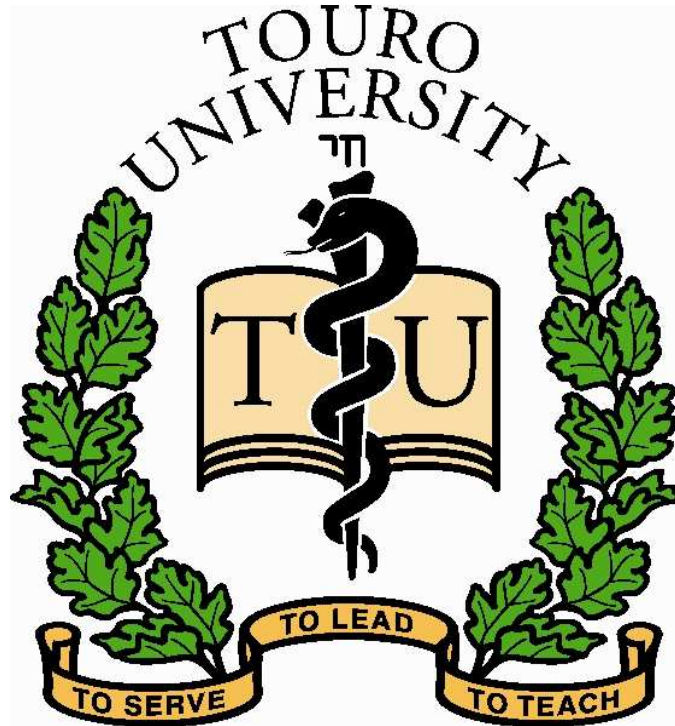


TOURO UNIVERSITY CALIFORNIA



College of Pharmacy Student Handbook

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SECTION I TOURO UNIVERSITY

The Student Handbook contains policies and requirements which govern academic performance and student conduct for Touro University (TU-C), 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 handbook applies to all currently enrolled students in the College of Pharmacy and, and only where stipulated, do policies and requirements apply differently for individual classes.

TU-C 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. TU-C maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

Non-Discrimination Policy

It is the policy of the University to admit qualified students irrespective of race, age, considered for admission to any program offered by the University, a student must possess the academic credentials and professional attributes deemed essential by the respective program admission's committee for selection to the program.

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).

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. In 2003, Touro University College of Osteopathic Medicine (TUCOM) became the Founding College of Touro University – California. Touro University – California is now composed of four colleges – College of Osteopathic Medicine (grants the Doctor of Osteopathic Medicine Degree – D.O.), the College of Health Sciences (founded 2003) (grants the Bachelor of Science and the Master of Science in Physician Assistant Studies-MSPAS and Master of Public Health-MPH), the College of Education (Founded 2004) (provides teacher credentials), and the College of Pharmacy (in process to be approved to grant the Doctor of Pharmacy 2009).

Mission of Touro University

Touro College is an independent institution of higher and professional education under Jewish sponsorship, established to perpetuate and enrich the Jewish heritage and to serve the larger community in keeping with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

Vision Statement of Touro University – California

The vision of Touro University – California is: Educating caring professionals to serve, to lead, to teach.

Mission of Touro University – California

The mission of Touro University – California is to provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity. Touro welcomes students of all nationalities and religions.

SECTION II TOURO UNIVERSITY COLLEGE OF PHARMACY

Accreditation and Approval

Since Touro University College of Pharmacy is a new program, for the early years, students will be informed of the college's accreditation status (pre-candidate, candidate, full accreditation). Disclosure of accreditation status appears in promotional materials regarding the program, on the College of Pharmacy's web pages in the University Website, and in written statements that students will be required to sign upon matriculation. The College of Pharmacy has been approved by the California Bureau of Private Postsecondary and Vocational Education for offering a Doctor of Pharmacy Degree (Pharm.D.) and has applied for pre-candidate status for accreditation with American Council of Pharmaceutical Education.

Degree Awarded

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

Mission and Vision of Touro University 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;

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

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 18 American Council on Pharmaceutical Education (ACPE) competencies. The guidelines integrate science, professionalism and professional attributes, and interprofessional practices across the three principle categories of pharmaceutical care, systems management, and public health as applied to the practice of pharmacy. They also incorporate the General Outcome Expectations of cognitive and psychosocial skills, attitudes, and behaviors that are integral to preparing quality pharmacy practitioners. Although these recently revised outcomes are not yet adopted by ACPE, they employ similar language to corresponding competency/outcomes documents in other health professions. Using the Joint Commission of Pharmacy Practitioners (JCPP) evolving "desired future" vision as its background, and with pharmaceutical care as the continuing philosophy of practice, CAPE's Educational Outcomes 2004 serves as

the framework upon which AACP's member faculties are encouraged to add their own contextual discipline- and content-specific outcome statements.

Synopsis of Curriculum or What Makes Touro'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 Touro'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.

The didactic curriculum is grouped into four content-based tracks: the biological sciences, the sciences of medicinal chemistry and pharmacology, pharmaceuticals and related topics, and pharmacy practice including clinical skills, management and public health. The didactic sequence progresses through each of these tracks during the first four semesters in a series of five week blocks followed by a one week evaluation period. A cumulative, integrated review week was added at the end each semester during which a summary evaluation of each student's work and a measure of their readiness to progress to the next semester is assessed. The grading system will utilize percentages with 70% is passing. The students would be required to pass a cumulative examination of both knowledge as well as skills before progressing to the next semester of the curriculum

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

The experiential component of the proposed curriculum is designed to allow students the opportunity to practice using the knowledge, skills, and attitudes necessary for competent pharmacists in an actual pharmacy setting. 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) and the Advanced Pharmacy Practice Experiences (APPE). The rationale for the extension of clinical training is that pharmacists are performing more clinical responsibilities and more patient care experiences.

For better quality and coordination of the IPPE and APPE programs, we have set a goal of localizing our IPPE and APPE programs within a 30-mile radius of the Vallejo campus. Within the 30-mile radius, we plan to focus on the North Bay counties of Marin, Napa, Sonoma, Solano and Contra Costa as these areas have not traditionally been utilized for pharmacist training nor are they geographically close to any other college of pharmacy.

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.

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. Generally, a license can be obtained by successful completion of exams administered by the NORTH AMERICAN PHARMACIST LICENSURE EXAMINATION™ (NAPLEX®) and a California law examination.

SECTION III STUDENT AFFAIRS

The Coordinator of Housing, Student Activities and Alumni Relations, which is under the supervision of the Office of Student Affairs, is located at 1310 Johnson Lane, Vallejo, CA 94592. This office coordinates a variety of student support service functions within the University including the publication and distribution of the Student Handbook.

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

1. Counseling students in academic areas in conjunction with faculty advisors;
2. Appropriately referring students for academic tutoring, medical, psychological and financial assistance;
3. Communicating and clarifying academic rules and regulations for students;
4. Acting as a student advocate to the Academic Standards Committee to:
 - a. Accompany students to professional meetings and facilitate their participation;
 - b. Suggest strategies for professionalization activities with the curriculum to the faculty;
 - c. Provide the faculty with data for awarding scholarships and honors;
 - d. Work with individual student problems related to professional issues;
 - e. Work with IPPE and APPE preceptors on student problems related to professionals issues;
 - f. Assist the students with career planning;
 - g. Assist students in applying for residencies and
 - h. Access the effectiveness of the pharmacy program.

Office of the Registrar

The Office of the Registrar is responsible for the official documentation for student enrollment at the University. The services provided by the Office of the Registrar include course registration, transcript requests, processing requests for withdrawal or a leave of absence from the University, transfer requests, adding or dropping a course and certifying enrollment for student loans.

Orientation, Registration, and Matriculation

Attendance at Orientation is mandatory for all incoming first-year students. All students will be required to register in person on the registration day specified in the College calendar. Failure to register on that day may be grounds for dismissal. Full tuition and fees and prior debts must be paid in full on or before registration day each academic term. Matriculation and promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University. Prior to registration, official transcripts, including a final transcript indicating conferral of Bachelor's degree, and transcripts from all colleges and universities which the student has previously attended must be on file in the Office of the Registrar. In addition, the following items are required: a physical exam, immunizations as outlined on the physical examination form and proof of health insurance. Attendance during Orientation is mandatory for first year students.

Student registration for years two, three, and four – students are registered electronically one month prior to the beginning of the new Academic year.

Bursar's Office

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

Tuition Payment

All checks and money orders should be made payable to Touro University, with students social security number indicated on the front. If tuition payments are made through the mail, please address the envelope as follows:

Touro University
Office of the Bursar
1310 Johnson Lane
Building H-83, Mare Island
Vallejo, CA 94592

Estimating costs for one academic year of study at Touro University's College of Pharmacy should include tuition and fees, laptop computer and printer, books and supplies, room and board, and other miscellaneous expenses. Actions of the Board of Trustees setting tuition and fees for the academic year are established during the previous spring term. The most current tuition and fees are as follows:

- Tuition - \$28,000 in 2005-2006 Academic Year.
 - Student Body Fee \$200 per year
-

Student Financial Aid

The program provides financial assistance to students who, without such assistance, would be unable to attend TU-C. It is to this end that TU-C participates in and receives funds from federal, state and local sources, some of which may include:

- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- California Graduate State Fellowship
- Western Interstate Commission for Higher Education (WICHE)
- Veterans Administration Benefits

Eligibility for financial assistance is determined by means of a federally recognized Need Analysis System. These systems review and evaluate student income and assets and determine what amount of personal resources should be available to meet the cost of education as determined by respective College. If resources are less than expenses, then students are considered to have an established financial need and are eligible to receive financial aid funds. The above is based on the premise that students will submit all required documentation on time to the Financial Aid Office and that there are financial aid funds available at the time the application is reviewed.

