropriate venues for off campus activities.

Organizations must be aware of the following guidelines in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies:

1. Students Organizations are not authorized to sign contracts in order to secure services of performing artists, vendors, and or entertainment. **Organizations signing contracts do so in their own name – not in the name of Touro University California**.

2. Students are at all times accountable to the university for their actions while attending on-campus, off-campus and overnight events.

3. No student may participate in any extracurricular activity that has Touro University California sponsorship or that advertises TUC in any way, if such an activity is held on the Jewish Sabbath or on any Jewish holiday that is officially observed by TUC.

4. Events may not be scheduled during the following times without written permission from the Campus Rabbi:
   - Friday after 3 p.m. through Sunday before 8 a.m.
   - Sunday-Thursday past midnight
   - During University and/or Jewish holidays

5. Events scheduled during Orientation, Commencement Ceremonies, or White Coat Ceremonies require written approval by the Dean or the Associate Dean of Student Affairs.

Activities with Food

If an activity involves serving food or beverages, student organizations and individual students are required to use the university's food services for university sponsored events whether held on or off campus. The Touro University Food Services (TUFS) must be consulted first as they have the right of first refusal for all catering done on campus.

Catering requests must be submitted on the appropriate forms a minimum of two weeks prior to the event. The event must be approved by the Director of Student Activities or Associate Dean of Student Affairs and then submitted to the Master Calendar Committee for final approval of the date. If the event is large enough a representative from the student group must meet with the TUFS to discuss logistics.

ALL food served at TUC event must meet kosher standards. All questions about kosher regulations, and to identify an approved kosher catering alternative if the university's Dining & Catering Services (DSC) exercises its right of first refusal, must be answered and reviewed by the campus Rabbi. Please consult the Rabbi with any food related questions. Students can contact the Rabbi by using the following email address rabbi@tu.edu. Payment is due upon receipt of the final bill and needs to be made in the DSC office located in Farragut Inn.

To obtain a Catering Request form, send an email to: tuc.dcs@tu.edu or by clicking on the "Food Services" tab on the Facilities page on the tu.edu website.

Use of the TUC Logo

To use the official TUC stationery bearing the university logo, seal, or facsimile thereof in any correspondence, a student organization must have approved status as established by SGA policy. All promotional items, class or club logo wear, all items for sale or to be given away, bearing the TUC logo, seal, or likeness of the logo, seal, letter mark, and/or logo mark, must be submitted to the Associate Dean of Student Affairs prior to those items being produced. All use of the Touro University California logo, logo mark or letter mark, must be approved by the Associate Dean of Student Affairs and the Director of Internal Communications. No Touro University California funds, SGA funds, club nor any class funds may be used for the purchase or production of any non-approved items. Visit http://tu.edu/aboutus/communications/branding.html to view the full TUC Branding Standards guide.

Student Organization Publicity Policy

Student organizations may produce publicity and other collateral materials in order to advertise for events, activities, and programs. Designs and messages on all advertisements and collateral products must be in good taste. The Associate Dean of Student Affairs reserves the right to remove publicity materials that are inappropriate or offensive; inappropriate student publicity will be kept on file in the Student Affairs office for annual review. Appeal of the Associate Dean's decision may be made to the Dean of Students. All collateral materials must be submitted to the Associate Dean of Student Affairs for approval prior to their being produced. All requests to the SGA for reimbursement of collateral materials must be accompanied by the email approval from the Associate Dean of Student Affairs.

Print Publicity Policy

All publicity materials must be submitted to the Director of Student Activities and stamped approved prior to posting. Flyers, handouts, table tents, mailbox stuffers (electronic email messages or written flyers) must include the Who, What, When, Where and Why (if applicable) pertaining to the event. All publicity should include the date the publicity was posted.

Approved flyers may only be posted on bulletin boards. Do not post on doors, walls, or windows.

All printed publicity must be removed from public areas no later than one week after the event has occurred.

Email publicity must be submitted to the Associate Dean of Student Affairs for approval via email. Upon approval the Office of Student Affairs will distribute to the requested email party.

Publications Policy

Yearbooks and other sanctioned student publications are published under the auspices of the university. If a publication is desired, the university contracts with its students to develop, edit, and prepare these works for publication. The Associate Dean of Student Affairs and the Director of Internal Communications must approve final proofs of the publications.

Alcohol Policy for Student Events

The university will not authorize the use of general student fees or other funds collected and administered by a university office or agency for the purchase, supply, or serving of any alcoholic beverage or to partially or totally support events where alcoholic beverages are served or provided to student participants as part of the event. This policy does not apply to approved functions which are directly sponsored and organized by the university. Please see Appendix B1 in the TUC Catalog for more detailed information on obtaining permission for use of alcohol at approved events.

Student Organization Infractions of Student Activities Policies

The Associate Dean of Student Affairs is charged with the responsibility to ensure student organization compliance with university policies and procedures as presented in the TUC Student Catalog and has the right and responsibility to investigate infractions and violations by student organizations and their members. Infractions will be investigated exclusively by the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may exercise the option of convening a hearing as described in Appendix C (Student Conduct Code) in the TUC Catalog.

Sanctions for infractions committed in one academic year:
- First Infraction: Verbal Notification by the Associate Dean of Student Affairs
- Second Infraction: Written warning by the Associate Dean of Student Affairs
- Third Infraction: Revocation of privilege directly associated with violation (i.e., failure to register an event will result in the organization's loss of privilege of hosting events for a period of time to be determined by the Associate Dean of Student Affairs)

Four or more infractions committed by an organization within one academic year (fall and spring semester) may result in suspension. The Associate Dean of Student Affairs reserves the right to bestow appropriate sanctions and/or revoke an organization's privileges should demonstrated organizational behavior warrant such action. Organizations demonstrating extreme negative or inappropriate behavior may be referred directly to the Dean of Students for appropriate sanction. Record of infractions will be maintained for no less than two fiscal years by the Associate Dean of Student Affairs. Appeal of the Associate Dean of Student Affairs' decision may be made to the Dean of Student Affairs.

Section V – College of Pharmacy Academic Regulations & Procedures

THE OFFICE OF PHARMACY STUDENT SERVICES

The Office of Pharmacy Student Services, which is under the supervision of the Assistant Dean for Pharmacy Student Services, interacts with students to develop and offer support programs and services that enrich students' experiences on campus. The Office of Pharmacy Student Services is available to students on a continuing basis supporting student concerns and challenges which include:

- Counseling students in academic areas in conjunction with faculty advisors;
- Appropriately referring students for academic tutoring, medical, psychological and financial assistance;
- Communicating and clarifying academic rules and regulations for students;
- Acting as a student advocate to the Academic Standards Committee;
- Suggesting strategies for professionalization activities with the curriculum to the faculty;
- Providing the faculty with data for awarding scholarships and honors;
- Working with individual student problems related to professionalism issues;
- Organizing orientation, White Coat and Pinning Ceremonies, and Commencement;
- Assisting the students with career planning

FACULTY MENTORS/ADVISORS

The faculty advisor program plays an important role at TUC. Students and faculty work very closely together in the academic arena. This kind of educational interaction permits students to get to know their teachers and vice-versa. Students are encouraged to use the advice, expertise and help of the faculty through the faculty advisor program. At a minimum, the faculty advisor is an advocate who takes a personal interest in his/her assigned students. Clinical departments assume responsibility for advising students in the clinical years. In addition to a faculty advisor, a student may seek the advice of a mentor. The College will endeavor to assist in this process.

Students should feel free to contact their faculty advisor as frequently as necessary for advice, encouragement and support. Faculty advisors do assume a pro-active role and become involved with their students when performance levels fail to meet minimum academic standards.

The College of Pharmacy maintains a faculty advisor system for all its students. One purpose of the advising system is to enhance the learning experience of students and to build better and stronger ties between students and faculty. Another purpose is to support the student retention effort of the College.

Each faculty member is expected to serve as an advisor to students and to student teams, as assigned. Faculty advisors serve primarily as an academic guide and a professional role model for students.

STUDENT INPUT

Students will be encouraged to voice their opinions through assessment procedures and through the Curriculum Committee, the Admissions Committee, the Academic Standards Committee, and the Dean's Student Advisory Committee as well as to the Assistant Dean for Pharmacy Student Services. In addition, individual students will have the opportunity to voice opinions and concerns at class town-halls, which will be scheduled as needed. Assessment procedures will include student focus groups to discuss aspects of their pharmacy education. Feedback from these sessions will be used to improve the program. Other assessment activities relating to the faculty, the curriculum and the overall program will include student evaluations.

CURRICULAR REQUIREMENTS

Years 1 and 2

P1 courses - Fall		P1 courses - Spring	
Course	**Credit Hours**	**Course**	**Credit Hours**
PRMC 601 – Biological Sciences 1	4	PRMC 605– Biological Sciences 2	5
PRMC 602 – Pharmaceutical Sciences 1	7	PRMC 606– Pharmaceutical Sciences 2	5
PRMC 603 – Social, Administrative Sciences 1	4	PRMC 607– Social, Administrative Sciences 2	4
PRMC 604 – Clinical Sciences 1	4	PRMC 608 – Clinical Sciences 2	5
PRMC 620 – Intro Pharm Practice Experiences 1	1.5	PRMC 621 – Intro Pharm Practice Experiences 2	1
PRMC 626A – Cross-track Application	0.5	PRMC 626B – Cross-track Application	0.5
P2 courses - Fall		**P2 courses - Spring**	
Course	**Credit Hours**	**Course**	**Credit Hours**
PRMC 609 – Biological Sciences 3	3	PRMC 613– Biological Sciences 4	3.5
PRMC 610 – Pharmaceutical Sciences 3	5.5	PRMC 614– Pharmaceutical Sciences 4	5
PRMC 611 – Social, Administrative Sciences 3	4	PRMC 615– Social, Administrative Sciences 4	4
PRMC 612 – Clinical Sciences 3	6.5	PRMC 616 – Clinical Sciences 4	5
PRMC 622 – Intro Pharm Practice Experiences 3	1	PRMC 623 – Intro Pharm Practice Experiences 4	1
PRMC 627A – Cross-track Application	0.5	PRMC 627B – Cross-track Application	0.5
Didactic Electives	4.0 *(before start P3 year)*		
P2 courses - Summer			
PRMC 625 - Institutional IPPE	3		
PRMC 624 - Community IPPE	3		
PRMC 713A – Professional Development	0.5		

Didactic Elective Requirement

Students must complete <u>four</u> didactic elective units before progressing to the third year. Elective course offerings may vary from year to year based on faculty availability, student interests, and addition of new courses that reflect program needs. Student pharmacists are eligible to take some elective courses offered by other colleges (e.g. College of Medicine; Public Health Program of the College of Education and Health Sciences, listed below as IPEC and OPCC courses). Unless otherwise stated, didactic elective courses are 1 credit hour, with grading on a pass/fail basis.

Students registering for electives must complete a paper registration form with required instructor(s) signature(s) and approval of the Bursar prior to processing. See http://cop.tu.edu/studentresources/COP-didactic-electives.html for an updated list of didactic elective offerings, and details on the enrollment process.

Years 3 and 4

Core/Required Advanced Pharmacy Practice Experiences

PRMC 703 - Institutional Pharmacy Practice (6 units)
PRMC 704 - Community Pharmacy Practice 1 (6 units)
PRMC 705 - Community Pharmacy Practice 2 (6 units)
PRMC 706 - Ambulatory Care 1 (6 units)
PRMC 707 - Ambulatory Care 2 (6 units)
PRMC 708 - Acute Care 1 (6 units)
PRMC 709 - Acute Care 2 (6 units)

Year 3
PRMC 713A – APPE Professional Development (0.5 units)
PRMC 713B – APPE Professional Development (0.5 units)
PRMC 713C – APPE Professional Development (0.5 units)

Year 4
PRMC 714A – APPE Professional Development (0.5 units)
PRMC 714B – APPE Professional Development (0.5 units)
PRMC 714C – APPE Professional Development (0.5 units)

Elective/Required Advanced Pharmacy Practice Experiences

Students must complete a total of <u>four</u> elective APPEs (6 units each). An updated listing of elective rotations is provided in E*Value.