The TU-C financial aid philosophy assumes that all students should be prepared and willing to provide some of the financial resources needed during their enrollment. Students may do this by providing funds to cover their living expenses (rent, food, utilities, and transportation). If necessary, the University can assist students with their living expenses through alternative loans or work-study programs.

The financial aid funds that a student will receive while in attendance at TU-C are primarily student loans. In order to maintain as limited indebtedness as possible, TU-C encourages students to investigate other avenues for possible grants, scholarships, low interest rate loans and free money. Other financial resources include religious organizations and private organizations with which students or family members are currently affiliated. Students wishing to speak with the Director of Financial Aid are encouraged to make an appointment. Walk-ins will be accepted.

Financial Assistance Programs Administered By Federal & State Agencies

Federal Subsidized Stafford Loans & Federal Unsubsidized Stafford Loans

Federal Subsidized Stafford Loans – The US Department of Education pays the interest while the student is in a deferment status and during the grace period.

Federal Unsubsidized Stafford Loans – The student pays the interest while he/she is in a deferment status and during the grace period.

These loans are made through lending institutions, such as banks, etc. The federal government guarantees repayment of the loan and may pay the interest while the borrower is a student. Students must demonstrate financial need throughout the University's regular financial aid application process to receive a Subsidized Stafford Loan.

Funds are issued in two (2) installments during the academic year – one each semester. Loan payments are mailed to the University and released to students in one payment each semester after enrollment and/or satisfactory academic progress have been verified. Prior to receipt of a Federal Stafford Loan an origination and an insurance premium will be subtracted from the proceeds of the loan. These fees are subject to change. The interest rate is variable and capped at 9%. Students are granted a six-month grace period after graduation or withdrawal from the University before interest is charged or repayment begins. The minimum repayment is \$50 per month. A separate loan application must be completed to apply for funds from this program.

Federal Work-Study Program

The purpose of the Federal Work-Study program is to stimulate and promote part-time employment, particularly for those with great financial need. Part-time positions available through the Federal Work-Study Program may involve work at the University or in a public or private non-profit organization. Students may work no more than an average of 20 hours per week when classes are in session and up to 30 hours per week when classes are not in session. In accordance with federal regulations, the student's net earnings, that is gross earnings minus taxes and incidental expenses, must be applied against the student's cost of education for his/her next period of regular enrollment at the University. The minimum pay rate for Federal Work-Study positions at the TU-C is \$10.00 per hour and students are paid according to established payroll procedures. Eligibility for the University Work-Study Program is determined by TU-C's Financial Aid Office.

California Graduate State Fellowship

The California Student Aid Commission awards approximately 500 Graduate State Fellowships annually to California residents. Candidates must plan to pursue recognized degrees at eligible California graduate/professional schools and must demonstrate their intent to become a college or university faculty member.

This program assists with tuition and fees. Details and application forms are available from the Financial Aid Office.

Western Interstate Commission for Higher Education (WICHE)

WICHE scholarships are available to Pharmacy school applicants from Arizona, Montana, New Mexico, Washington and Wyoming. These states may be able to assist students in achieving professional goals through the Western Interstate Commission for Higher Education. WICHE's Professional Student Exchange Program enables students to enroll in out-of-state graduate/professional program when those fields of study not available at public institutions in their home state. Home states pay a support fee to the College to help cover the cost of the student's education for the "normal" length of the program.

Western States students are urged to apply for certification in the program by October 15th of the year preceding anticipated admission.

Veterans Benefits

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 as follows:

Probation is defined as a period of time during which the student's progress will be closely monitored by the Student Promotion Committee and the Vice President for Student Affairs & Institutional Planning.

The period of probation will be a maximum of three (3) consecutive semesters.

A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

Standards of Satisfactory Academic Progress for Financial Aid Eligibility

TU-C must establish, publish and apply reasonable standards of satisfactory academic progress for financial aid eligibility as required by federal law for all students including those applying for or currently receiving federal, state or institutional financial assistance and veterans educational benefits administered by the University.

Academic Standards of Progress

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain

"Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame in which the student must earn the degree and divide the maximum time frame into increments not to exceed one academic year.

The degree of Doctor of Pharmacy is granted to, and conferred upon, candidates who are of good moral character and who have satisfied all requirements as stated under Handbook Section on Graduation Requirements. A minimum of 45 months must elapse between the date of matriculation and graduation. All degree requirements, however, must be completed within six years following matriculation, (excluding approved leaves of absence).

Any student, who, at the end of the academic year, fails to maintain satisfactory academic progress is ineligible to receive financial aid, including student loans.

Monitoring Academic Enrollment/Satisfactory Academic Progress

Verification of enrollment will be made prior to all disbursements. Also, the academic records will be reviewed at the end of each semester to determine if he/she is maintaining and progressing toward an educational goal. The student must complete the units for which he/she receives financial aid funds and maintain a cumulative grade point average of at least 2.0 for each semester financial aid is received.

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

Policy

1. All full-time students must complete their academic program in the maximum time frame allowed for their specific program and must maintain the cumulative GPA, as specified by their program, at the end of each semester in order to be considered progressing satisfactorily toward their degree. Students enrolled on a less than full-time basis will have their standard time frames for program completion pro-rated and expected program completion per academic year (% of coursework completed) pro-rated based upon the credit hours or contact hours attempted per semester.
2. All students are required to accumulate credits toward graduation and are expected to successfully complete a minimum percentage of their academic program each year, not including those courses in which grades of incomplete were received, course withdrawals that occurred or remedial coursework which was performed as specified by their academic program. All periods of enrollment will be included regardless of whether or not a student receives financial aid
3. Students who are not maintaining the minimum cumulative GPA as specified by their program at the end of any semester will be placed on financial aid probation by the

Director of Financial Aid for the following semester (as defined by their program). While on financial probation students will be eligible to receive financial aid funds.

4. If a student's cumulative GPA remains unsatisfactory after the completion of the semester in which he/she is on financial aid probation, the student will be placed on financial aid suspension and no financial aid funds will be awarded until satisfactory academic progress has been attained (cumulative GPA is brought up to academic program's minimum requirement).
5. Students who are denied financial assistance on the basis of unsatisfactory academic progress may regain financial aid eligibility by satisfactorily completing, at their expense, those courses required to attain the minimum cumulative GPA specified by their academic program. This statement does not imply that continuation in any academic program is the prerogative of the student.
6. A student will be allowed a maximum of two nonconsecutive financial aid probationary periods while enrolled at Touro University. A student who does not attain satisfactory academic progress at the conclusion of his/her second probationary period will be placed on financial aid suspension permanently and will not regain financial aid eligibility for the remainder of his/her enrollment period at Touro.
7. A student must document the reasons for failure to meet the standards of satisfactory academic progress for financial aid eligibility and must include a plan that demonstrates a means for the student to bring his/her academic progress up to the satisfactory standards within a period of one semester. The student will be permitted to attend and present his/her appeal for financial aid eligibility to the Financial Aid Committee, which will make the final determination.
8. Satisfactory academic progress standards may be waived if a student has undergone personal hardship; for example, a student experiencing unusual stresses in life that prevent him/her from being able to handle a full-time academic load.

Procedure

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

1. At the end of each semester, the Financial Aid Office will send a written notice to students who are not maintaining cumulative GPA requirements as specified by their academic program warning them the effects of being placed on financial aid probation. A copy of the written notice will also be sent to the academic Dean.
2. If a student is placed on financial aid probation due to not meeting standards of satisfactory academic progress, the Financial Aid Office will reinstate his/her financial aid eligibility upon receipt of written confirmation from the Registrar that standards of satisfactory academic progress have been met. The Financial Aid Office will provide written notification to the student of his/her compliance with standards of

satisfactory academic progress, cancellation of his/her suspension and reinstatement of aid. This notification will also be provided to the academic Dean of the college in which the student is enrolled and to the Program Director (if applicable). Financial aid eligibility will not be reinstated for preceding semesters during the academic year in which the student did not meet standards of satisfactory academic progress.

3. A student on financial aid probation or financial aid suspension may appeal the decision of the Financial Aid Director by indicating in writing to the Financial Aid Committee the following:
 - a. The reasons why the minimum academic standards of progress were not met;
 - b. The reasons why his/her aid eligibility should not be terminated or should be reinstated.
 - c. A plan that demonstrates a means to bring his/her academic progress up to satisfactory standards within a period of one semester.
 - d. The Financial Aid Committee will review the appeal. The Financial Aid Committee will vote and render a final decision regarding the appeal. The Financial Aid Committee will send written notification of the decision to the student and the academic Dean within three (3) weeks of the receipt of the written appeal.

Faculty Mentors/Advisors

The faculty advisor program plays an important role at TU-C. 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 Learning Support Program

Through the Learning Resource Center, Touro University offers students **peer tutoring** services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material and content.

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

Student tutors must have registered in the Office of Student Development to be eligible for reimbursement of services.

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

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 Director of Student Development will assist student pharmacists to take student government leadership positions (including running elections in December 2005) in GSA. Under the constitution, Students must be on campus 15 weeks prior to running for a position and be in good academic standing (passing at least 80%).

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 TU-C.