CO-CURRICULAR ACTIVITIES AND REQUIREMENTS

The College of Pharmacy incorporates co-curricular experiences that advance the development of professional attitudes and behaviors in all students. Co-curricular experiences live alongside the curriculum but are external to classroom, laboratory and practice site experiences. They are intended to complement and advance the learning that occurs within the formal curriculum, particularly learning

related to such areas as education and effective communication, cultural sensitivity, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

P1 and P2 students are required to complete a total of five (5) self-selected/self-initiated co-curricular activities annually that meet the affective domain categories listed in the table below. A guided reflection report must accompany each of these activities and will be uploaded to E-value. Failure to comply with co-curricular requirements before the start of the next academic year may result delayed academic progression and may be referred to the Professional Conduct Committee.

Annual Requirement for Self-Selected/Self-Initiated Co-Curricular Activities for P1 and P2 students

	AFFECTIVE DOMAIN CATEGORY				
	Education/ Communication	**Cultural Sensitivity**	**Leadership**	**Innovation Entrepreneurship**	**Personal & Professional Development**
P1 & P2 Required TOTAL*	1 required	1 required	1 required	1 required	1 required

* Totals are reported in number of activities (not hours)
   Note: One activity can fulfill the requirement of no more than 2 affective domain categories

Students are directed to visit E-value for a list of currently approved co-curricular activities. Students wishing to initiate a new co-curricular activity must submit their request to tuc.copco_curriculumadmin@touro.edu. The form to request approval for co-curricular activities is available in E-value.

The 2022-2023 Co-Curriculum handbook provides a detailed description of the co-curriculum and its requirements, and is available in E-Value.

INTERPROFESSIONAL EDUCATION (IPE)

The World Health Organization defines Interprofessional Education (IPE) as "two or more professions (students, residents and health workers) learning with, about, and from each other to enable effective collaboration and improve health outcomes."

The Interprofessional Education Consortium (IPEC) Core Competencies include:
• Values/Ethics for Interprofessional Practice: Work with other professions to maintain a climate of mutual respect and shared values
• Roles/Responsibilities: Assess and address the healthcare needs of patients and populations with appropriate knowledge of health professional roles and responsibilities
• Interprofessional Communication: Communicate with patients, families, communities, and other health professionals in a responsive and responsible manner that supports a team approach
• Teams and Teamwork: Perform effectively in different team roles to plan and deliver patient/population-centered care that is safe, timely, efficient, effective, and equitable.

The College of Pharmacy promotes and models interprofessional education to provide students the necessary skills to work collaboratively with other healthcare professionals. Working with an interprofessional team of faculty members from the College of Osteopathic Medicine and the College of Education and Health Sciences Public Health, Physician Assistant, Nursing, and Education Programs, we aim to prepare TUC students to acquire the skills and competencies needed to fully participate in the American healthcare system's changes towards achieving more equitable, patient-centered care. We are guided by the IPE mission, vision and goals summarized below:

IPE Mission: To foster an environment where students from two or more healthcare professions can learn about, from and with one another to enable effective collaboration and eventually improve patient outcomes

IPE Vision: To create a culture where students from various healthcare disciplines will work as one cohesive unit in the delivery of patient centered care

IPE Goals: Prepare students to function effectively and professionally in an interprofessional healthcare team by:
  • Introducing students to interprofessional education early in the pharmacy curriculum
  • Building upon skills in the areas of communication, values and ethics, roles and responsibilities, and teams/teamwork through embedded longitudinal exposure
  • Refining abilities through 2 years of real-world pharmacy practice experiences

College of Pharmacy IPE Curriculum

IPE learning opportunities at Touro University California College of Pharmacy include, but are not limited to, completion of online modules where P1 students learn about IPE, its core competencies (i.e., values and ethics, roles and responsibilities, communication, teams and teamwork), and participate in activities that prepare them for a campus-wide IPE day focused on varying contemporary themes, including substance use disorder. Attendance at and participation in these events is mandatory and tracked as part of the PRMC 626A/B courses.

During their P2 year, students engage in an interprofessional "diabetes week" where, in collaboration with students from the College of Osteopathic Medicine, Physician Assistant and Nursing programs, they work in interprofessional teams on the management of complex diabetes cases. Students may also be required to participate in other campus-wide activities focused on varying contemporary themes. Service-learning IPE activities where students work in small interprofessional groups within defined communities are also in development. Attendance at and participation in IPE events is mandatory and tracked as part of the PRMC 627A/B courses.

In their Introductory (P1/P2) and their Advanced Pharmacy Practice Experiences (P3/P4), students have additional opportunities to engage and interact with healthcare professionals from varied disciplines to gain a deeper understanding of interprofessional practice, and apply the skills and competencies needed to fully participate in a healthcare system focused on achieving more equitable, team-based and patient-centered care.

TIME LIMIT FOR COMPLETION OF DEGREE

All students must complete the professional course work for the Doctor of Pharmacy program within a period of six years from the time of admission, excluding approved leaves of absence for medical or personal reasons. A student will be dismissed from the program when it is no longer possible to complete the program in the prescribed time limit. Exceptions to this policy will be considered by the Dean of the College on a case-by-case basis.

NEW STUDENT UNIVERSITY AND COP ORIENTATIONS

Attendance during the University and College of Pharmacy Orientations is mandatory for new students. Orientation programs are planned each year to welcome and facilitate the integration of new students into each of the colleges of the university. At orientation, students receive financial aid information, and learn about college services available on campus; students are provided with opportunities to interact socially with peers, meet administration, faculty and staff members. Through orientation, the student will develop a sense of belonging to the university and individual college communities. University orientation for the Fall term generally takes place during the last week of July or first week of August. Orientation dates and times, along with supporting materials, will be made available to new students approximately 30 days before the start of classes.

Student Identification and Name Badges

The Touro University California Information Technology (IT) Department issues photo-identification (ID) badges to new students prior to the start of classes. This badge must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that it is readily visible. Many buildings on campus are only available via badge access. Failure to wear and/or properly display the student identification badge may result in a member of the security staff requesting the student to leave a building on campus, denying the student admission to a building, or referring the student to the Associate Dean of Student Affairs.

If a student identification badge is lost or stolen the student is required to inform the Office of Student Affairs and arrange for a replacement badge. The first replacement badge is free. The second badge requires a fee of $15.00 to replace a lost or stolen ID badge.

Immunization requirements

Proof of immunity through serum blood titers must be provided using the CastleBranch system prior to matriculation for the following communicable diseases listed below:

The following is a list of all health-related documents that are mandatory and required prior to matriculation and must be presented in Quantitative form.

- Hepatitis B Surface Antibody Titer-
- Measles (Rubeola) Antibody Titer-
- Mumps Antibody Titer-
- Rubella Antibody Titer-
- Varicella Antibody Titer-
- Current vaccination with TDAP (tetanus/diphtheria/pertussis) is required. TDAP is good for 10

years. TDAP must be renewed every 10 years.

- COVID-19 – Documentation of a completed Pfizer or Moderna or Johnson and Johnson vaccination series
- Physical Examination- (Upon Matriculation-then as required by rotation site)
- Please complete and turn in TB screening between June 1st and June 25th.
- TB screening results must be returned no later than June 30th (only students who receive an official late admissions letter will receive a different deadline).
- PPD- 2 Step required annually* (Have PPD #1 completed. Wait 7-10 days from PPD #1 reading date, to have PPD #2 placed.) *Refer to the www.cdc.gov website for additional information.

The following is a list of immunizations or procedures required annually while enrolled in the PharmD program:

- Flu Vaccine-Annually
- TB Symptom Checklist- Required annually
- If PPD (+) - CXR required-Annually

*Please refer to Student Health page on the website for the most current requirement of qualitative or quantitative titers as these are subject to change based on health regulations and site requirements: http://studentservices.tu.edu/studenthealth/immunization.html

Background Check Disclosure

Students/Graduates are required to pass a background check in order to participate in required pre-clinical and/or elective clinical experiences. Passage of a background check is required in order to obtain professional licensure. At the point of acceptance, each student is provided a disclosure statement advising them of the COP background check requirements. Further, the disclosure statement advises that background checks, whether for pre-clinical or other clinical experiences or for professional licensure, are between the student and the respective agencies and that failure of a background check may affect the student's ability to continue in the PharmD program and/or become licensed.

By signing the disclosure statement, students acknowledge this information, and in the event they are unable to proceed in the program and/or become licensed, they acknowledge that they still retain a responsibility for tuition and other costs associated with their education and that TUC, its faculty, employees, and agents are held harmless.

Drug Screening Procedures

PharmD students must meet a variety of institutional and third-party standards in order to participate in their clinical rotations. The university drug screening procedures apply to all COP students.

Clearance Monitoring and Release of Records TUC: Student Health Center (SHC) facilitates the gathering, collating and validation of the required health clearance data for student rotations through the CastleBranch System. In addition to health screening, immunization and titer requirements, students are required to pass a drug screen analysis in order to participate in any clinical activity. While the specific thresholds and drug clearance requirements vary among clinical sites, almost all the clinical sites require that students pass a drug screen prior to the first day of rotations. SHC obtains a signed release of information that includes the student's approval for the TUC SHC to share the student's drug screen results with the student's clinical rotation sites. Additionally, it is acknowledged that the clinical sites may keep

copies of the student's drug screen results for up to three years after discontinuation of the rotation in order to comply with the clinical site's specific accreditation requirements.

Payment: The first required drug screen test is paid for through the university collected student health fee. TUC will arrange for the third-party vendor to offer the initial screening on campus at the university's expense. All students who are required to have a drug screen are encouraged to utilize the services provided.

Students failing to attend an on-campus drug screening event sponsored by SHC may be required to obtain screening on their own and pay the costs. Students obtaining a drug screen on their own must request the vendor to provide a copy of those results to SHC staff. The university pays for the initial drug screen test (when obtained during SHC arranged on campus events) and may pay for some that are required to be conducted within 30 days of the start of a rotation. All elective rotations and student requested rotations requiring additional screening shall be completed at the student's expense. Students may be responsible for payment for initial and/or subsequent drug screen tests for other reasons, including, but not limited to student noncompliance and retesting as the result of positive results.

Screening: TUC contracts with an independent third party to conduct the laboratory analysis and TUC has no control over the results of the screening. The results are submitted by the third-party vendor to the SHC staff who will record, maintain and report the results to the College of Pharmacy and when needed, to clinical sites.

Notice: Students will be given notice a minimum of seven calendar days prior to the initial drug screening test Special circumstances that prevent the student from participating in the scheduled drug screen test must be discussed with Dr. Lucinda Chan, Assistant Dean of Experiential Education prior to the test in order to receive an "excused absence." The SHC will send the College a roster of the students who participated in the screening. Students who do not participate are reported as "no show" for the initial testing and will be required to pay for their initial drug screen test and may be subject to professionalism charges and/or university student conduct code violations. Students with an excused absence from the announced drug screen test day will still be given an opportunity to have the test paid for by the university at an agreed upon date. The "make-up" test must be completed within seven calendar days of the missed event. Again, the student who is "making-up" the drug screen test must request that the vendor provide a copy of the test results to the SHC.

Reporting of Medication Usage: Students using prescription(s) or OTC medications that may impact the drug screen are not required to provide that information prior to urine drug screening. Any student whose test results returns as a positive is contacted by the vendor's Medical Review Office (MRO). The student will then be asked to provide the documentation of prescribed drug.

Results: Students shall be provided two attempts to successfully pass the drug screen test.

First Failure: The College of Pharmacy will be notified. The student shall retest at their own expense within three to five calendar days after receipt of notification of the initial failure SHC and the College will make arrangements for the testing to be completed. The student should realize that delay may have a serious impact on their ability to complete their scheduled clinical rotations and that this retaking of the drug screen test will mean that their rotation space may be given to another student. Furthermore, such delays may result in delayed graduation and additional tuition and/or fees. Students will be referred to the

College regarding any additional disciplinary consequences.

Second Failure: Students who fail the second drug screen test will not be given a third opportunity to pass the drug test and the College will be notified. Students may face program dismissal, professionalism charges and/or university student conduct charges for a failed second drug screen test. Please see the University Student Code of Conduct and the University Drug and Controlled Substances policy for more information on what impact this may have on student enrollment status. Students who fail the drug test are recommended to seek appropriate drug and alcohol counseling /remediation intervention.

STUDENT ACADEMIC INTEGRITY AND ETHICS
Code of Conduct/Professional Promise

Students are expected to follow the Touro University California Code of Student Rights and Responsibilities at all times. The Code is available in the TUC Student Catalog, Appendix C which can be found at http://studentservices.tu.edu/catalog/index.html. Appendix F of the TUC Student Catalog, also found at the same URL, contains the full policy on the resolution of misconduct.

Additionally, students are expected to emulate the legal, moral and ethical standards expected of professionals and display behavior which is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals, displayed by the students to teachers, peers, patients and colleagues in the other health care and educational settings.

The following behaviors will be evaluated during any setting where professionalism[4-6] is expected:

- Performs duties in accordance with legal, ethical, social and economic professional guidelines[1-3]
- Demonstrates professional demeanor and conduct
- Exhibits neatness and professionalism in appearance and work
- Consistently punctual and ready for work upon arrival, with no unexcused absences
- Exhibits collaborative skills with patients and healthcare providers Demonstrates initiative and self-directed learning
- Takes steps to ensure accuracy, completes all tasks, and is conscientious in following work procedures
- Displays accountability for his/her work
- Accepts constructive criticism and demonstrates receptiveness to feedback/direction
- Prioritizes tasks appropriately

References
1. California Business and Professions Code, Section 480, http://www.weblaws.org/california/codes/ca_bus_and_prof_chapter_2_denial_of_license. Accessed 12/1/14
2. California Business and Professions Code, Section 4301, http://www.weblaws.org/california/codes/ca_bus_and_prof_chapter_9, Article 19, Section 4301 . Accessed 12/1/14
3. California Code of Regulations, Article 8, Prohibitions and Discipline. http://www.pharmacy.ca.gov/laws_regs/lawbook.pdf. Accessed 12/1/14

4. Report of the AACP Professionalism Task Force.
   http://www.aacp.org/governance/HOD/Documents/AACP PT FNL Report 5 31 2011.pdf
5. ACCP Commentary on Student Professionalism. Pharmacotherapy 2009;29 (6):757-759
6. D Hammer et al. Tenets of Student Professionalism. AJPE 2003;67 (3), Article 96

College of Pharmacy Professional Conduct Committee

Reports of alleged violations of professional conduct presented to the Assistant Dean of Pharmacy Student Services or Director of Experiential Education will initially be presented to the Professional Conduct Committee (PCC). The PCC will complete a thorough investigation within 10 days of receiving the notification. Once the investigation has been completed, the PCC will recommend:
   a) "No basis" for the allegations exists or
   b) "Further review" by the PCC.

Review of cases by the PCC could involve:
   a) Separate meeting(s) with the accuser and his/her witnesses
   b) Separate meeting(s) with the accused student and his/her witnesses
   c) Referral of the case(s) to the Touro University California Dean of Student Affairs for resolution (Appendix F, 2022-2023 TUC Catalog, pp. 242-245).
   d) Other action(s) deemed necessary to best serve the review of the cases.

After review, sanctions may be recommended to the Dean of the College of Pharmacy (Appendix E, 2022-2023 TUC Catalog, pp. 238-241). The Dean may agree or disagree with the recommendations and may request further review. At the end of this process, the Dean will issue a letter with recommendations to the student. Within five (5) business days following notification (electronic or certified letter) of the Dean's decision, the student may request an appeal to the Provost, as described in Appendix F, 2022-2023 TUC Catalog, pp. 244.

At the time of request for appeal, the student must submit in writing to the Provost the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal. The Provost will act upon the appeal within five (5) business days by:
   • Confirming the appropriate College Dean's decision,
   • Modifying the decision, or
   • Ordering a new hearing.

The Provost may grant an appeal only on showing one of the following:
   • Bias of one or more of the members of the Hearing Committee.
   • New material; documented information not available to the committee at the time of its initial decision.
   • Procedural error.

The decision of the Provost is final.

Student Academic Integrity

Students enrolled in the Doctor of Pharmacy program are responsible at all times for being honest, acting fairly towards others, taking group and individual responsibility for honorable behavior and knowing what constitutes a violation of academic integrity. The Touro College and University System (TCUS) and the

TUC College of Pharmacy view violations of academic integrity with the utmost gravity. Such violations will lead to sanctions, up to and including expulsion from the College. The TCUS Academic Integrity Policy is in Appendix K of the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html. This policy details academic integrity, academic integrity violations, procedures in response to an academic integrity violation, and potential sanctions.

The following summarizes some key aspects related to academic integrity, but is not all inclusive. Please see the above referenced policy for more detail.

Cheating Definition

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

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

Fabrication Definition

Fabrication is intentionally falsifying or inventing any information or citation in any academic exercise.

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

Plagiarism Definition

Plagiarism is intentionally or knowingly representing the words, ideas, or images of another person as one's own in any academic exercise.

Clarification:
1. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate

indentation and must be cited in a footnote or endnote.

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

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

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

Facilitating Academic Dishonesty Definition

Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification:

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

CODE OF PROFESSIONAL ETHICS FOR PHARMACISTS - TOURO UNIVERSITY (Adopted by the membership of the American Pharmacists Association October 27, 1994)

Preamble

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III.   A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV.   A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V.   A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI.   A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII.   A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients   and society.

DRESS CODE

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on University grounds, or on a clinical rotation or program.

On campus the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile

learning environment is considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review and disciplinary action by the Associate Dean of Student Affairs. For advice contact the Office of Pharmacy Student Services.

DRESS CODE FOR CLINICAL ACTIVITIES

On clinical rotations, students must wear dress that is professional in nature. White coats with TUC issued name tags are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. A professional appearance mandates the conservative use of jewelry, hair color, and clothing selection. Any clothing, hair color, jewelry, or body piercing that may cause a concern with affiliated faculty, hospitals, or patients should be avoided. Students may be asked to change their appearance to conform to the dress code of rotational sites. Additional dress code policies are found within the student manual for rotations.

ATTENDANCE POLICIES

It is expected that students will attend all classes in the scheduled curriculum, all laboratory activities, clinical rotations, electives, and audited courses. Individual courses may establish more specific attendance requirements. Students who must miss laboratory or rotation sessions must notify the instructor or preceptor as soon as possible prior to the session to allow for any necessary accommodations. Absences from any instructional session for any reason do not relieve the student from responsibility for the covered material. Chronic unexcused absences may be viewed as violations of the Code of Responsibilities and Rights of the Students.

Student Absences to Attend Off-Campus Conferences & Events

A policy has been established for students to be excused from lectures, laboratories or examinations to attend College-approved off-campus academic and non-academic functions. This policy includes an approval procedure that must be followed by all student organizations and individual students requesting attendance. Academics are of highest priority. Excused absences from required activities will be approved only under exceptional circumstances and on a case-by-case basis. The following outlines the policy/procedure:

1. Touro University-approved student organizations must first seek and be granted permission to send student representatives to the proposed off-campus activity. A written request from the faculty advisor of the organization must be submitted to the Assistant Dean for Pharmacy Student Services in the semester preceding the event, and no later than one (1) month prior to the activity.
2. Individual students seeking permission to attend an off-campus conference or program must be in good academic standing at the time attendance is granted.
3. The Assistant Dean for Pharmacy Student Services in consultation with the Course Coordinator will notify the faculty advisor when a student has been approved to attend an off-campus conference or event.

Students approved for attending off-campus conferences or events remain fully responsible for all

presented information from missed lectures, classes, laboratories, and/or other course assignments. Any missed examinations must be promptly resolved in coordination with the appropriate Course Coordinator as described earlier.

LECTURE POLICIES

Recording of Lectures

This policy applies to any type of recording.

- Presentations may be recorded by students if desired with permission of the instructor *before* the class session. It is understood that the instructor's approval is on a voluntary basis and that such a privilege may be withdrawn at any time.
- Presentations may not be recorded on a regular basis in lieu of attending class.
- The recording may not be distributed via the Internet or by any other electronic means format without permission of the presenter.
- Presentation recordings may not be produced in any format without permission of the presenter
- This policy applies to guest presenters.
- Disciplinary action may be taken if this policy is not followed.

The TUC Information Technology Department has implemented Yuja software lecture capture for the purpose of audio and video recording of academic and non-academic events. Viewing privileges are granted based on enrollment and association with the TUC campus and are managed through the Canvas Learning Management System. Individual faculty may opt in or opt out of having their classes audio/video recorded.

This policy serves to provide an opportunity for Faculty, Staff and Students to host an event for the education and enrichment of Students, Faculty, and Staff at Touro, and to request that the event be recorded for on-demand viewing at a later time.

Note Pool

If the College of Pharmacy's students decide to establish a note pool, the note pool must abide by copyright laws and material presented by a visiting faculty member may be included in the note pool only if the faculty member provides written permission. The note pool materials are for the exclusive use of the Touro College of Pharmacy students.

EQUIPMENT POLICIES

Students are responsible for any equipment issued to them; for example, blood pressure cuffs and stethoscopes.

VISITORS

Only registered students are permitted in the TUC buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the TUC Office of Student Services. These regulations are strictly observed.

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

BLOCK EXAMINATIONS

Didactic courses during the first 2 years of the PharmD program all generate a numerical grade. Each course grade will be determined by a number of graded components that differ in type and weighting in the final grade. The grading schema for each course is found in the respective course syllabus posted online in Canvas.

During each didactic semester (P1 Fall, P1 Spring, P2 Fall, P2 Spring), a 'final' exam will be administered approximately during the sixth (6th) and final week of that 'Block' of material. Thus the Block exams (A, B and C) given each semester will constitute the major part the final grade in the course. Under certain circumstances, if a block has a larger than normal lecture burden, the block exam may be split into 2 components over the course of the block. If students are excused from individual Block exams by the Office of Pharmacy Student Services in conjunction with the course coordinator, they will be given the opportunity to take a make-up Block exam. Otherwise, individual Block exams are not remediable.

EXAMINATION POLICIES

Examination Schedules

The responsibility for developing and coordinating these schedules rests with the participating department chairs.

Examination Download Policy

Exams will be posted at least 72 hours before the scheduled exam start. Exam downloads sometimes can be problematic and require assistance from ExamSoft support. Students are STRONGLY urged to download the exam at least 24 hours before the scheduled exam start. If a student waits to download the exam until the day of the exam and has problems that delay the start of their exam, no additional time will be given to the student to complete the exam.

Exam Procedures

Students need to bring their laptop, AC adapter, calculator, computer mouse, pen or pencil. NOTE: The use of a personal calculator is department specific (Track 2 allows a non-programmable calculator; Tracks 1, 3, and 4 do not allow any calculators except for the Examplify calculator).

Test takers cannot bring cell phones, smartphones (e.g., BlackBerry, iPhone, or Android devices), personal digital assistant (PDAs), digital watches, smartwatches (e.g., Apple watches), handheld devices (e.g., tablet, iPad), or other electronic, recording, listening, or photographic devices into the examination room. Students must request and be granted accommodations to bring to examinations and quizzes anything more than what is authorized to take their test (e.g. computer; charger; clear water bottle; pencil; scratch paper/calculator where authorized).

Test takers should arrive no later than 30 minutes before exam start. Students who are late will not receive additional time to complete the exam. No student will be allowed to begin the exam after another student

has already completed the exam and left a testing room.

Once on site - Students should check the seating chart posted on the PLC 160/170 Hallway bulletin boards for their assigned seat. Seating charts are posted 1 hour before exam start.

Students should enter the lecture hall and take their assigned seat. They should put all personal possessions in a side room, turn off cell phones and remove any caps, hats, and beanies. Hooded sweatshirts must be down. No eating. Only water in a transparent bottle is allowed.

At least 10 minutes before exam start –

- Students should turn off anti-virus software. Computers may require a factory reset if students are not able to turn off their anti-virus software.
- All applications and documents should be closed, except Examplify
- Desks should be cleared of any notes/course material
- Await exam password

- The exam password will be revealed at the start of the exam.