The Director of Student Development assists students to develop organizations affiliated with professional associations (American Society of Health-System Pharmacy, the National Community Pharmacists Association, the Academy of Managed Care Pharmacy, the California Pharmacists Association and/or the California Society of Health-System Pharmacy, American Society Consultant Pharmacist, and American Pharmacist Association) will be developed 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 will establish chapters of Rho Chi, pharmacy's honorary academic recognition society and Phi Lambda Sigma, pharmacy's honorary leadership recognition society, as soon as it is eligible. The college may also decide to support the establishment of professional fraternal organizations (Phi Delta Chi, Rho Pi Phi, Kappa Psi, Kappa Epsilon, Lambda Kappa Sigma) if there is sufficient student interest and faculty available as advisors. 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.

Recognition of Student Organizations

To ensure that organizations seeking recognition meet the high standards of TU-C and its student population, the appropriate SGA shall have the power to recognize all student organizations.

Student:

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

Student Government Association:

1. The SGA will review the petition.
2. The SGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.
3. A majority vote of those SGA members voting shall determine the status of the applicant group. Appeal of the SGA decision may be made to the Vice-President of Student Affairs and Institutional Planning.
4. 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.
5. The SGA will have the discretion to hear objections related to the recognized organization.
6. 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 hear the charges made against it and present its side of the issue.
7. The SGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Office of Director of Student Development

1. Review the petition for a new university organization to ensure proper documentation
2. Recommends approval or denial;
3. Forwards the recommendation to the appropriate Dean or Program Director.

Dean's Office of Student Affairs

Reviews the petition for a new university organization and approves or disapproves it.

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

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

Student Representation

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 TU-C is maintained, TU-C students may not officially represent the University and/or its colleges or any institutional committees on any local, Fstate or national student-oriented organization that is not recognized by TU-C.

Student Input and Complaints

Students will be encouraged to voice their opinions through assessment procedures and through the Curriculum Committee, the Admissions Committee, the Scholarship and Awards Committee, the Dean's Student Advisory Committee as well as to the Director of Student Development. In addition, individual students will have the opportunity to voice

opinions and concerns at class forums, 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.

Student complaints will be submitted to the Director of Student Affairs who will assess the situation in consultation with the Dean and/or the Dean's Council. All written student complaints will receive responses. Students will be informed of appeals and/or grievance policies where they are not satisfied with the outcome of their complaint or grievance. We will attempt to prevent serious problems from developing and we will promote early resolution of problems through the Director of Student Development and through regular meetings of the Dean's Student Advisory Committee. The Dean will be responsible to keep the Dean's Council member aware of student problems.

Student Organization Stationery Usage Policy

To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved status and have received approval from the Office of Pharmacy Student Development. Requests to use stationery bearing the college/institutional logo or seal should be submitted in writing to the Director of Student Development

Extra-Curricular Activities

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 Office for Student Affairs. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted. Request forms are available in the Office of Student Affairs or in the Office of Pharmacy Student Development.

Publications

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

On-Campus Student Events

To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups (organizations, classes, etc.) seeking to have an on-campus student events must have prior approval of the Office for Student Affairs which will advise the student organizer of the necessary steps to follow in order to schedule the event. Student groups (organizations, classes, etc.) can obtain a Student Activity Approval/Room Reservation Request form from the Office of Student Affairs or from the Office of Pharmacy Student Development. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted at least two weeks before the on-campus student event is to be held.

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

Catering Process

Students are required to use the University's catering service for University sponsored events held on campus. The following process is required:

- Obtain a Catering Request Form from the Office Student Affairs, complete, and return the form at least two weeks in advance. The campus Food Service provider will then make contact to discuss the menu and determine the cost of the service requested. It is important that the type and number of meals requested is as accurate as possible since this cost will be binding.
- Student sponsored events must present a check for 50% of the cost of the food before the event takes place. The balance must be paid on the day of the event or through a budget transfer.

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.

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. For advice contact the Office of Student Affairs.

Dress Code for Clinical Activities

On clinical rotations, students must wear dress that is professional in nature. White coats with TU-C 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 clerkship's rotations.

Student Health Clinic

A required \$200 fee enables the student two ambulatory medical care visits and the processing of the vaccination records at the Student Health Clinic. When a student needs to see a doctor, he/she may make an appointment with the Student Health Clinic. Student health Services are available at the Touro University Medical Center, a University sponsored outpatient facility located at:

150 Glen Cove Mariana Road
Vallejo, CA.
(707) 638-5700

The medical center is staffed by a board of certified physicians. The hours for the medical center are open 8:30 a.m. to 5:30 p.m., Monday through Thursday, and 8:30 a.m. to 3:00 p.m. on Friday. The TUMC is usually able to accommodate same day appointments for students calling (707) 638-5700. When students are away from campus consultation services are available from Student Health Clinic.

Touro University has also contracted with EAP to provide students with counseling. Call 1-800-865-1044 or see www.proeap.com

Student Medical Insurance

Because the University is concerned for the health and welfare of its students, a program of student health insurance is required. Proof of this insurance coverage must be presented at registration. If valid proof of other insurance cannot be shown, the student will have to enroll in the health insurance plan. If a student suffers an illness while away from campus, maintenance of the student health insurance insures access to care.

The following are links to websites where information about individual coverage can be obtained:

Blue Shield of California www.mylifepath.com
Kaiser Permanente www.kp.org
Blue Cross of California www.bluecrossca.com
Health Net www.healthnet.com

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 diploma, students must be free from any medical financial responsibility with any of the University's affiliated hospitals or clinics

Medical Records

Medical files are maintained separately from the other student files. Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by the Student Health Clinic. Contact the Student Health Administrator for record inspection. Students will be required to have a history and physical which will include the vaccination records prior to matriculating. All incoming students must show proof of immunization against measles, mumps diphtheria/tetanus/oral polio and hepatitis B. Vaccination Records will be kept on the Education Management System (EMS) and made available to preceptors for clerkship rotations.

Student Counseling

Touro University has contracted with EAP to provide students with the following:

- In person clinical assessment and up to three sessions per year for students and household members
- 24 hour perday/7 days per week emergency telephone contact
- Telephone consultation for Mental Health, substance Abuse, Financial and Legal Counseling, Childcare and Eldercare Search

You can access the service EAP by calling 1-800-865-1044 or see www.proeap.com All aspects of student counseling are strictly confidential.

Crime and Awareness & Campus Security ACT

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

SECTION IV GENERAL ACADEMIC POLICIES

Permanent Address

The Office of the Registrar maintains the official permanent address for all enrolled students of TU-C. Each student has the responsibility to provide the Office of the Registrar with a current address, email address and phone number. Students also are expected to furnish the Registrar with their local address and telephone number. Any change of address, email address and/or telephone number must be reported to the Registrar.

Name Change

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

Transcripts

Unofficial copies of student transcripts are available electronically through the TU-C Website. In order to request an official transcript, written authorization must be submitted to the Office of the Registrar. A form for such a request is available from the Registrar. There is a \$5.00 fee for each transcript requested. The transcript is official only when it bears the signature of the Registrar and the seal of the University. Transcripts may be withheld from students who are delinquent in their financial obligations to the University, or any of its affiliated hospitals or clinics. If the University has knowledge that a student or graduate is in default on any federal, state, outside agency institutional loan or service obligation, the University will withhold all official transcripts, and letters of recommendations for internships, residencies, employment, staff privileges, specialty certification and licensing.

New Student Orientation

Orientation programs are planned each year by the Office of Pharmacy Student Development to welcome and facilitate the integration of new students into each of the colleges of the University. In conjunction with the orientation programs, students register, receive financial aid information and learn about college services available on campus. In addition, students are provided with opportunities to interact socially with peers and family, meet faculty, administrative and staff members and develop a sense of belonging to the University and individual college communities.

Approximately two months prior to matriculation, new students receive an e-mail pre-orientation packet which contains general information about the college program of study, class schedules, etc. Students will be notified regarding the dates of the orientation. The Orientation program includes an introduction of the curriculum; a review of policies and procedures; information on library services and accessing the learning center; and information to help you better understand computer applications required for successful class participation. The orientation program will be held two days prior to the first day of class instruction. All students are required to attend all phases of the orientation program.

Student Identification

The Office of Student Affairs issues photo-identification (ID) badges to new students during orientation or the first week of class. This badge must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that it is readily visible. 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 the building, denying the student admission

to the building or referring the student to the Office 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. A fee of \$15.00 will be charged to replace a lost or stolen ID badge.

Name Tags - TUCOM

Students enrolled in programs at TU-C and involved in patient-related activities are required to wear a name tag which clearly shows their name and identifies the program and college in which they are enrolled. An acceptable format is as follows:

John Smith
College of Pharmacy
Student Pharmacist

Student Records

Disclosure and Access to Records

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

Disclosure of Student Directory Information

The University designates the following personally identifiable items as Student Directory Information: Student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items listed above as public information without prior written consent, unless notified in writing to the contrary by December 31 of each academic year. Other confidential personal information not listed above as Student Directory Information may not be disclosed to third parties without the prior written consent of the student, except under certain circumstances. These exceptions include, but are not limited to, disclosure to institutional officials performing assigned duties related to the educational or accreditation interests of the University, agencies verifying the financial aid status of the student, parties involved in health or safety emergencies related to the student or others, and certain law enforcement, legal or judicial authorities.

Procedure for Disclosure and Access to Student Records

Disclosure and access to a student's educational records may be requested through institutional policy as follows: A student desiring to inspect and review his or her records must submit a written request directly to the person in charge of the desired records (see below). The request will be granted within a reasonable time period, not to exceed 45

days. Inspection of records is made in front of the administrator or designee responsible for maintaining the records.

Disciplinary Records

Disciplinary files are maintained by the Office of Pharmacy Student Development in a confidential, secured area. Contact the Director of Student Development for record inspection.