- Proctors will pass out scratch paper and other handouts after the exam password has been revealed. All students will receive the same amount of scratch paper and handouts.

- During the exam, students commit to abide by the Academic Integrity policy described in the COP Student Handbook and TUC Student Catalog.

- Students are expected to work independently with academic integrity.

- Questions will not be answered during examinations. Students may ONLY point out typographical errors in exam questions.

- If any technical problems arise during the exam, the student shall raise their hand and a proctor will assist them. If the problem requires Campus IT support, the proctor will request assistance.

- Use of the restroom is not allowed except in an emergency. A proctor will accompany the student to the restroom in this situation. The stall will be checked prior to use and the student will be required to show empty pockets.

- After submitting the exam, students MUST show their "green screen" to a proctor before leaving the lecture hall and turn in all scratch paper and handouts.

- Upon leaving the exam, students are asked to NOT stay in the hallways outside the exam room. Talking is distracting to those remaining.

- Students may return to the lecture room once the exam has finished for the exam review.

- Students with documented disabilities or those who feel they may have a disability and wish to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should contact http://studentservices.tu.edu/learningresources/accomodations.html to inquire about the procedure to follow in order to receive accommodation. Students should contact the Office of Pharmacy Student Services for guidance on this process.

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

The Block Exam "Challenge" Process** *Due to COVID-19, this process may not be followed if instruction is remote. Under such circumstances, students are encouraged to use the note function in ExamSoft should they wish to challenge exam question(s)*

- The post-exam review process will commence approximately 15 minutes after the conclusion of the examination. There will be a time limit of 45 minutes for the review process. For example, if the Block exam ran from 9:00-11:00 am, the review session might occur from 11:15-12 pm. Sessions will be held in the respective classrooms (P1 in LH 160, and P2 in LH 170).
- No computers, smart phones, smart watches, recording devices, or other similar paraphernalia will be allowed during the exam review.
- The process by which exam review sessions are run will vary, based on departmental policy. In all instances, students will be given the opportunity to view exam questions and answers, and to formulate challenges. Immediately following the exam review, all exam challenges will be made via the curriculum committee representative to the course coordinator no later than 1:00 p.m. on the day of the exam. The curriculum committee representative will ensure that challenges comply with the Course Coordinators guidelines for submission.
- Coordinators will promptly distribute electronic copies of the challenge forms to the respective (question-writer) faculty member.
- Faculty members will "accept" or "deny" each challenge, and return their decision via the electronic template to the Coordinator. Coordinators will communicate challenge results to the class.
- Final (adjusted) exam scores are typically posted within 72 hours or 3 working days of the last block exam.
- Once grades have been determined, the only rationale for an appeal to change a grade would be an error in calculation.

GRADUATION REQUIREMENTS – TUC COP

A student will be recommended for the degree of Doctor of Pharmacy provided the candidate:

1. Has completed at least four years at the College of Pharmacy at Touro University, and all the required courses and rotations that constitute the curriculum.
2. Is not on probation, has completed all prescribed academic requirements with a cumulative curriculum weighted average of 70% or greater, has no outstanding grade which is incomplete, and has a passing grade for all clinical rotations.
3. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of Pharmacy.
4. Has complied with all the legal and financial requirements of Touro University – California.
5. Attends the graduation ceremony in person, unless special permission has been granted by the Dean of the College of Pharmacy.
6. Has completed the academic requirements within 6 years following matriculation (excluding approved leaves of absence).
7. Has met co-curricular requirements, as described in the "Co-Curricular Activities and Requirements" section above.
8. Has attended one professional meeting, as described below.

TUC COP Professional Meeting Requirement

TUC COP students are required to attend one recommended state- or national-level professional meeting before they graduate. See below for a list of recommended meetings. Approved assignments for the meeting, such as participation in skills or knowledge competitions, will be eligible for additional IPPE hours during the P1 and P2 years. Documentation of your attendance in the form of a copy of your registration receipt or your meeting badge must be uploaded to your e-portfolio under "Document" below.

Examples of appropriate annual or interim professional meetings to satisfy the requirement:
> American (or California) Pharmacists Association
> American (or California) Society of Health-System Pharmacists
> American Association of Colleges of Pharmacy
> American College of Clinical Pharmacy
> Academy of Managed Care Pharmacy
> International Society for Pharmacoeconomics and Outcomes Research
> Student National Pharmaceutical Association

If you plan to attend a meeting other than those listed here, please check beforehand with the Office of Experiential Education to confirm that it is eligible to satisfy the meeting requirement.

Graduation

Students must complete all of the requirements of the major, program and the university to be eligible for conferral of the degree. Students must complete all courses and GPA requirements listed by their program. Students must refer to their academic program's student handbook and Degree Works for this information. Students must submit a formal graduation application. This application is available to students through Touro One and Degree Works. The university holds one commencement ceremony a year usually at the end of the spring semester. Degree conferral will appear on graduate transcripts according to the academic calendar dates established annually by the Registrar.

Release of Diplomas

Students who have met all graduation requirements as determined by an audit of their student records will have diplomas sent to the permanent address on file with the Registrar within two to four weeks of graduation. Diplomas will not be released until the Registrar confirms that the graduate has met all academic requirements and that the Bursar confirms that the graduate has paid all tuition, fees and fines. Additionally, if the graduate has participated in federal financial aid programs, the graduate is required by federal regulations to complete some form of exit interview and/or online workshop prior to separation from the university.

Honors

University honors are awarded to degree candidates in recognition of their academic achievement. The honors distinction is based on the degree candidate's cumulative grade point average (GPA) which is 3.75 or greater.

For a student to be listed as having honors in the commencement program, the requirements must be met with the cumulative GPA the semester BEFORE graduation. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at the

commencement ceremony, quality points earned during the graduation term are considered in calculating the final GPA which determines graduation honors.

Please note that candidacy for university honors does not guarantee that honors will be awarded when the degree is conferred. Conversely, a student who did not meet the honors criteria when the graduation audit and evaluation was conducted may still be awarded university honors if the criteria are met when the degree is later conferred.

Class Rank

Class rankings are usually provided to currently enrolled students and may be requested from the Registrar either in person or in writing. Class ranking is determined on the basis of the cumulative-weighted average of percentages earned from all completed required courses. Individual course grades are weighted in the formulation relative to course credit hours. Credit hours earned from courses evaluated on a pass/fail basis, including elective courses, are not used in the determination of cumulative-weighted grade point average. Class ranking is calculated once a year at the end of June after the annual commencement ceremony. See the Registrar's page for details.

Dual Degree Credit

Students within the Doctor of Pharmacy program may be concurrently or consecutively enrolled in the Master of Public Health program as dual degree students. For Dual Degree Students, the Public Health program grants up to twelve (12) units of credit based upon course completion within the Doctor of Pharmacy program, meaning that Dual Degree students are only required to complete thirty (30) units in residence within the Master of Public Health program. The specific courses for which credit is granted have been identified and are tracked by the Public Health program.

TRANSFER POLICY

The TUC College of Pharmacy does not accept transfer students.

STUDENT COMPLAINTS

Student complaints will be submitted to the Assistant Dean for Pharmacy Student Services who will assess the situation in consultation with the Dean and/or the College Leadership Team. The complaint must be in writing, signed, and dated by the student filing the complaint and submitted using the 'Complaint Form' that is available at the end of the PharmD Student Handbook. All complaints will be handled in accordance with written policies of the Touro University College of Pharmacy and the student will receive a written response. Students will be informed of appeals and/or grievance policies where they are not satisfied with the outcome of their complaint or grievance.

The original written complaint and written response to the complaint, and if applicable, the letter of appeal and the written decision of the Dean of Students shall be placed in a file on student complaints to be maintained by the Assistant Dean for Pharmacy Student Services. A photocopy of all documents placed in the file on student complaints shall also be placed in the file of the student who submitted the original written complaint. All aspects of student complaints shall be treated as confidential in accordance with Touro University policies on confidentiality of student records.

We will attempt to prevent serious problems from developing and we will promote early resolution of problems through the Assistant Dean for Pharmacy Student Services to keep the College's Leadership Team members aware of student problems.

GRADE APPEAL POLICY AND PROCEDURE

The grade appeal policy was created to ensure a fair and equitable appeal process that allows a student to appeal a grade when they can demonstrate that the grade inaccurately reflects their performance in a course or rotation.

A grade appeal is a complaint about a final course grade, which involves one or more of the following conditions, the existence of which the student is required to prove:

1. The faculty member* violated a University/College rule or policy pertaining to grading (e.g. syllabus; student handbook, etc.).
2. The faculty member made an error in calculating or recording the grade.
3. The faculty member applied inconsistent grading standards across students.
4. The faculty member violated a written agreement with the student.

Scope and Applicability

- This policy and procedure applies to the processing of grade appeals concerning academic and instructional matters that are within the College of Pharmacy. Reasonable deviations from the timeline to submit a grade appeal will not invalidate a decision or proceeding.
- The appeal process applies to final grades in a course or rotation.
- The appeal process does not apply to individual questions on exams or quizzes, or rotation evaluations.
- The appeal process does not apply in cases concerning academic integrity, unless the case is adjudicated in a student's favor (Refer to TCUS Academic Integrity Policy)

A student with a grade appeal that meets one or more of the conditions above should initiate the formal grade appeal process within 14 working days after the online posting of final grade on Canvas.

THE GRADE APPEAL PROCESS
STEP 1 (INFORMAL TALKS):
The student is responsible for contacting the involved faculty member to initiate this step, within 5 working days of posting of final course/rotation grades. The student must request, in writing (e.g. e-mail), a meeting with the faculty member. The written request must provide the basis for dissatisfaction with the assigned grade (i.e. the student must specify which of the 4 conditions stated above are the basis for the appeal). The faculty member is expected to discuss the matter with the student within 2 working days of receiving the written request. Reasonable deviations from the timeline to respond to a grade appeal will not invalidate the process. The faculty member will provide a written clarifying response to the student's inquiry the day of the meeting and, if appropriate, will adjust the disputed grade.

A student can invite their academic advisor to facilitate communication with the faculty member.

STEP 2 (INFORMAL TALKS):

If the student is not satisfied with faculty member's response, the student should then request, in writing (e.g. e-mail), a meeting with the faculty member's Department Chair / Assistant Dean of Experiential Education. The Department Chair/ Assistant Dean of Experiential Education is expected to discuss the matter with the student within 2 working days, and should provide a written response to the student on the same day as meeting with the student. A copy of the letter will also be sent to the faculty member.

STEP 3 (FORMAL APPEAL):

The formal grade appeal procedure will only be used if student concerns have not been resolved at the departmental level. **The student** must file a formal grade appeal within 14 working days of the online posting of the grade. The appeal must be in writing, signed, and dated by the student filing the appeal and submitted using the 'Grade Appeal Form' that is available at the end of the PharmD Student Handbook. Grade appeals will be submitted to the Associate Dean for Academic Affairs for didactic, PPE and/or APPE courses.

After receiving the completed Grade Appeal Form, the Associate Dean for Academic Affairs will review all relevant facts gathered by the parties involved. In this process, the Associate Dean may contact the faculty member, any other faculty members involved with the case and/or any witnesses identified by the student or faculty member to answer questions. The Associate Dean will invite the student to meet and discuss his/her appeal, the faculty member's response and any other relevant facts/circumstances. Within 10 working days of receiving the grade appeal, the Associate Dean will render a decision.

After a decision has been made, the Associate Dean will send a letter to the student and the faculty member summarizing: the nature of the grade appeal; the investigation that was conducted; the decision; the reason for the decision; and any recommendations as a result of the decision. Students will also be informed of appeal procedures to the Dean, if student concerns have not been resolved at the Associate Dean level.

The original written appeal and written decision of the Associate Dean shall be placed in a file on student grade appeals to be maintained by the Assistant Dean for Pharmacy Student Services. A photocopy of all documents placed in the file on student appeals shall also be placed in the file of the student who submitted the original written appeal. All aspects of student appeals shall be treated as confidential, in accordance with Touro University policies on confidentiality of student records.

Formal Appeal to the Dean

If the student does not accept the Associate Dean's decision, they have seven (7) working days within which to submit a formal written appeal of the decision to the Dean of the College of Pharmacy. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain their situation and substantiate the reason(s) for advocating a reversal of the Associate Dean's decision. Only the narrative and supporting documentation included in the appeal submission will be considered.