Medical Records and Immunizations

Medical files are maintained separately from the other student files. Contact the Student Clinic Director for record inspection. The phone number is 707-638-5289..

Academic Records

Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades, record of audited courses, evaluation of student clerkships and preceptorships and class ranking. Students may access and inspect their records by making an appointment with the Registrar's Office.

Class Rank

Class rankings are usually provided to currently enrolled students in applicable programs and may be requested from the Office of the Registrar either in person or in writing. Class ranking is determined on the basis of the cumulative 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.

Audited Courses

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

Examination Policies

Examination Schedules

The responsibility for developing and coordinating these schedules rests with the participating Associate Deans.

Examination Protocol

Both the student and faculty member/instructor are responsible to ensure that the examination protocol is followed consistently. The following are the procedures that are to be followed when administering an examination:

1. Students are required to be present for all scheduled examinations.
2. A student cannot be given an examination more than 15 minutes after the scheduled start time or after the first person has left the examination room. The finish time for the examination will be as for the students who arrived on time.
3. The student unable to attend a scheduled examination for any reason must notify the Office of Dean of Students as soon as possible prior to the start of the exam. The Dean of Students in conjunction with the Course Director will determine whether the absence is excused or unexcused. Absences due to illness must be supported by a physician's note in most cases. The student should also immediately inform the Course Director of his/her absence from the examination. Contact may be in person or via voice mail or e-mail.
4. In the case of an excusable reason, the make-up examination must be accomplished within 72 hours. In the case of an illness or extenuating circumstances, the make-up must be accomplished within 72 hours of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the Course Director or Dean of Students.
5. If a student fails to appear for an examination, the proctor will notify the Course Director and the Dean of Students.
6. Failure to make up an examination within the specified time period will result in a grade of "Zero" for that examination.

Assessment of the student's knowledge is essential. This not only reflects what the student has learned, but also the quality and content of the information presented. It is therefore essential that examination decorum must be maintained at all times to ensure fairness and validity. Students are expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards during examinations. The following policies are uniformly applied to all courses given during the first two years.

1. All books, papers, backpacks, etc. must be put at the front of the classroom and along the sides. Remove all baseball caps or hats with long bills.
2. Pencils will be supplied. You may bring your own #2 pencil. You must bring your own pen (for fill-in or essay questions) and your own calculator.
3. Print your name on your exam and on the scantron. Use **BLOCK LETTERS**, last name first. (see example scantron sheet.) Fill each rectangle neatly but completely. Do not make stray marks.

4. Seating is assigned for the exam. Your assigned seat will be posted in the lecture room. Arrive early enough to find your seat. If the exam starts late it will not end late.
5. You must ask permission to leave the room to use the bathroom and you must give your exam to the instructor before leaving the room. Drink coffee sparingly before the exam! No eating or drinking during the exam. After the first student has handed in his/her exam to the proctor, no one will be excused to use the bathroom. You will have to hand in your exam (and not return) if you cannot wait.
6. Always be prompt. Exams start on the hour usually at 8:00 a.m. If you are late for the exam you will be required to sign a list, which will be given to the Dean of Students. The Dean will keep a record. If you are late more than 2 times, you can be denied the exam and required to take a make-up of the instructor's preference.
7. If you arrive later than 15 min. from the start of the exam you will be required to take a make-up exam within 72 hours. If you do not have a legitimate excuse for being late (as determined by the Dean of Students) your grade on the make-up exam will be automatically reduced by 10%.
8. In keeping with National Board policies, students will NOT be allowed to ask questions during examinations. Students may point out typographical errors or missing pages.
- 9 When you leave the exam, do NOT stay in the area outside the exam. Your talking is distracting to those remaining.

The course coordinator will send grades via e-mail within 5 working days of date of examination. The distribution curve for the exam will be posted on the Faculty member's bulletin board.

After exam grades are posted, the student Education Committee has 7 working days to present questions to the course coordinator. (All questions must be presented at a single meeting.) A final decision will be reached and grade changes, if any, will be sent via e-mail within 3 working days. If the Committee does not communicate with the course coordinator, the grades will stand as originally posted. Individual students should not approach the instructor for special consideration. Examinations, if not returned to the students, will not be available for perusal beyond the 7 days following posting.

Attendance Policies

It is expected that students will attend all lectures in the required curriculum, laboratory activities, clinical rotations, elective, and audited courses. Individual courses may establish more specific attendance requirements. Students who must miss laboratory or clerkship sessions must notify the instructor or preceptor as soon as possible prior to the

session to allow for any necessary accommodations. For clerkships see Clerkship Manual for specific instruction. Failure to attend elective or audited courses and/or laboratories may result in the removal of the elective credit or audit from the student's record. Absences from any instructional session for any reason do not relieve the student from responsibility for 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, examinations or rotations to attend College-approved off-campus academic and non-academic functions. This policy includes an approval procedure that must be followed by all student organizations and individual students requesting attendance. The following outlines the main points of the policy/procedure:

1. Touro University approved student organizations must first seek and be granted permission from the Office of Dean of Students to send student representatives to the proposed off-campus activity. This written request (usually by the President of the organization) should be submitted in the semester preceding the event and at least 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 Dean of Students will notify the Course Directors 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, laboratories, and/or other course assignments. Any missed examinations must be promptly resolved in coordination with the appropriate Course Director as described earlier.

Leave of Absence

A leave of absence is defined as a pre-approved leave from the University that suspends a student's course of academic and/or clinical study for a defined period of time. The amount of leave time granted depends largely on the personal needs of the student and the timing of the withdrawal within the academic program. Leaves of absence usually do not exceed 9 months. Circumstances necessitating a leave of absence may include, but are not limited to, short or long-term personal illness, military training or obligations, jury duty, maternity and infant care, and critical illness or death of an immediate family member. A student requesting a leave of absence for any reason during or at the end of an academic year must adhere to the following general procedure:

1. The student must meet personally with the appropriate Associate Dean to discuss the reason for the leave and the effects on his or her academic progress. A mutual

decision is reached after careful consideration is given to personal and professional circumstances.

2. The student must then complete a Leave of Absence Petition, and obtain all required signatures of institutional officials, including that of the appropriate College Dean..

3. The Dean of Students will send an official letter to the student and to the program indicating if the leave of absence has been approved or denied by the respective College Dean.

Provided that the leave is approved, the official start date of the leave of absence will be the original date of receipt of the student's completed Leave of Absence Petition. Any tuition charged or refunded will be in accordance with the College's withdrawal policy. Any changes in the terms of the petition during the leave period should be relayed to the Dean as soon as possible. Students must contact the College Dean or the Program Director at least 6 weeks prior to the expiration of a leave of absence to plan their reentry into the program. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Dean of Students

The following details some aspects of the policy related to specific types of Leave of Absence:

Maternity Leave

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

Military Leave

TU-C is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave. Students called to active duty should immediately notify the Office of Dean of Students and provide all their pertinent call-up papers. Students returning to Touro University from active duty will be eligible for reinstatement as full-time Touro University students once they have notified the Office of Pharmacy Student Development and have supplied any pertinent military papers requested.

Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Course Directors, however, may offer to make special arrangements. Clinical students returning to Touro University will be reinstated as closely as possible to the previous point of progress in the clinical experience. The point of entry and order of clinical rotations for the clinical student will be determined by the Associate Dean for Clinical Affairs. No additional tuition will be

due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

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

Withdrawal Policies: Withdrawal From the University

The decision to withdraw from the University is a serious matter. Any student who withdraws from a college or a program is dropped from the rolls of the University. As such, if he/she decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, assume the status of a new student.

Students contemplating withdrawal are advised to discuss this issue with their 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 students' professional program. Before withdrawing, students should discuss the issue with their advisor and/or dean.

Withdrawal Procedures

A student wishing to withdraw from Touro University is required to meet with the respective Dean or designate. The student must request approval the Dean, 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 and deliver this form to the Office of the Registrar. 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 respective Dean or designate. If withdrawal is granted, the student receives one of the following grades: 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.

Withdrawal Tuition Refund Schedule

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

| | |
|-----------------------------------|--|
| Before the opening of class | 100% of tuition and Fees (excluding tuition deposit) |
| During the first week of classes | 90% of tuition and fees |
| During the second week of classes | 75% of tuition and fees |
| During the third week of classes | 50% of tuition and fees |

| | |
|-----------------------------------|-------------------------|
| During the fourth week of classes | 25% of tuition and fees |
| After the fourth week of classes | No refund |

*Please note that as of the summer 2000 semester, new Federal Regulations are in effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office. These Federal Regulations will supersede the policy for refunds established by TU-C.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the University. The withdrawal date is the date that the Vice President for Student Affairs & Institutional Planning receives written notice of withdrawal, i.e., a completed Official Withdrawal Form. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

Lecture Policies

Recording of Lectures

This policy applies to any type of recording.

Presentations may be recorded by one student only with written permission of instructor on official form. Permission must be obtained *before* the class session. An instructor may give written permission to record the entire course.

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.

Presentation recordings may not be produced in any format without permission of the presenter.

One recording will be placed on reserve in the Library and may not be taken out of the Library. The recording must be delivered to the Library by the end of the day on which it was recorded.

Upon completion of the course, the recording will remain in the Library collection or returned at the instructor's discretion.

This policy applies to guest presenters.

Disciplinary action may be taken if this policy is not followed.

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 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 TU-C buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the Vice President for Student Affairs & Institutional Planning. No visitors are permitted in the anatomy lab without the permission of the Department Chair. 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 Affairs.