The Dean may grant an appeal only on showing one of the following:
1. Bias of one of more of the following individuals: Faculty member, Department Chair/Assistant Dean (or Director) of Experiential Education; Associate Dean for Academic Affairs.

2. New material or documented information not available to the above individuals at the time of their initial decision.
3. Procedural error.

The Dean may choose any of the following options when considering a grade appeal:

1. Concur with the recommendation of the Associate Dean regarding the decision for no grade change.
2. Amend the recommendation of the Associate Dean.
3. Convene an ad hoc committee consisting of three members to review the recommendation of the Associate Dean. The ad hoc committee will present their findings to the Dean for consideration.

The decision of the Dean is final and will be communicated to the student in writing. While the appeal is pending, the status of the student will not be altered.

ACPE COMPLAINT PROCEDURE

The Accreditation Council for Pharmaceutical Education (ACPE), the pharmacy school accreditation agency, is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S.   Department of Education Criteria for Recognition, and with the prior review and advice of Department of   Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and/or complaints about the school's adherence to ACPE's Standards. The colleges   and schools of pharmacy accredited by ACPE have an obligation to respond to any written complaints by students that are lodged against the college or school of pharmacy, or its pharmacy program, that are related to the standards and the policies and procedures of ACPE. Any student who wishes to file a complaint may visit the ACPE website and follow the following link (https://www.acpe-accredit.org/complaints/).

Section VI – General Academic Standards

GRADING AND CREDIT HOURS

At the end of each course and clinical rotation, a grade for each student will be submitted to the Registrar by the faculty responsible for the instruction. TUC COP makes use of percentages. The work of all students in the four years at TUC COP shall be reported in terms of the following grades in any of the required courses:

PERCENTAGE	GRADE POINT EQUIVALENT	LETTER EQUIVALENT
97 – 100	3.85 – 4.00	A+
93 – 96	3.65 – 3.80	A
90 – 92	3.50 – 3.60	A-
87 – 89	3.35 – 3.45	B+
83 – 86	3.15 – 3.30	B
80 – 82	3.00 – 3.10	B-
77 – 79	2.70 – 2.90	C+
73 – 76	2.30 – 2.60	C
70 – 72	2.00 – 2.20	C-
0 – 69	Failure	U
70	Successful Remediation $\geq$2.0	U/P
NA	Withdrawal - In Good Standing	W
NA	Withdrawal - Unsatisfactory	W/U

Five (5) course credits will be earned for each 75 hours (~1 unit per 15 hours) of class time spent in lecture, small group discussion, or introductory pharmacy practice experience (IPPE). Each week of advanced pharmacy practice experience (APPE) will receive 1 course credit (6 credits per rotation). A listing of course credits may be found in the 2022-2023 University Catalog. A cumulative curricular weighted average will be calculated for the program and posted on the transcripts. Class ranking is available upon request in the Registrar's Office.

DEFINITIONS

Good Academic Standing
To be in good academic standing, students must receive a satisfactory grade in all courses; and in addition, students must maintain a cumulative curricular weighted average of 70% or greater.

Unsatisfactory "(U)"

An unsatisfactory grade (U) is less than 70%. If the student is granted an opportunity to remediate and passes the remediation, the score will be changed to "U/P." (See the section "Remediation of a Course Failure" below.)

Incomplete "(INC)"

An "INC" grade is intended to be an interim course mark. It is to be used only if a student has satisfactorily (hereby defined as a 70% average or better) completed at least 75% of the course requirements, and there is an excusable and acceptable reason for the student not having completed all requirements prior to grade reporting time. With the awarding of the grade "INC" the instructor must include information (on the Grade Reporting Form) as to the specific requirements the student must meet in order to convert the "INC" into a permanent grade. An incomplete cannot be utilized for all classes in a term. Dropping all classes demands a Withdrawal or Leave of Absence. Students may obtain credit for courses in which their marks are "Incomplete" only by completing the outstanding coursework. The incomplete grade must be converted into a grade within one year of the date the "INC" is originally awarded or the end of the next term that course is offered. If this is not done, the INC grade in the course automatically and permanently becomes a failure ("U"). The grade of "INC" - Incomplete - shall be neutral in the calculation of the grade point average; however, an incomplete grade may have an impact on the student's ability to receive future financial aid. It is to the student's advantage to arrange to make up any incomplete work as soon as possible.

Unsatisfactory with successful remediation "(U/P)"

After an unsatisfactory performance has been successfully remediated, a "(U/P)" will replace the "(U)" on the transcript and a grade of 70% will be recorded for the course.

Withdrawal "(W)"

A withdrawal indicates that a student has withdrawn from a course in good academic standing. This grade code is used if the student drops prior to the 51% point of a term. A "W" grade can also be assigned by the Dean of a department after that time in special circumstances.

Withdrawal Unsatisfactory "(W/U)"

A withdrawal unsatisfactory indicates that a student has withdrawn from a course not in good academic standing.

SATISFACTORY PROGRESS AND PROMOTION: THE ACADEMIC STANDARDS COMMITTEE

Evaluation at the end of each semester will determine whether students are ready to progress to the next semester. The Academic Standards Committee (ASC) of the college will function to assure that progression standards are met. Academic regulations that define and describe conditions for progression will be reviewed and approved by the faculty. The ASC is charged with evaluating, recommending, and implementing academic standards and assessing the progress of each student toward graduation. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. The ASC will review or meet with each student who has failed

a course, a high stakes examination or a clinical rotation, or who fails to meet overall academic standards, fails to show satisfactory academic progress, fails to meet graduation requirements, or fails to meet professional standards.

After a thorough review of student performance, the Committee recommends an action to the Associate Dean of the College of Pharmacy. The Committee may recommend actions or any sanctions within the TUC University Catalog including, but not limited to: progression, dismissal, academic probation, repetition or other remediation of a course or high stakes examination. These recommendations are communicated to the Associate Dean for Academic Affairs by the Chair of the Committee. The Associate Dean for Academic Affairs has the authority to accept or modify their recommendations.

Students are expected to pass all courses successfully in one academic year before progressing to the next semester.

Failure to maintain a cumulative curriculum weighted average of 70% or greater may place a student in the category for dismissal.

Students must pass all Pharmacy Practice IPPE rotations to progress to the third year of the program. Students must pass 11 six-week APPE rotations to graduate.

In addition to course grades, the COP may use internal and external evaluation tools to measure students' overall academic and clinical maturation. Students who do not pass or meet the expectations on these evaluations may be required to participate in remediation or tutorial activities.

ACADEMIC PROBATION

Students will be placed on academic probation if they receive a final grade of less than 70% in any course, fail an IPPE or APPE rotation, or fail to meet the minimal cumulative weighted academic requirements. Additionally, a student may be placed on academic probation as a sanction for an academic integrity policy violation. A student will be removed from academic probation only after successfully remediating the course or rotation and achieving the minimal cumulative weighted academic requirements of 70% or greater.

Terms of Probation

1. When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements for removal from probation, this is also noted in the student's file and transcript.

2. When a student is placed on academic probation, and the action is deemed appropriate by the Associate Dean of the College, he/she will be notified in writing and the reasons will be stated. When the terms for removal from academic probation have been satisfied, the Academic Standards Committee will notify the Associate Dean that probation has been lifted and a letter will be provided to the student.

3. Regaining good academic standing must be a first priority for students on probation. Therefore, a student on academic probation will be required to relinquish their responsibilities as officers or members of any University clubs or organizations.

REMEDIATION OF A DIDACTIC COURSE FAILURE

Students who fail a didactic course may be eligible to correct their deficiencies (improve their academic status) by following the recommendations of the Academic Standards Committee with approval of the Associate Dean for Academic Affairs of the College of Pharmacy. This process is referred to as **Remediation.** Remediation as used in this section shall mean remediation by examination**.** Remediation is a process whereby competency can be demonstrated with regard to the material encompassed in a (or any) failed course and consists of, but is not limited to, a re-examination of the course material. Decisions on remediation will be documented in writing by the Associate Dean and sent to the student in a timely manner.

Remediation is to be regarded as a privilege which must be earned through active participation in the educational program as demonstrated by development and implementation of a rigorous self-improvement action plan, required attendance of faculty-led remediation sessions, individual initiative and utilization of available resources. Recommendations regarding remediation will be made on an individual basis by the Academic Standards Committee after considering all pertinent circumstances in each case, and with approval of the Associate Dean.

After consultation with the Office of Pharmacy Student Services and, in some cases, the Chair of the Department and course coordinator of the failed course, the Academic Standards Committee will recommend a remediation plan to the Associate Dean. The recommendations may be based on the following conditions:

1. A student who fails one or two Fall P1 or P2 didactic course(s) with a grade of 65-69% may be eligible for remediation by examination in the following summer and may register for spring classes. If the student is determined to be eligible to remediate one or two Fall P1 or P2 courses, then the student must successfully complete all Spring P1 or P2 courses to remain eligible.

2. A student who fails one or two Spring P1 or P2 didactic course(s) with a grade of 65-69% may be eligible for remediation by examination in the following summer.

3. A student may remediate by examination no more than TWO didactic courses in one summer session. A student who is granted permission to remediate by examination must develop and submit a self-improvement plan to the Office of Pharmacy Student Services that describes specific and measurable steps he/she will take to gain competency in the course material. This plan must be approved by the Associate Dean for Academic Affairs and the student's faculty advisor. Adherence to this plan is considered part of the remediation process.

4. Students must also attend and participate in all faculty-led review sessions for failed courses in order to be eligible to remediate by examination. Course coordinators will typically take the lead in determining review content, organizing faculty participation, and informing students of required elements of participation. Student attendance, preparation in advance, and active participation are required to remain eligible to take the remediation exam.

5. In addition to faculty-led review sessions, students are strongly encouraged to access support and resources from the Office of Pharmacy Student Services, including peer tutoring on course material and counseling on academic support behaviors, including study habits and time management.

6. A student who fails a remediation examination in any course will be considered for dismissal.

7. Mitigating circumstances for any of the above conditions will be taken into account by the Academic Standards Committee.

Remediation exams will be administered at the end of June or in early July. Successful remediation will be represented on the transcript by a grade of "U/P," with a score value of 70% for calculating the GPA.

REPEATING A PRE-APPE COURSE FAILURE

The recommendation to the Associate Dean for Academic Affairs regarding whether a student should repeat a failed course will be made on a case-by-case basis by the Academic Standards Committee after consultation with the student, the Office of Pharmacy Student Services, and, in some cases, the Chair of the Department and the course coordinator of the failed course. The Academic Standards Committee will use the following criteria:

- A student who fails a P1 or P2 didactic course with a grade of less than 65% is not eligible for remediation in the summer and must repeat the course in the next academic year as a member of the next year's class. Furthermore, the student cannot take the next course in the track series and must take a leave of absence (LOA) during the intervening semester. For example, if a student fails a Fall course with a grade of less than 65%, the student will take a LOA during the Spring semester, and retake the failed course the following Fall. If successful, the student will resume progression as a member of the next year's class.

- A student who fails PRMC 624 or PRMC 625 IPPE courses with a grade <70% must repeat the course. These failed IPPEs must be repeated before the start of Advanced Pharmacy Practice Experiences.

- A student who is required to repeat one or more didactic courses must submit a self-improvement plan to the Office of Pharmacy Student Services that describes the ways they will utilize the time during the LOA to improve course material competency.

- All didactic and IPPE courses must be successfully completed before a student is eligible for Advanced Pharmacy Practice Experiences (APPEs).

- Any student who fails more than two didactic courses in any one semester must repeat the failed courses the next time the courses are offered.

- A student may audit a course for which they have already received a passing grade.

Summary of Possible Student Progression Pathways following a Didactic Course Failure in the P1 or P2 Year

- A student who fails 1 didactic course in a semester with a grade of 65-69% may be eligible to remediate the course by examination in the following summer. If the grade is under 65%, the student must take a leave of absence for the following semester and repeat the course when it is next offered.