SECTION V GENERAL ACADEMIC STANDARDS

GRADING AND CREDIT HOURS

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

| Letter | Percentage | Grade Point Equivalent |
|--------|------------|------------------------|
| A+ | 97 – 100 | 3.85 – 4.00 |
| A | 93 – 96 | 3.65 – 3.80 |
| A- | 90 – 92 | 3.50 – 3.60 |
| B+ | 87 – 89 | 3.35 – 3.45 |
| B | 83 – 86 | 3.15 – 3.30 |
| B- | 80 – 82 | 3.00 – 3.10 |
| C+ | 77 – 79 | 2.70 – 2.90 |
| C | 73 – 76 | 2.30 – 2.60 |
| C- | 70 – 72 | 2.00 – 2.20 |

| | | |
|------|--------|---------------------------------|
| U | 0 – 69 | Unsatisfactory |
| U/70 | | Unsatisfactory with remediation |
| I | | Incomplete |
| W | | Withdrawal |
| WU | | Withdrawal Unsatisfactory |

Five (5) course credits will be earned for each 30 hours of class time spent in lecture, small group discussion, or introductory pharmacy practice experience (IPPE). Each week of clinical clerkship or advanced pharmacy practice experience (APPE) will receive 1.5 course credits. 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.

Definition of 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%.

Unsatisfactory with remediation “(U/70%)”

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

Incomplete “(I)”

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

Withdrawal “(W)”

A withdrawal indicates that a student has withdrawn from a course in good academic standing.

Withdrawal Unsatisfactory “(WU)”

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

Satisfactory Progress and Promotion

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 will make recommendations to the Dean on student cases relating to progress and promotion. The Dean will make recommendations to the University level. All decisions and recommendations made at any level are subject to appeal to the ASC by the student.

Students are expected to pass all courses successfully in one academic year before progressing to the next. Students who have not been successful will have the opportunity for remediation during the summer of that academic year. Upon successful remediation, the student will receive a 70% for the course and will be eligible to progress to the next academic year.

Failure to maintain a cumulative curriculum weighted average of 70% or greater may place a student in the category for dismissal. Promotion to the next academic year requires successful completion of all academic progress requirements for the preceding year.

Students must pass all IPPE clerkships to progress to the third year of the program. Students must pass 11 six-week APPE clerkships 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.

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 as follows:

1. Probation is defined as a period of time during which the student's progress will be closely monitored by the Academic Standards Committee and the Vice President for Student Affairs & Institutional Planning.
2. The period of probation will be a maximum of three (3) consecutive semesters.
3. A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

Academic Probation

Students will be placed on academic probation if they receive a final grade of less than 70% in any course or clerkship, or fail to meet the minimal cumulative weighted academic requirements. A student will be removed from academic probation only after successfully remediating the course or clerkship, 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 Dean of the College, he/she will be notified in writing by the Chair of the Academic Standards Committee and the reasons will be stated. When the terms for removal from academic probation have been satisfied the Academic Standards Committee will notify the Dean that probation has been rescinded 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 advised to relinquish their responsibilities as officers or members of any University Clubs or organizations.

Remediation

In the event a student does not pass a course, every effort will be made to give the student an opportunity to demonstrate competency. Remediation is to be regarded as a privilege which must be earned through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of available resources available. Decisions regarding remediation will be made on an individual basis by the Academic Standards Committee after considering all pertinent circumstances in each case.

Students who do not meet the standards specified for satisfactory academic progress may be given an opportunity to correct their deficiencies as recommended by the Academic

Standards Committee and determined by the Dean. Decisions will be made by written notification to the student by the Dean or his/her designee.

After consultation with the course coordinator and/or faculty and the Office of Student Affairs, the Academic Standards Committee may recommend a remediation plan with the following conditions:

- A student may be re-evaluated on the failed subject material at the end of the academic year with an examination created by the Course Director.
- A student may be re-examined on only one course that he/she has failed in any one semester. A student who fails to pass a remediation examination in any course may be placed in a category of dismissal.
- Any student who fails more than one course in any one semester must repeat the entire academic year.
- A student failing more than three courses in an academic year may be placed in a category of dismissal.

A student who earns a failing grade in any clinical clerkship (APPE) will be required to repeat the clerkship. The Associate Dean for Clinical Affairs will assign the site and preceptors for remediation. Any student who fails two clinical clerkships or who earns a failing grade in a repeated clerkship may be placed in a category of dismissal.

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 TU-C, 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, or academic nature justify such an action. The academic 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 earns failing grades in 33% percent or more of the credit hours for any one academic year.
3. A student fails a re-examination under a remediation plan.
4. A student earns a failing grade in a repeated clinical clerkship.
5. A student fails two clinical clerkships.
6. A student exceeds the time limit for completion of the prescribed curriculum as defined by the program.

7. A student does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
8. A student has not demonstrated continued academic and professional growth and achievement.

Decisions regarding dismissal are made on an individual basis after considering pertinent and extenuating circumstances relating to the case. The Academic Standards Committee makes a recommendation about dismissal to the Dean. The Dean issues a letter of decision to the student.

Academic Appeal Process

Following notification (traceable letter delivery) of a decision for repeating the year or dismissal, a student may wish to appeal the decision. He or she has (7) working days within which to submit a formal written appeal of the decision to the Academic Standards Committee (ASC). The appeal request must be submitted in writing and delivered to the Chair of the ASC within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the dismissal.

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

1. Bias of one or more of the members of the Academic Standards Committee.
2. New material or documentable 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 to require a student to repeat a year or dismissal of a student is under consideration:

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

The decision of the Dean is final and he/she 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.

Graduation Requirements - TUCOP

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 clerkships 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).

Student Academic Integrity and Ethics

Responsibility of the Administration & Faculty

The administration should provide physical settings and examination format that minimizes opportunities for academic misconduct. Crowded examination conditions should be avoided when possible. In addition, the administration should appoint adjudication committees consisting of faculty and students to deal promptly and with procedural fairness with cases of alleged academic dishonesty. The faculty should clearly inform students of grading requirements and performance expectations for each assignment as well as use examination formats that discourage academic misconduct.

Responsibility of the Student

The student is responsible to be honest, act fairly towards others, take group and individual responsibility for honorable behavior and know what constitutes academic dishonesty.

Code of Conduct/Professional Promise

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.

Code of Professional Ethics for Pharmacists- Touro University

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.

* Adopted by the membership of the American Pharmacists Association October 27, 1994.

Student Academic Ethics: A Guide to Academic Honesty

What is Academic Dishonesty?

Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

Cheating Definition:

Intentionally copying from another student's work or accepting assistance from other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

Clarification:

1. Students completing any examination should assume that external aids (for example, books, 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 paper; 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.

A proctor who observes students who appear to be cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Director of Pharmacy Student Development (see appendix B). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

Fabrication Definition:

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

Clarification:

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

Plagiarism Definition:

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

Clarification:

1. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
2. Paraphrase – Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's

comment..." Then conclude with a footnote or endnote identifying the exact reference.

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

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.

Student Discipline Procedures

See Appendix B Bylaws and regulations of the code of responsibilities and rights of the students of Touro University.

SECTION VI COMPUTER UNIVERSITY SERVICES

All students are required to have laptops. During Orientation, the Curriculum Support Specialist (CSS) will orient students to laptop use and assist them in use of technology for learning in the Pharmacy Learning Center. The teaching class rooms are wired for the use of laptop computers and University network access. The desks have University network access (includes Internet access and access to library learning e-tools) and power. The software tool Blackboard™ is implemented so that the students are able to access information concerning schedules, information files, reference sources, and performing course outcomes and student assessments, as well as communication with other students and faculty.

Every student in the College of Pharmacy is provided to a tu.edu e-mail address. Since communications will also be sent through e-mail, students are expected to check their e-mail on a regular basis to keep informed. On-campus telephone services, the University's website, audio-visual and copy services are available.

SECTION VII DISABILITY SERVICES

TU-C is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University.

Disabled students' rights 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 TU-C to insure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix B of this Handbook.

Rights and Responsibilities of the University

- The right of the university to set and maintain standards for admitting and evaluating the progress of students.
- The right of the faculty to establish, maintain and monitor standards of academic performance and to develop and assess content domains.
- The right to establish technical standards for admission of students into TU-C programs.
- The right to request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- The right to consult with the student, discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids in consultation with students with disabilities.
- The right to deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.
- The right to refuse to provide or modify an accommodation, adjustment, and/or auxiliary aids that is inappropriate or unreasonable including any that:
 - pose a direct threat to the health and safety of others;
 - constitute a substantial change or alteration to an essential element of a course or program; or,

- poses undue financial or administrative burden on the university.

Responsibilities

- The responsibility to ensure that University courses, programs, services, job, activities and facilities when viewed in their entirety, are offered in the most integrated and appropriate settings possible.
- The responsibility to provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.
- The responsibility to evaluate students on their abilities, not their disabilities.
- The responsibility to provide a student with reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids following a timely request.
- The responsibility to maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

Rights and Responsibilities of Students

Rights

- The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.
- The right of equal access to courses, rotations, programs, services, jobs, activities and facilities available through the university.
- The right of reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.
- The right of appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.
- The right of information reasonably available in accessible formats.

Responsibilities

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.
- The responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation.

- The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations and the need for specific accommodations.
- The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self advocates.

Rights and Responsibilities of the Faculty

- The right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance against these standards. Fundamental program and course standards are not subject to modifications, although a student with a disability is entitled to reasonable accommodations to assist him/her to meet the program/course standards.

Responsibilities

- The responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.
- The responsibility to select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.
- The responsibility to evaluate students in a non-discriminatory manner.

Procedures

The following procedures and information serve as guide for students seeking special accommodations for disabilities.

Procedures and Information Regarding Requests for Accommodations:

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, however, if granted, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances, with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations (including

request during clinical rotations, clerkships, internships or any other off-campus programs that are part of the students' required college/program curriculum).

A student requesting an accommodation for a disability under the ADA must meet with the Vice President for Student Affairs and Institutional Planning. An application for accommodation of a disability can be filled out in this office.

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you have the following paperwork and documentation on file in the Office of the Vice President for Student Affairs and Institutional Planning prior to your request.

1. Students must fill out the Request for Accommodations of Disability Application (RADA) prior to meeting with you. To expedite the process, students are encouraged to have this form prior to their meeting with the Office of Pharmacy Student Development. The form is available in the Office of Student Affairs and the Office of Student Development.
2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of Pharmacy Student Development before any accommodation can be granted. It is the student's responsibility to make sure that all required documentation is forwarded to the Office of Pharmacy Student Development. Documentation and should include:
 - a. A cover letter from the physician, clinical psychologist or other certified individual.
 - b. Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students' program of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.
 - c. Test results must be within the last five years prior to the request.

Accommodations

The following is a list of accommodations that may be provided for, given the student has provided the appropriate documentation:

- Extra time on timed examinations and/or quizzes
- Extra time on in-class assignments
- Provisions to take examinations and/or quizzes in a quiet, separate room
- Tape recording of lectures

- Note taker services
- Front row access in classes with assigned seating
- Other accommodations will be considered as presented.

Types of Documentation Students Should Provide

As a guide to both students and faculty, appropriate documentation needed to fulfill criteria to be considered learning disabled may include, but are not limited to, the following:

- The WAIS-R individualized measure of intelligence or comparable test, given in the last 5 years,
- The Woodcock-Johnson Psychoeducational Batter-Revised or other comprehensive, psychoeducation test that demonstrates that specific area of academics may be significantly below expectations,
- A standardized test or tests that indicate specific areas of the student's strengths and weaknesses and gives recommendations for remediation,
- Documentation summarizing the students accommodations throughout elementary, secondary, or post-secondary education and placement in any special programs while in school,
- All other documentation that gives assistance or identifies behavioral or attention problems that may warrant special accommodations.

Process to determine reasonable accommodation:

It is the responsibility of the Office of Dean of Students to review the documentation and assess whether the accommodation is reasonable. Decisions shall be rendered in ten (10) business days and based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?
- Was the request submitted according to the procedures stated above?
- Is the request reasonable within the student's required program of study? A reasonable request should not fundamentally alter the student's program of study.
- Does the request for accommodation interfere with a required component of the students' academic program or lower essential academic standards?

- Without this accommodation, would the student still be able to effectively learn the required material?

It is the responsibility of the Office Dean of Students to discuss with the student how he/she can communicate to faculty and facilitate initiation of requested accommodations. If the requested accommodation meets approved criteria, the Office of Dean of Students will request the accommodation, in writing to the faculty member in charge of the course or courses within which an accommodation is or accommodations are being requested for the entire academic year. The Office of Dean of Students will also notify the appropriate associate dean. Students are reminded, however, that they must reapply each academic year to be considered for accommodations.

It is the students' responsibility to arrange the approved accommodations with course instructors. Students must do this prior to having the accommodation made available. It is the students' responsibility to approach the specific instructor of the class they wish to be accommodated in and discuss what works best for him/her, within the parameters of the requested accommodation(s). The wording provided in the written letter from the faculty members will state, "If requested, the following accommodations are recommended..."

If there are problems relating to accommodation, it is the responsibility of the Office of Dean of Students to monitor all arrangements regarding disability accommodations. If a student feels he or she is being discriminated against because of a disability, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedure in Appendix B of this Handbook.

Students who are in need of testing need to provide current documentation should meet with the Office of Dean of Students. Information on testing and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

If students have gone through the proper procedures and the request is denied, they may request an appeal from the Committee on Disabilities which is an ad-hoc committee that will be established by the Office of Dean of Students. The request for appeal must be made in writing within 30 days of notice of receiving the initial decision "to deny." The decision of the Committee shall be rendered in ten (10) business days and will be considered final.

Access to records regarding accommodations is restricted. If the accommodating instructors(s), wish to view a copy of the student assessment, they may do so only with the express written consent of the student and must show reason why they wish to view the assessment. Copies of the detailed assessment are maintained in a confidential file in the Office of Dean of Sstudents and may only be viewed by this office and individuals that the student has identified.

Students who wish to request accommodations for board examinations or other certifying examinations are urged to contact the governing body or institution responsible for the administration of such examinations. Requirements for requesting accommodations under

the ADA for these examinations will be determined by the respective governing body or institution and may be different from requirements established by TU-C.

Glossary of Terms Related to Disabilities

Disability: A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (28 CRC Part 26 page 35698)

Major Life Activity: Examples are caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Impairment: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hematologic and lymphatic; dermatologic; and endocrine.

SECTION VIII INSTITUTIONAL POLICIES

Smoking

Smoking is not permitted inside any campus building, in any of our health care facilities where patient care is delivered or inside University vehicles. The University recognizes the health, safety and 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 and to comply with California state law regarding smoking indoors. 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. Smokers are required to dispose of all cigarette butts in a safe manner.

Drugs, Alcohol, Firearms & Hazing

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

No firearms, ammunition, explosive devices or other weapons may be carried, (concealed or otherwise), by a student on institutional property. Violators of this policy are

considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University.

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

Drug-Free Workplace & Substance Abuse Policy & Procedures

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

These policies and procedures apply to all students of Touro University at all facilities operated by the affiliated entities and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro University. The University reserves the right to have any student evaluated by the Student Health Service if he/she appears to be under the influence of illegal drugs/substance and/or alcohol which results in a diminished or impaired ability to perform usual tasks. Any student who attends a class or a clinical rotation under the influence of alcohol or illegal drugs/substances is subject to either immediate suspension or probable expulsion in accordance with this policy.

All students of Touro University must review the Drug Free Workplace and Substance Abuse Policy and Procedure, a copy of which has been provided at Orientation and/or obtained at the Office of Pharmacy Student Development. Touro University maintains a drug-free environment consistent with the principles of the "Federal Drug Free Schools and Communities Act" and the "Drug Free Workplace Act".

Sexual Harassment

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

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

Any student believing that he/she has experienced sexual harassment should resist such harassment and may file a complaint with the Dean of Students or their designee. Complaint forms may be obtained from the Dean of Students Office. To protect all parties involved, Touro University handles sexual harassment complaints as confidentially as the circumstances permit. If the student believes that any official specified in these procedures was involved in any act of sexual harassment, he/she may file a complaint with another appropriate official specified in these procedures. Retaliation against a person who reports, complains about, or participates in the investigations of sexual harassment is prohibited.

HIV/AIDS

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

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, fines and/or costs to repair damaged systems or devices.

Eating and Drinking In Classrooms/Laboratories

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

Parking

Parking on campus is free. Students, faculty and staff are required to obtain a parking decal from the Office of Student Affairs to park on campus.

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 be issued lockers for personal use 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.

Lost & Found

The Department of Human Resources maintains a Lost and Found Service for the University. Lost articles may be claimed from Human Resources located in Building 83 during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.

APPENDIX A: CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY – CALIFORNIA (TU-C)

The primary purpose of Touro University is the education of osteopathic physicians, pharmacists, allied health professionals, and teachers. The university is a community of faculty, administration and students. Each group exercises its own rights and responsibilities in furthering the educational process of the University.

The following code enumerates the rights and responsibilities of the student segment of TU-C. It is written in the belief that student knowledge of the student role in this educational process will promote more effective student achievement.

This code and the accompanying bylaws are thus set forth to describe the general policies relating to student life and organizations at TU-C. These general policies are subject to the bylaws and faculty policies of TU-C.

Title

This code is entitled The Code of Responsibilities and Rights of the Students of Touro University. It is approved and authorized by the Board of Trustees of Touro University.

Definition and Basic Concepts

The Code of Responsibilities and Rights of the Students of Touro University is a part of each student's educational commitment. The following definitions of terms are made for clarification.

The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.

A "student" is anyone who has matriculated at the university and has commenced classes. The term does not include an individual who has applied for admission to but has not been in attendance at the university, nor does it include alumni.

The "faculty" constitutes those individuals appointed to the faculty by the President of the University.

A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.

The "SGA" is the university student governance structure. The leadership of the SGA is elected by the entire student body. The SGA is composed of all the class officers and student organization officers. All students are invited to participate in SGA meetings.

"Student affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

"University affairs" are the academic, business, administrative, professional and public relations activities of the University.

"University programs" are those academic programs established by Touro University for osteopathic medicine, pharmacy, allied health, and teacher education.

"Academic freedom" is the right of faculty and students to study, discuss, investigate and function within the educational process.

"Requirements of the University" are those prerequisites for receipt of the degrees, granted by the University, which are delineated in the college catalog and in official pronouncements of the Board of Trustees, faculty and administration. Such requirements may change from time to time as need arises to insure acceptability and respectability of the various degrees offered by the university.

Student Responsibilities

To achieve and maintain a high standard of academic, professional and social conduct considering individual aptitude and abilities.

To recognize the value and necessity for active and life-long learning as a vital adjunct to the university's formal educational program and to work diligently to learn from their own strengths and weaknesses so as to become competent professionals who can live up to the standards set by their chosen professional fields.

To be familiar with this code and the bylaws regulated.

To meet the requirements of the Code of Responsibilities and Rights of the Students of Touro University's degree programs.

To work toward better relations with the general public on behalf of all programs of TU-C and their respective profession.