- A student who fails 2 didactic courses in a semester with grades of 65-69% may be eligible to remediate the courses by examination in the following summer. If the grades are under 65%, the student must take a leave of absence for the following semester and repeat the courses when they

are next offered.

- A student who fails 2 didactic courses in a semester, one with a grade of 65-69% and the other with a grade under 65%, may be eligible to remediate the former but must also take a leave of absence for the following semester and repeat the latter when it is next offered.

- A student who fails 3 didactic courses in a semester, regardless of the grades, must take a leave of absence for the following semester and repeat the courses when they are next offered.

- Failure of more than 3 courses in a semester will subject the student to dismissal from the College of Pharmacy.

- A student who fails 1 or 2 courses in the fall semester must pass all spring didactic courses to remain eligible for remediation.

Repeating a Pre-APPE Didactic Course Failure, and Financial Aid Eligibility

A student repeating a fall or spring semester didactic course may enroll in degree-applicable didactic elective courses or, if didactic elective requirements have already been met, may enroll in one or several previously passed courses being offered concurrently. Students are encouraged to seek guidance from the Associate Dean for Academic Affairs about this process, and with the Office of Financial Aid for any impact on a student's federal aid eligibility.

CRITERIA FOR PROGRESSION TO ADVANCED PHARMACY PRACTICE EXPERIENCES

In order to progress to Advanced Pharmacy Practice Experiences (APPEs), students must demonstrate adequate proficiency in several aspects of the pharmacy profession. A series of benchmark examination scores must be met to show they are sufficiently prepared for the next level of their education. Along with the results of regular courses (GPA $\geq$ 70%), students completing the didactic portion of the curriculum must pass all stations associated with the first- and second-year high stakes exam process.

THE HIGH STAKES EXAM (HSE)

Students will be required to take an annual high stakes exam that will be administered the week after Block C exams in the spring semester. The exam will consist of multiple stations that are designed to measure students' knowledge, skills and abilities of core activities that have been designated as essential to APPE and pharmacist career success.

A student is required to pass each station of the exam prior to beginning the next academic year. To pass a station, a student must meet the minimum requirements set by the college on both program-level competencies and demonstration of skills.

Remediation of the annual high stakes exam

Students who do not pass the exam will be reviewed by the Academic Standards Committee (ASC). A maximum of three attempts per station may be allowed; that is, the original exam plus two remediation attempts. Failure of a third attempt of a station may result dismissal from the College of Pharmacy. The two remediation attempts will be scheduled during the summer after the failure of the exam.

Remediation of HSE stations is to be regarded as a privilege which must be earned through active participation in the re-assessment process, as demonstrated by development and implementation of a rigorous self-improvement action plan, required attendance at preceptor-led coaching sessions, individual initiative and utilization of available resources. Recommendations regarding remediation of HSE station(s) will be made on an individual basis by the Associate Dean of Assessment, after considering all pertinent circumstances in each case, and communicated to the student(s), Associate Dean of Academic Affairs and preceptor of the HSE station.

A student who is granted permission to remediate station(s) of the HSE must develop and submit to the Office of Pharmacy Student Services and the Associate Dean for Academic Affairs a self-improvement plan that describes specific and measurable steps they will take to gain competency in the area of concern. This plan must be approved by the Associate Dean for Academic Affairs and the preceptor of the HSE station. Adherence to this plan is considered part of the remediation process.

If a student passed the annual high stakes exam but nine or more months elapsed before attending the next academic year, the student will be required to retake and pass that year's annual high stakes exam. The term "academic year" refers to when a P1 student would start their P2 classwork, or when a P2 student would start their first APPE.

FAILURE OF AN APPE ROTATION

A student who fails an Advanced Pharmacy Practice Experience (APPE) rotation by a grade of < 70% or earns an "unacceptable" assessment in any one individual competency of an APPE rotation evaluation will be required to repeat the rotation. The Assistant Dean/Director for Experiential Education will assign the site and preceptor for the repeated rotation. If the failed APPE rotation is a core rotation, the student must successfully complete a resolution plan before they can repeat the failed rotation. If the APPE rotation is an elective, a resolution plan may or may not be required. A resolution plan is an individualized, 6-week program designed to improve competency and ensure future success. It may include classroom time, tutoring, shadowing and other activities and is supervised by one or more designated preceptors. The resolution plan will include a midpoint evaluation in week 3 and a final evaluation in week 6. The student's performance will be scored from 1 to 5 points; a passing score is greater than or equal to 3.5 points. After passing the resolution plan, the student is eligible to repeat the failed rotation at a different site. A failure of the resolution plan or of the repeated rotation will constitute a second failure of a rotation, and place the student in the category of dismissal from the COP.

A student who fails an APPE rotation due to professionalism issues will be required to repeat the rotation. When failure of an APPE rotation is due to professionalism issues, the ASC and the Office of Pharmacy Student Services will be notified. The ASC will consider the circumstances and issues leading to the failure of a rotation assignment on an individual basis. The Office of Pharmacy Student Services will inform the Office of the Registrar who will enter it into the student's file. The ASC may:

1) vote to recommend having the student participate in a resolution plan before repeating the rotation,
2) vote to recommend dismissal of the student for failure to meet professional standards,
3) vote to recommend any sanction listed within the TUC University Catalog,
4) recommend that the violation be sent to the Professional Conduct Committee for review.

ASC recommendations will be communicated to the Associate Dean for Academic Affairs by the Chair of the ASC. The Associate Dean has the authority to accept or modify the ASC's recommendation.

The option to participate in a resolution plan will require the development of this plan by the Assistant Dean/Director for Experiential Education and the Office of Pharmacy Student Services (see details above). Assessment during the professionalism resolution plan will include close scrutiny of professional behaviors including compliance with expected performance, punctual arrival, attitude, communication and conduct towards fellow workers and patients, appearance, demeanor, and other relevant aspects.

DISMISSAL FROM THE COLLEGE

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that TUC, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health, professional, or academic nature justify such an action.

Decisions regarding dismissal are made on an individual basis after considering pertinent and extenuating circumstances relating to the case. The Academic Standards committee may request to meet with a student being considered for dismissal. The Academic Standards Committee makes a recommendation about dismissal to the Associate Dean. The Associate Dean issues a letter of decision to the student.

The reasons for dismissal include but are not limited to the following:

1. A student's cumulative curriculum weighted average for any one academic year is less than 70%.
2. A student fails a remediation by examination under an approved remediation plan.
3. A student fails a repeated course.
4. A student fails two APPE rotations.
5. A student fails a resolution plan.
6. A student exceeds the six-year time limit for completion of the prescribed curriculum as defined by the program (excluding approved leaves of absence for health or other personal reasons).
7. A student exceeds the two-year time limit for successful completion of all first-year courses (excluding approved leaves of absence for health or other personal reasons).
8. A student does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
9. A student has not demonstrated sufficient academic progress and/or professional growth and achievement.
10. A student fails more than three courses in one semester.
11. A student fails two remediation attempts of any portion of the annual high stakes exam.

APPEAL PROCESS FOR A DECISION OF DISMISSAL BY THE ACADEMIC STANDARDS COMMITTEE

Following notification (traceable letter delivery) of a decision for **dismissal**, a student may wish to appeal the decision. He or she has seven (7) working days within which to submit a formal written **appeal of the decision to** the Dean of the College of Pharmacy. The appeal request must be submitted in writing and

delivered to the Office of the Dean within this seven-day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain their situation and substantiate the reason(s) for advocating a reversal of the dismissal. Only the narrative and supporting documentation included in the appeal submission will be considered. The Dean may grant an appeal only on showing one or more of the following:

1. Bias of one or more faculty members or preceptors involved in the circumstances leading to dismissal.
2. New material or documented information not available to the committee at the time of its initial decision.
3. Procedural error.

The Dean may choose any of the following options when an appeal to a decision for **dismissal** of a student is under consideration:

1. Concur with recommendation of the Academic Standards Committee and Associate Dean regarding the decision to dismiss.
2. Amend the recommendation of the Academic Standards Committee and Associate Dean.
3. Convene an ad hoc committee consisting of three members to review the recommendation of the Academic Standards Committee and Associate Dean. The ad hoc committee will present their findings to the Dean for consideration.

The decision of the Dean of the College of Pharmacy is final, and they will be required to notify the student in writing of the decision. While the appeal is pending, the status of the student will not be altered.

VETERANS BENEFITS/ACADEMIC PROGRESS

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits can be obtained from offices of the Veterans Administration. The standards of academic progress for students receiving educational benefits through the Veteran's Administration are the same as for all students.

Section VII – Institutional Policies

ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA, formerly known as the Buckley Amendment), the following represent guidelines for access to and disclosure of educational records maintained for students who are or have been in attendance at Touro University.

Touro University California annually informs all students of their educational records privacy choices. FERPA was enacted to protect the privacy and educational rights with respect to student education records. Full policy available in Appendix A of the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

DRUG FREE WORKPLACE

The following Drug-Free Workplace Policy is to notify all students that pursuant to the Federal Drug- Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Touro University California prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. Full policy available in Appendix B in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

RESPONSIBLE ALCOHOL USE AND CONSUMPTION

All members of the campus community have a stake in ensuring that alcohol is used only in a responsible manner. This policy focuses on alcohol use in moderation by persons twenty- one (21) years of age and over and addresses legal liabilities. Alcohol abuse, including but not limited to binge drinking or drunk driving by anyone, will not be tolerated. The goal of this policy is to ensure that alcohol use at Touro University California approved events meets the following guidelines specified in Appendix B.1 of the TUC Student Catalog, that can be found at http://studentservices.tu.edu/catalog/index.html.

STUDENT CONDUCT CODE

The Student Code of Conduct full policy is available in Appendix C in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

POLICY AND PROCEDURES FOR ACCOMMODATING STUDENTS WITH DISABILITIES

Touro University California is committed to granting reasonable accommodations to students with known disabilities in accordance with applicable laws. This policy and procedure are intended to ensure that disabled students receive full and equal access to the university's academic and co-curricular programs and activities, and are not subjected to discrimination on the basis of any disability. Full policy is available in Appendix D in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

CODE OF RESPONSIBILITIES AND RIGHTS OF STUDENTS

The Code of Responsibilities and Rights of Students enumerates the rights and responsibilities of the student segment of Touro University California. It is written in the belief that student knowledge of the student role in this educational process will promote more effective student achievement. Full policy is available in Appendix E in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

RESOLUTION PROCESS FOR DISPUTES AND GRIEVANCES AND MISCONDUCT

The full policy for the Resolution Process for Disputes and Grievances and Misconduct is available in Appendix F in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

SEXUAL MISCONDUCT POLICY

This policy applies to all members of the Touro community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.).

All divisions of TUC seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind, including sexual assault (i.e. rape, fondling, incest or statutory rape), domestic violence, dating violence, and stalking, is anathema to TUC's mission, history, and identity. TUC will resolve any identified discrimination, harassment or sexual assault in a timely and effective manner, and ill ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator.

The Touro University California ("TUC") pledges its efforts to ensure an environment in which the dignity and worth of all members of the community are respected. It is the policy of TUC that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. TUC will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment or sexual assault (i.e. rape, fondling, incest or statutory rape). The full policy is available in Appendix H in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

TITLE IX GRIVANCE POLICY

The Touro College and University System, specifically: Touro College, Touro University California, Touro University Nevada, New York Medical College and Hebrew Theological College (hereinafter collectively referred to as "Touro"), seek to maintain a safe learning, living, and working environment for all members of its community. In addition, as individual educational institutions, Touro subscribes to all federal, state, and institutional laws and regulations necessary to ensure that goal. The full policy is available in Appendix I in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

ACADEMIC INTEGRITY POLICY

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 full policy is available in Appendix K in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

INTERNET SERVICES AND USER-GENERATED CONTENT POLICY

Excerpts from the Internet Services and User-Generated Content policy are available in Appendix L in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

POLICY AND PROCEDURES CONCERNING REQUESTS TO ACCOMMODATE DISABILITIES, AND COMPLAINTS REGARDING FAILURE TO ACCOMMODATE AND DISABILITY-BASED DISCRIMINATION

It is Touro's policy that any students with a disability be afforded the same opportunities as every other student within the Touro community. This policy may be utilized when there is a dispute about discrimination, including harassment on the basis of disability, refusal to find a disabled student eligible for academic adjustments and auxiliary aids, denial of a requested prospective reasonable academic adjustment/auxiliary aid, and refusal of a faculty member to implement approved academic adjustments and auxiliary aids. Any adverse treatment in regards to a person's disability will not be tolerated. The full policy and procedures are available in Appendix M in the TUC Student Catalog that can be found at http://studentservices.tu.edu/catalog/index.html.