To help promote excellence in education, patient oriented health care, and community services as provided by the university.

To exhibit personally the highest ethical and professional performance and to work with others to promote similar performance among fellow students and alumni.

To serve on any university committees to which appointed with the understanding that such appointment requires accurate representation of the opinions of the entire student body of the committee.

To maintain good academic standing (i.e., not on academic probation) to be eligible to hold elected positions in their classes, colleges or organizations, to maintain university committee appointments, or travel on behalf of student organizations representing the University.

Students Rights

Every student shall have the following rights:

To pursue to completion the students' chosen degree program, contingent upon satisfactory completion of requirements of the college. Commensurate with the students' pursuit of their degree program shall be the following rights:

To be informed of academic progress.

To be notified of individual departmental course requirements as well as requirements for the chosen degree program. Each student is entitled to a statement of goals and objectives, evaluation techniques and schedules for each course, clinic and clerkship.

To be informed by the university of any and all its regulations and policies affecting student status. Any change in existing policy or institution of new policy shall be implemented when practical only after publication. Such publication shall be so calculated to give students time to react and comply.

To examine, seek corrections of, or prevent disclosure of personally identifiable information from more fully set forth in the Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University, adopted by the university pursuant to the Family Education Right to Privacy Act of 1974.

To exercise academic freedom as defined above.

To receive a copy of this code and to be notified in writing by the "SGA" and the University about regulations promulgated or amended under this code.

To seek membership in any recognized student organization for which applicant meets membership criteria.

To petition the SGA for recognition of any student group which (1) furthers the goal of the institution, and (2) meets the requirements for recognition as a student organization established by the SGA and administration. Recognized organizations shall have the right to meet in university facilities subject to university space coordination and scheduling. Requests for utilization of university space must be reasonable and cannot interfere with the primary educational goals of the university.

To be represented in the determination of university or college policy as it directly affects a student's educational endeavor. There shall be student representation to the extent of at least one voting member on the following college standing committees: Pharmacy Admissions Committee, Pharmacy Curriculum Committee, Financial Aid Committee, Library Committee, Food Services Committee and Campus Life Committee. Students may serve on ad hoc and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate. Student appointment to the standing committees shall be made by the SGA.

Appointment of students as student representatives to any committee or group other than the above named standing committees shall be made by the SGA. Students on standing committees shall be appointed for the same term as faculty members. Substitutes for student committee members may not be sent without prior approval of the committee chairman involved. At any time that a committee deems appropriate, it may seek additional students to serve as resources.

To initiate a grievance procedure as per the Bylaws of the Code of Responsibilities and Rights of the Students (Appendix B).

To have due process when charged with any academic, social, personal or professional misconduct.

To elect representatives to the SGA and to elect officers of their respective class and student organizations.

Sanctions

A student who is found to have engaged in improper conduct as defined in the Code of Student Responsibilities and Rights of Students and accompanying Bylaws and Regulations shall be subject to disciplinary action by the university. University actions may include but are not limited to: reprimand, monetary fines, probation, suspension and/or dismissal.

Amendment of This Code

Amendment of this code may be made by recommendation of the TU-C Provost to the University President and Board of Trustees.

APPENDIX B: TOURO UNIVERSITY CALIFORNIA BYLAWS AND REGULATIONS OF THE CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of TU-C.

Student Concerns and Grievances

It is recognized that from time to time students will encounter situations or develop concerns while pursuing professional degree programs. These may affect relationships with fellow students, faculty, staff and/or administration. Any issue concerning student conduct will be resolved by one of two methods: (1) an informal method utilizing the Office of Pharmacy Student Development, or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless when the Office of Pharmacy Student Development believes that the incident is severe enough initially to warrant a formal hearing. The Director of Pharmacy Student Development may elect to forward any case to the Dean of Students.

Conduct Violations

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

- Cheating: Unauthorized use of a text, notes or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration;
- Plagiarism: Presenting as one's own the work of another without proper acknowledgment; deceitful practice – utilizing a substitute or acting as a substitute in any academic evaluation, or knowingly permitting one's work to be submitted by another person without the instructor's authorization;
- Unauthorized collaboration: Working together on an exam, project, or report when expressly prohibited from doing so by an instructor;
- Knowingly furnishing false information to the University;
- Forgery, alteration or misuse of university documents, records, or identification;
- Malicious obstruction or disruption of teaching, research or administrative operational procedures;
- Physical abuse of any person on university property or conduct which threatens or endangers the health or safety of any person;

- Theft of, or damage to, property of a member of the university on campus, or theft of, or damage to, property of Touro University;
- Neglect of clinical or hospital duties;
- Neglect of patient's rights;
- Misuse of pharmaceutical privileges;
- Drug abuse - being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship or any other situation under the jurisdiction of the University in which professional conduct is expected or required;
- Possession or use of firearms, ammunition or explosive devices or materials on campus;
- Violations of any campus rules or regulations;
- Violation of the confidentiality of any medical, personal, financial or business information obtained through the student's educational activities in any academic or professional practice setting;
- Behavior inconsistent with the qualities and ethics described for professionals within the chosen fields;
- Engaging in the synthesis, manufacture, theft, sale or use of a controlled substance for unlawful purposes, or assisting any individual or group in accomplishing this end.

Informal Method of Resolution

The informal method for the resolution of student conduct issue is the responsibility of the the Dean of Students. The Dean of Students will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Dean of Students reserves the discretion to refer any violation of the Code to the Formal Method of Resolution.

1. Upon written notification that a violation of the Student Code of Rights and Responsibilities has taken place the Dean of Students will contact the student involved to request an appointment to discuss the alleged violation.
2. After investigating the incident and meeting with the student, the Dean of Students will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the student of the disciplinary action.
3. Should a student accept the decision of the Dean of Students, the disciplinary action will be effective immediately.

4. If the student does not accept the decision of the Dean of Students, a formal hearing procedure will be implemented.

Formal Method of Resolution

Touro University, in an effort to differentiate between student discipline and evaluation of student academic and professional competency, has developed the following Formal Method of Resolution to deal with disciplinary infractions of the Code of Responsibilities and Rights of the Students.

This formal method of resolution is designed so that a student may have the opportunity to be fairly and justly treated when his/her personal conduct is in question. This section does not apply to matters of academic performance, which are dealt with by the appropriate Student Promotion Committee.

Procedures for Formal Resolution – Conduct Infractions

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

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
 - a. the involved student, and
 - b. the Director of Pharmacy Student Development and the Dean of Students.
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. The written statement must be sent to the involved student by registered or certified mail or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met.
3. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Director of Pharmacy Student Development. Any temporary suspension may continue until such a time as:
 - a. the issue in dispute is resolved or
 - b. the formal hearing process is completed.
4. The student, after being notified of an allegation, will meet with the Dean of Students.
5. The Dean of Students shall arrange a hearing which is to take place no earlier than three calendar days and no later than ten calendar days after the decision to proceed with the formal method has been reached.

6. The hearing shall take place before a hearing committee composed of
 - a. two regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean and
 - b. two student committee members and one alternate student committee member appointed by the SGA President. The hearing body shall be chaired by an independent, nonvoting student moderator appointed by the applicable SGA President. Committee members are to serve for the term of one academic year. Prior involvement in some aspects of the issue under study by a hearing committee member shall not bar a committee member from serving on the committee. However, a committee member will be disqualified if he/she has participated in filing the charge under review.
7. All persons involved in a hearing shall be given adequate written notice of all hearing dates, times and places. Such notice will be given at least 36 hours prior to any hearing unless waived by the parties involved.
8. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if information or pertinent interested parties cannot for good cause be present at the time set. Any postponement may not extend beyond a three-month period except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.
9. The student charged and the person making the charges will be accorded the following rights:
 - a. To review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee moderator.
 - b. To challenge the seating of one hearing committee member. Any challenge must be made at least 36 hours in advance. The challenged member may rebut the challenge and ask for a decision as to his service from the other members of the committee.
 - c. To present fully all aspects of the issue before the hearing committee.
 - d. To be accompanied by an advocate. Legal counsel will not be allowed.
10. Committee hearings will proceed under the following guidelines:
 - a. All committee hearings and meetings are to be closed sessions unless all parties mutually agree in writing to open sessions.

- b. A recording secretary is to be appointed by the committee moderator. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
 - c. All issues in dispute shall be orally presented by the committee moderator.
 - d. The complainant will first present all information supporting the charges made against the student.
 - e. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee study all information which he/she chooses to submit.
 - f. At the completion of all discussion, the complainant and the student may each make a summary statement.
 - g. At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.
 - h. Silence by the charged student shall not be interpreted as an admission of guilt.
11. The committee shall reach a decision using the following guidelines:
- a. The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.
 - b. If the hearing committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days and reconvene the hearing within five school days of the conclusion of the original hearing. The hearing committee's final decision must be made within seven school days of the conclusion of the original hearing.
 - c. A decision to find the student guilty of the accusations will need at least three affirmative votes. The moderator may not vote in case of a tie.
 - d. The committee decision will be presented in writing to the Office of Pharmacy Student Development, who then will inform the applicable Dean. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved. Any penalties must conform to Section on Sanctions of the Code of Responsibilities and Rights of the Students of Touro University.