EATING AND DRINKING IN CLASSROOMS/LABORATORIES

To ensure a safe, clean and healthy environment for all students on campus, no eating or drinking is permitted in any laboratory or classroom. Care should be taken to remove all trash to a trash container after eating in any area of the university.

SMOKING

Smoking, including use of electronically produced vapors, is not permitted on the grounds, inside any campus building, in any of the health care facilities where patient care is delivered, or inside university vehicles (TUC policy 8.002). The university recognizes the health, and safety benefits of smoke-free air and the special responsibility that it has to maintain a healthy and safe environment for its faculty, students, employees and guests. Touro University is committed to the promotion of good health, wellness and the prevention of disease. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University California.

DRUGS AND ALCOHOL

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

WEAPONS

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

HAZING

No organization or individual(s) may engage in any form of hazing of any student enrolled in Touro University. Students engaged in such activities are subject to suspension or expulsion from the university.

IMPAIRMENT OF LIFE SAFETY DEVICES/SYSTEMS

Destruction of or tampering with campus life safety systems or devices is prohibited. Any student found responsible for such acts is subject to disciplinary action (up to and including expulsion), fines and/or costs to repair damaged systems or devices.

CLERY ACT

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) federal law, Touro University makes available to students and prospective students and families

information about policies and procedures on how to report criminal actions on campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. Each fall by October 1st Touro University California publishes this information in the Annual Security Report (ASR) that is located on the university website under the Campus Security tab located at the bottom of the tu.edu home page or at the following website: http://facilities.tu.edu/safety. Paper copies of the ASR may be obtained by contacting the appropriate university administrators. Current and prospective students and employees can request a paper copy of this report by contacting Mr. Patrick Donahue, Associate Vice President of Administration (707) 638-5800 or Dr. Jim Binkerd, Associate Dean of Student Affairs (707) 638-5935.

TUC encourages victims and witnesses of crime to report crime and other serious incidents as soon as possible to Campus Security or university administrators. The ASR has specific information on how to and to whom to report crimes. Additionally, the ASR contains information on several important policy and resource issues related to Title IX and other emergency and security issues.

Students are notified at least annually via their tu.eu email of how to access the most current ASR. Students are strongly encouraged to review the policies and materials made available to them in the ASR.

SOCIAL MEDIA POLICY

Touro University California policies apply to students' online conduct. University staff members do not "police" online social networks and the University is firmly committed to the principle of free speech. However, when the University receives a report of inappropriate online conduct it is obligated to investigate. This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The University has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

FACULTY RECORDING AND LECTURE CAPTURE POLICY

It is the temporary policy of TUC that all lectures and any supporting materials used for lectures provided by faculty members will be recorded by a lecture capture system if delivered in the classroom and the classroom is already wired for lecture capture. If the classes are not conducted in person in one of our physical classroom locations and/or the physical classroom is not yet wired for lecture capture then the lecture will be, at a minimum, audio-recorded via Zoom. This content will be used internally for institutional/pedagogical purposes and will only be accessible to individuals with TUC credentials and login to the Canvas course. All faculty and administrative leadership are expected to abide by the purpose and the intent of this policy, which is to promote student academic excellence by recording each class session and making the recordings available to students to assist in their mastery of the subject matter, thereby accomplishing the educational goal of the institution.

Scope
This policy will apply to all faculty members who teach at TUC in the graduate and professional divisions. All students who have login access credentials to the learning management system will be able to view and/or listen to their class recordings.

Definitions

In this policy:
1. "Student" means a TUC student enrolled in a TUC course within the graduate or professional division.
2. "Faculty" means an instructor of record for a course, whether primary or non-primary.
3. "Learning management system" means the TUC web-based system for curriculum management, Canvas, or any future system.
4. "Lecture capture" is recordings (minimally audio) made of lectures and supporting materials in the curriculum that are provided to students for educational purposes.

Procedure

The TUC policy for digital audio recording of lectures is as follows:
1. Each faculty member will be responsible for recording their own class sessions. The students enrolled in the course are the intended beneficiaries of the recording. The College will provide training materials to faculty to facilitate the implementation of this policy.
2. Any external contributors, and/or guest lecturers must sign a TUC Consent Form to have their content made accessible to TUC students via recording. It is the faculty member's responsibility to obtain the written permission of a guest speaker. If a particular guest speaker does not wish to sign the consent form, the faculty member should find an alternate guest speaker.
3. Recorded lectures will be posted by each faculty member on the learning management system (Canvas) as soon as possible after the lecture is delivered, but no later than 48 hours after the class session unless students are being tested on the material within 24 hours following the class session, in which case the recording shall be posted within 12 hours.
4. Recordings will be accessible to students through the learning management system (Canvas). Touro College will take reasonable measures to prevent inappropriate use of such recordings.
5. Students may not personally record course lectures, unless as an approved accommodation by the Office of Student Affairs for their school, inasmuch as the class lectures/discussions will already be recorded by the faculty member and posted pursuant to this policy.
6. All users of the recordings agree to the terms and conditions of this policy prior to being allowed access the learning management system. The lecture(s) and any information contained in the recorded lecture(s) may not be reproduced, displayed, broadcast, or published without the consent of TUC. This prohibition includes placing the recording on any webpage or anywhere on the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered inappropriate behavior pursuant to the Touro Code of Conduct, and appropriate disciplinary action will be taken, according to that policy.
7. All recorded lectures will be maintained on servers at least until all enrolled students in that course complete the course and any and all grades of Incomplete have been satisfied.
8. These recordings will be governed by Touro's Intellectual Property policy. TUC will maintain the routine recordings of these lectures consistent with the timeframe described above. Recordings are for institutional use only.
9. Recordings may also be accessed for technological quality assurance purposes. Recordings will not be accessed for or used for purposes of faculty evaluation in conjunction with the TUC Faculty Development and Evaluation Policy (FDEP).
10. Subsequent to posting the class lectures subject to this policy, faculty may edit their lectures for future use within Touro College provided that the edited recording does not contain student discussion and does not identify any student by name or voice.

LEARNING MANAGEMENT SYSTEM (LMS) POLICY

Canvas was adopted as the LMS for the Touro College and University System. The purpose of an LMS is to provide organized, consistent and timely course-related communication between faculty and students. Effective use of a LMS is intended to assist faculty with course administration while supporting student engagement, increasing flexible learning opportunities, enabling quality learning experiences, and providing efficient and effective formative student feedback.

In order to provide a consistent learning experience for students, when a college or program adopts a particular template for the LMS, faculty within that program or college are required to utilize that template.

1. TUC Faculty are required to use the University adopted LMS for all face-to-face, hybrid and online courses and are required to post the following:
   - Course syllabus
   - Faculty and course introductions
   - Faculty contact information,
   - Grade book to match the published course outline
   - Course materials and assessments that are available and accessible.

   i. Course Syllabus
   Since a course syllabus is an essential communication tool between the professor and the student, a syllabus for each course must be posted on the LMS that provides critical information regarding course goals, expectations, and outcomes.

   ii. Faculty and Course Introductions
   Faculty must introduce themselves and their course to their students on their LMS course site. This simple, but important step, helps to humanize a faculty member in the online environment and helps engage their students in the course.

   iii. Faculty Contact Information
   Faculty must identify how students in their course can get in touch with them. This can be done utilizing a variety of communication tools including e-mail, chat, discussion threads, conferencing tools, and telephone.

   iv. Grade Book
   The LMS gradebook is a tool designated for the convenience of students and faculty. Thus, it is not an official record of student grades, nor should it be considered a legally binding record of student scores. However, faculty must post and reveal each student's grades for all assessments on a timely and ongoing basis within the parameters of access to student records and protection of privacy policies and procedures. Finally, faculty must periodically export a copy of the online gradebook and export a final copy (.csv) for their records after the semester ends.

   v. Course Materials and Assessments
   Course materials and assessments should be posted or linked in the LMS in a manner that could be audited if required. Additionally, course materials and assessments need to comply with the

Americans with Disabilities Act and Section 504 of the Rehabilitation Act regarding access for students with disabilities. If an instructor has specific questions regarding compliance with these Acts they should reach out to the Office of Student Success in Student Affairs.

2. Faculty are encouraged to do the following:

- Post a class schedule,
- Provide virtual office hours,
- Establish communications expectations,
- Post course materials and assessments, and
- Frequently interact with students.

i. Class Schedule

Faculty should include a clear and concise class schedule that helps the professor and the students stay on track and organized.

ii. Virtual Office Hours

Faculty should hold regular and consistent virtual office hours for their online courses. Virtual office hours provide synchronous communication between faculty and students and may be supported via telephone, chat, or video conference technologies.

iii. Communication Expectations

Faculty should post communication expectations in their online courses and provide timely responses (within 1-2 business days) to student communications. Faculty should use their best discretion when communicating one-to-one with their students. The use of documented platforms (e.g., messaging, institutional email, chat, etc.) whenever possible is recommended. Faculty must not disclose privileged information in public forums, such as discussion threads.

iv. Course Materials and Assessments

Since many students may be using a mobile device and a low-bandwidth connection to access their courses, Faculty should be cognizant of these limitations when developing course materials. Faculty should strive to make their assessment mechanisms friendly to low-bandwidth connections and mobile devices.

v. Course Participation

Since TUC expects all faculty to have regular substantive interaction with their students, it is also recommended that minimum faculty contact hours for online courses mirror the face-to-face equivalent although the format for these contact hours will vary from course-to-course as dictated by best practices in online pedagogy.

3. Accessibility considerations

As the University transitions to online instructional delivery in response to the COVID-19 crisis, it is important that faculty understand that while the modality of their course may be changing, the accessibility rules do not. The legal and compliance framework for faculty, staff, and students remains the same regardless of the method of instructional delivery. All Faculty Handbook, institutional policies, and administrative regulations continue to apply. Likewise, the Family Educational Rights and Privacy Act

(FERPA), the Americans with Disabilities Act and its amendments (ADA), Title IX, Title VII and other laws must always be followed.

4. Non-compliance implications

Non-compliance with this policy may result in disciplinary actions in accordance with standard Touro University California policies.

ONLINE LEARNING POWER OUTAGE POLICY

This policy recognizes that the TUC campus community members who participate in online synchronous and asynchronous curricular delivery (students, staff, and faculty) are not all physically located in the same geographic area. As such, local power outages may impact some individuals and spare others.

Many of the primary learning systems that are utilized for online curricular delivery (i.e., University Learning Management System, Zoom, ExamSoft, InteDash) run independent from power supply to the TUC campus; meaning that even if the campus is without electricity these systems should still function normally if a member of the TUC Community has electricity and internet access. Some access may be impacted by a TouroOne Outage. In the event that a power outage impacts one of those primary learning systems and/or >25% of the student body, then the learning sessions and high stakes examinations will be rescheduled. Students, staff, and faculty will be notified of schedule changes within 24 hours by the Provost and/or their college and program leadership.

On a case-by-case basis extended power outages may require the need for special accommodations or discussion of Leave of Absence. Students in this situation must contact their program leadership.

Localized Power Outages

I. **Synchronous online learning sessions** (eg. Live Zoom Lectures, Labs, exams, and Team Based Learning, and other pedagogies)

    a. *Faculty Responsibilities:* Faculty must notify their Department Chair or Program Director as soon as possible if they experienced or expect a power outage during an online educational session. Alternative arrangements must be made for delivery of that material. Alternatives could include presentation of the material by a faculty member who is not impacted by the power outage, rescheduling of the learning session pending student schedule and faculty availability, transition of the material to Self-Study format in which students perform a self-review of the educational materials (PowerPoints, assigned reading, etc.), and if available and appropriate, prior recordings.

    b. *Program Responsibility***:** Students will be notified about the emergent change by their program leadership as soon as possible and preferably with as much advance notice as able under the specific circumstance. As able all communications should be within 24 hours of the originally scheduled event.

    c. *Student Responsibility:* Students must notify their Course Coordinator as soon as possible if they experience a power outage during a scheduled online learning session. The student would need to obtain an excused absence from their program leadership and according to their College or

Program Excused Absence Policy. After approval, immediately contact the respective Course Coordinator to make up the learning session that was missed. No partial or full credit will be given for missed activities that are not made up within the allotted time per program specific policy.

II. **Computer Based Examinations (ExamSoft)**
   a. *Faculty Responsibilities:* Faculty are expected to post-downloadable ExamSoft exam versions as soon as possible and no later than 48 hours before the scheduled exam date or according to the program specific policy.
   b. *Program Responsibility:* Computer Based (ExamSoft) exams should be scheduled in the mornings as often as possible during the months when there is a high likelihood of rolling blackouts (typically October and November).
   c. *Student Responsibility:* Students must contact the Course Instructor/Coordinator and the identified program leadership as soon as possible if they experience a power outage during startup of an exam with ExamID enabled, during any exam, or if file upload is disrupted at the end of any scheduled ExamSoft exam.
      i. Students are required to:
         1. Download the ExamSoft exams within 12 to 24 hours after the exams become available as instructed by the specific program of study.
         2. Ensure that their laptops are fully charged prior to a scheduled examination
         3. Ensure that their laptops are able to maintain an electric charge for the length of the examination.
      ii. During a secure exam, ExamSoft disables internet connections. Internet connectivity is required briefly to start an exam with ExamID and ExamMonitor, and at the completion of any exam to upload the answer file and ExamMonitor file. Students are able to take ExamSoft exams during a power outage, pending their personal safety and the appropriateness of their home learning environments, as long as they downloaded the exam prior to the power outage, have obtained the exam password, have enough battery charge remaining to last the length of the exam, and if ExamMonitor was used for the exam then only if ExamID had already confirmed the identity of the student before the student lost internet connectivity.
      iii. If the computer loses power and shuts down during an exam for any reason, a Restart Time Limit of 5 minutes is enforced. Students who can restart within 5 minutes may continue taking the exam. If it takes longer than 5 minutes to restart the device, the student will need to contact the Course Coordinator/Instructor or other identified program leadership immediately to discuss the appropriate next steps. These may include resuming the exam using a Universal Exam Code, or rescheduling the exam. Students can upload their exam and the Exam Monitor recording once they have regained access to the internet. Students who experience a power outage or internet disruption preventing the uploading of the exam should contact their Course Coordinator/Instructor or other identified program leadership.
      iv. Students who cannot take the exam at the scheduled time will need to obtain an excused absence from their identified program leadership, and reschedule their exam per the Course Coordinators'/Instructors' determination.

System-Wide TouroOne Outage

A TouroOne outage will prevent students, staff and faculty from logging into TouroOne with their Touro credentials. All single sign on applications located behind TouroOne would not be accessible (Canvas, Qualtrics, Box, etc.). During TouroOne outages, the following remain fully functional: all Zoom accounts, all TCUS emails, and all TCUS websites. In addition, all local campus-based networks are functional. Third party systems (for example, Examsoft) that are not single sign on may still be functional. Please contact your local IT administrator to verify access.

If there is a TouroOne Outage the following will apply:
   a. *Faculty Responsibilities:* If you have email lists for your impacted courses, please proactively email your students with the zoom link for class. If you have powerpoint or other required electronic files please convert them to PDF files and minimize their size before e-mailing out to the class lists. If you had readings posted on Canvas for the impacted course please understand that most students may not be able to access Canvas and they may not be as prepared as expected. If you have quizzes or other Canvas-based assessments scheduled for the day(s) of the TouroOne Outage, please consider rescheduling these out of fairness to the students.
   b. *Program Responsibility*: Students will be notified about the emergent change by their program leadership as soon as possible and preferably with as much advance notice as able under the specific circumstance. As able all communications should be within 24 hours of the originally scheduled event.
   c. *Student Responsibility:* Students must notify their Course Coordinator/Instructor if you are experiencing difficulty due to TouroOne outages.

For e-mail access during TouroOne outages:
   - Staff and faculty email may access via *exchange.tu.edu*
   - Students with @tu.edu may access via: *webmail.tu.edu* or gmail.com using the email address and the password
   - Students with @student.touro.edu may access via *gmail.com*

College of Pharmacy Contact Information
   - Associate Dean for Academic Affairs: nbergero@touro.edu
   - Assistant Dean for Pharmacy Student Services: rkali_ra@touro.edu

Fall 2022 Course Coordinators:
   - Biological Sciences (Track 1; PRMC 601): sheimer@touro.edu
   - Pharmaceutical Sciences (Track 2; PRMC 602): hellerby@touro.edu
   - Social, Behavioral and Administrative Sciences (Track 3; PRMC 603): sdessell@touro.edu
   - Clinical Sciences (Track 4; PRMC 604): vkhosrav@touro.edu; mjalloh@touro.edu
   - Pharmacy Practice Education (Track 5; PRMC 620): twong4@touro.edu
   - Cross-Track Application (PRMC 626A): ttang@touro.edu

   - Biological   Sciences (Track 1; PRMC 609): devans@touro.edu
   - Pharmaceutical Sciences (Track 2; PRMC 610): vrajagop@touro.edu
   - Social, Behavioral and Administrative Sciences (Track 3; PRMC 611): dmalewsk@touro.edu

- Clinical Sciences (Track 4; PRMC 612): kthomas10@touro.edu ; lbaumgar@touro.edu
- Pharmacy Practice Education (Track 5; PRMC 622): twong4@touro.edu
- Cross-Track Application (PRMC 627A): kita@touro.edu

Spring 2023 Course Coordinators:
- Biological Sciences (Track 1; PRMC 605): gmccarte@touro.edu
- Pharmaceutical Sciences (Track 2; PRMC 606): hellerby@touro.edu
- Social, Behavioral and Administrative Sciences (Track 3; PRMC 607): rkali_ra@touro.edu
- Clinical Sciences (Track 4; PRMC 608): ezasowsk@touro.edu
- Pharmacy Practice Education (Track 5; PRMC 621): TBD
- Cross-Track Application (PRMC 626B):TBD

- Biological   Sciences (Track 1; PRMC 613): TBD
- Pharmaceutical Sciences (Track 2; PRMC 614): TBD
- Social, Behavioral and Administrative Sciences (Track 3; PRMC 615): dmalewsk@touro.edu
- Clinical Sciences (Track 4; PRMC 616): apalisoc@touro.edu
- Pharmacy Practice Education (Track 5; PRMC 623): twong4@touro.edu
- Cross-Track Application (PRMC 627B): TBD

ZOOM RECORDING CONSENT POLICY

The Touro University California policy for seeking consent for recordings of class sessions, events and activities through Zoom is as follows:

Touro University California ("Touro") Classroom Recordings
All course syllabi and Canvas course rooms should include the following statement regarding the use of Zoom classroom recordings and the posting of the recording within Canvas for class use only:

"Virtual attendance in this Zoom class provides student and instructor consent for the Zoom class to be recorded and for that recording to be posted in the Canvas course for future use. It may be a violation of Touro Academic Integrity policy to share this recording, in whole or in part, outside of the Canvas learning management system. Unless your program has a specific policy that states otherwise, students may work with their course coordinators to request having their cameras off, and/or using an alias screen name."

Per the inclusion of the above Zoom recording statement in syllabi and/or on Canvas, Zoom classroom sessions should be recorded in accordance with Touro policy on recording of all class sessions, and can be recorded without seeking student consent. Zoom recordings can also be shared for class use by posting in the learning management system which is Canvas.

Consent for Guest Lecturers
A guest lecturer is someone who is not a Touro employee. The course director is responsible for obtaining consent from guest lecturers for zoom recordings using the Touro University California photography/videography consent document located on the Advancement webpage.

Classroom Lectures which allow for community member participation

Any course that allows for community member participation and wishes to record the class session must seek consent from all participants prior to commencing the recording. This consent can be collected through the use of Zoom's internal consent to record feature. This should be accompanied by the following statement:

"We will be recording this session for academic use by Touro students. This recording will be shared in our internal online course room that is only accessible by students and faculty. You have the option to turn off your video and to alias your name/phone number (provide instructions on how to alias the name or phone number). If you participate in classroom discussions, those will be recorded when we are together as a full group. Discussion in break-out rooms will not be recorded. Your continued participation will serve as consent to video-record this session for academic use. This recording will not be shared on any public platform. It may be a violation of Touro policy for students to share this recording, in whole or in part, outside of the Canvas platform."

Extracurricular Activities and Events

Extracurricular activities and events include, but are not limited to:
- Academic seminars/workshops/presentations outside of classroom learning that are not specified in a syllabus or Canvas course room, or that are provided as optional activities
- Town halls
- Public facing (community) activities and events
- Club sponsored activities and events
- Student government sponsored activities and events
- Activities and events that are not academic based.
- Other meetings, seminars, activities, or events which include student, staff, or faculty participation.

Recording of extracurricular activities or events should follow the Touro photo release process, which states that photographers and videographers can obtain consent by the conspicuous posting of placards. In order to embrace the substance of this process, after the title slide, all presentations must include the following language in the 2nd slide:

"Virtual attendance in this Zoom activity or event provides participant consent for this Zoom activity or event to be recorded and for that recording to be posted in the Touro University California learning management system (Canvas) for future use by Touro faculty and students as part of their academic learning. As a participant, I may choose to not turn on my camera and to work with the activity or event leader to provide myself an alias screen name. It may be a violation of Touro Academic Integrity policy to share this recording, in whole or in part, outside of the Canvas learning management system."

If the virtual presentation does not contain any slides, the above paragraph should be read at the onset of the presentation. More information is available at
http://tu.edu/aboutus/communications/photography.html

Section VIII – Forms

Touro University California - College of Pharmacy
Grade Appeal Form

Student Information	
Name:	Date:
Address:	City,State,Zip:
Student ID:	Semester and Year:
Primary Phone Number:	E-mail address

Grade Appeal information
Course Name and Number:
Instructor Name:

Please indicate which of the following criteria are being used as the basis of appeal. (check all that apply)
 	
☐ The faculty member violated a University/College rule or policy pertaining to grading.
☐ The faculty member made an error in calculating or recording the grade.
☐ The faculty member applied inconsistent grading standards across students.
☐ The faculty member violated a written agreement with the student.
 	
The following supporting documentation is required (unless otherwise noted):
    • Explanation of what occurred and how the criteria checked above applies to the situation
    • Correspondence from faculty member and department chair
    • Course syllabus
    • Timeline of events relevant to appeal
    • Copy of university regulation (if applicable)
    • Correspondence with faculty member (if applicable)
    • Any other documentation supporting the appeal

Grade Information	
Grade Received:	Grade Requested:

I understand that information contained in the grade appeal form will be held confidential to the extent possible. Grade appeal information may be shared with college officials in order to conduct a thorough investigation.

I understand that this is an appeal for a grade change, and the result may raise, lower or have no effect on my grade.

I hereby declare that the information is correct and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.

Student Signature:_____

Date:_____

TOURO UNIVERSITY COLLEGE OF PHARMACY

Student Complaint Form

Student Name: _____

Graduation Year: _____

Local Home Contact Information:

Street Address: _____

City/State/Zip: _____

Telephones:

Home: _____ Work: _____

Cell: _____ Fax: _____

E-mail Address: _____

Permanent Home Contact Information:

Street Address: _____

City/State/Zip: _____

Telephones: Home: _____ Work: _____

Cell: _____ Fax _____

E-mail Address: _____

NOTICE: Information on filing complaints is provided in the University Touro College of Pharmacy Student Handbook   In the space below, please state in detail your complaint. You may use additional pages if necessary.

In the space below, please state in detail what resolution or relief you are seeking. You may use additional pages if necessary.

_____

Signature   and   Date

Upon completion, please place the Student Complaint Form in an envelope, seal and mark the envelope "Confidential" and deliver to the Assistant Dean for Pharmacy Student Services for Touro University California.

TOURO UNIVERSITY CALIFORNIA