- e. The applicable Dean, after reviewing the decision of the hearing committee, has the authority to affirm, negate, and/or modify the decision. The applicable Dean shall then notify the student who allegedly violated acceptable student conduct of the committee decision and the Dean's decision and shall inform the student of his/her right to appeal the decision.
 - f. The university will institute the recommended disciplinary action of the applicable Dean unless some pertinent factor such as legal ramification precludes such action or the student involved appeals the decision.
12. An appeal may be instituted by the following methods:
- a. The student may request an appeal to the President within five school days of notification of the committee's decision.
 - b. At the time of request for appeal, the student must submit in writing to the President the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.
13. The President will act upon the appeal by
- a. confirming the Dean's decision,
 - b. modifying the decision, or
 - c. ordering a new hearing.
14. The decision of the President is final.
15. Records of the above proceedings shall be kept in accordance with the following guidelines:
- a. If the committee finds no merit in the allegation under discussion, all records of the proceedings shall be sealed and secured in the Office of Student Affairs until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed records, the University President shall be notified. At the applicable college Dean's, CEO's, or President's discretion, an order to open the record shall be issued by him/her. These records will not go into a student's personal disciplinary file.
 - b. If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered exclusively in the student's personal disciplinary file located in the Office of the Dean of Students.

- c. A student's personal disciplinary file shall be reviewed annually to determine whether it may be destroyed. No destruction of documents is to take place prior to graduation. The records may be maintained for professional certification or legally related reasons.

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

APPENDIX C: GUIDELINES FOR ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS MAINTAINED BY TOURO UNIVERSITY

In accordance with the Family Education Rights and Privacy Act of 1974, 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.

I. Definitions

As used herein:

1. "University" means Touro University
2. "Directory information" includes the following information relating to a student: The student's name, address (permanent and present), telephone number, date and place of birth, undergraduate institution attended and degree, registration number, class level, marital status, home state, dates of attendance, degrees and awards received, the most recent previous educational institution attended and other similar information.
3. "Disclosure" means permitting access to or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing or by electronic means, or by any other means to any party.
4. "Education records" means those records which are directly related to a student and are maintained by the university, or by a party acting for the university, as a part of its official records of a student's university work. The term does not include:
 - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute (for the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position);
 - b. Records of a law enforcement unit of the university which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction;
 - c. Records relating to an individual who is employed by the university which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not for use for any purpose (this sub-paragraph does not apply to

records relating to any individual in attendance at the university who is employed as a result of his or her status as a student);

- d. Personal health records of a student, which are created or maintained by a professional acting in his or her professional capacity, used only in connection with the provision of treatment to a student, and not disclosed to anyone other than individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice); and
 - e. Alumni records compiled after graduation.
5. "Personally identifiable" means that the data or information includes:
- a. The name of a student, the student's parent or other family member;
 - b. The address of the student
 - c. A personal identifier, such as the student's social security number or student number;
 - d. A list of personal characteristics which would make the student's identity easily traceable; or
 - e. Other information which would make the student's identity easily traceable.
6. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm and microfiche.
7. "Student" means any person who has matriculated at the university and commenced classes, for whom the university maintains education records. The term does not include an individual who has applied for admission to but had not been in attendance at the university, nor does it include alumni status. "Student" status terminates at the time a student ceases to attend classes and leaves the institution.

II. Inspection and Review of Education Records

1. Education records maintained: The University shall maintain the following types of education records:
- a. Personal data which identifies each student enrolled in the university, including full legal name, address, race, sex, date and place of birth, marriage status, names of spouse, name of parent or guardian.
 - b. Description of student academic status including grade level completed, grades, standardized test scores and clinical evaluations of work competency and achievement.

- c. Scores on standardized intelligence and aptitude tests.
- d. Scores on standardized professional examination boards.
- e. Records of extracurricular activities.
- f. Health data relevant to educational assignments.
- g. Systematically gathered academic and clinical evaluations.
- h. Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.

2. Retention and security of records

- a. The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Vice President for Student Affairs & Institutional Planning.
- b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Vice President for Student Affairs & Institutional Planning.
- c. With the exception of records of disciplinary and criminal proceedings, the above-enumerated records of subsection 2.a. shall be kept for at least 6 years after the student leaves the school. Records of disciplinary and criminal proceedings shall be reviewed upon graduation to determine whether the record shall be maintained for professional certification or legally related reasons. If there is not sound legal or professional reason for such maintenance, the records shall be destroyed upon order of the Vice President for Student Affairs & Institutional Planning.
- d. The Registrar shall at any time deemed appropriate, review any and all records for which he/she shall have responsibility. Such review shall be done to eliminate those records which no longer have meaning in determining the educational accomplishments of the student or which are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

3. Right to inspect and review education records

- a. The university shall, permit a student who is or has been in attendance at the institution to inspect and review the education records of that student. This right to inspect and review includes the right to a response from the university to reasonable requests for explanations and interpretations of

the records, and the right to obtain copies would effectively prevent a student from exercising the right to inspect and review.

b. Students shall not be permitted to inspect and review the following records:

- i. Financial records and statements of their parents or any information contained therein.
- ii. Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that: (1) the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality, and (2) the letters and statements are used only for the purposes for which they were specifically intended.
- iii. Confidential letters and confidential statements of recommendation placed in the education records of a student after January 1, 1975, with respect to university admission , an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived in writing his or her right to inspect and review those letters and statements of recommendation. In the event of such a waiver: (1) the applicant or student shall be, upon request, notified of the names of all individuals providing the letters or statements; (2) the letter or statements shall be used only for the purpose for which they are originally intended; and (3) such waiver shall not be required by the university as a condition of admission to or receipt of any other service or benefit.. Such a waiver may be revoked at any time with respect to any actions occurring after the revocation.

c. The procedure for inspection and review of records shall be as follows:

- i. A student desiring to inspect and review his/her records shall submit a written request directly to the person in charge of the desired records.
- ii. Such request must specify the records requested.
- iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.
- iv. The student will be notified by mail as to when and where he/she may inspect the requested records.

- v. Inspection of records will be made in front of the responsible administrator or designee.
 - vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.
- d. A student may request copies of his/her education records from the official in charge of keeping those records in accordance with the following:
- i. A transcript of the student's academic record will be made at a charge of \$5.00 per copy to students. \$10.00 per copy to alumni. All other records shall be reproduced at a charge of 50 cents per page.
 - ii. Requests for reproduction of a transcript must be made in writing to the University Registrar on the appropriate form to be obtained from the Office of the Registrar.
 - iii. Requests for reproduction of other records must be made in writing to the appropriate official holding the desired records.
 - iv. All reproduction requests must be accompanied by the payment of record reproduction charges.
 - v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

III. Amendment of Education Records

1. Request of education records

- a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.
- b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.
- c. If the custodian of the disputed record, after consultation with the Dean of the individual college, refuses to amend the record in accordance with the student's request, he/she shall immediately notify the student in writing of such refusal and advise the student of the right to a hearing under subsection III.2 below.

2. Right to and conduct of hearing

- a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request a hearing in order to challenge the content of the records to insure that information therein is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.
 - b. The hearing shall be conducted before a review board composed of one member of the faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the CEO of the University) who has no direct interest in the outcome of the hearing and, at the option of the student requesting the hearing, one student representative of the SGA.
 - c. The hearing shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record. The student shall be given notice of the date, place and time of the hearing at least 21 days prior thereto.
 - d. The student shall have a full and fair opportunity to present all evidence relevant to the issues, and may be assisted or represented at the hearing by an individual of his/her choice at his/her own expense, including an attorney.
 - e. The decision of the review board shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. The review board shall render its decision in writing within a reasonable period of time (not exceeding 60 days) after the conclusion of the hearing.
3. Results of hearing. If, as a result of the hearing, the university decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the university. Any explanation placed in the education records of the student hereunder shall be maintained by the university as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.

IV. Disclosure of Personally Identifiable Information from Education Records

1. Prior consent for disclosure required

- a. Except as provided in subsection IV.2 below and except with respect to directory information, the university shall obtain the written consent of a

student before disclosing personally identifiable information from the education records of the student.

- b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.
 - c. Whenever a disclosure is made pursuant to the written request of a student, the university shall, upon request, provide a copy of the disclosed record.
2. Prior consent for disclosure not required. The university may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:
- a. To the student himself/herself, or to anyone who has the written permission of the student.
 - b. To university officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official.
 - c. To authorized representatives of: The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in legal requirements relating to such programs. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials hereunder shall be protected in a manner which will not permit the personal identification of the student by other than those officials, and the personally identifiable data shall be destroyed when no longer need for such audit, evaluation or enforcement of or compliance with federal legal requirements.
 - d. In connection with financial aid for which a student has applied or which student has received, provided that personally identifiable information from the education records of a student will be disclosed only as may be necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions which will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.

- e. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer need for the purposes for which the study was conducted.
- g. To accrediting organizations in order to carry out their accrediting functions.
- h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date and of the university's intention to comply.
- j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.

3. Record of disclosures

- a. The university shall maintain a record, kept with the education records of its students, of each request for and disclosure of personally identifiable information from the education records of its students. Such record shall indicate the parties who have requested or obtained personally identifiable information, and the legitimate interests these parties had in requesting or obtaining the information.
- b. Subparagraph IV.3.a above shall not apply to: disclosures to a student; disclosures pursuant to a written consent of a student when the consent is specific with respect to the party or parties to whom the disclosure is to be made; disclosures to university officials under subsection IV.2.b above; or disclosures of directory information under subsection IV.5 below.

- c. The record of disclosures may be inspected by: the student; the university official responsible for custody of the records; and the parties authorized in, and under conditions set forth in subsection IV.2 above, for the purpose of auditing the record-keeping procedures of the university.

4. Limitation on re-disclosure

- a. The university will disclose personally identifiable information from the education records of a student only on condition that the party to whom the information is disclosed will not disclose the information to any party without the prior written consent of the student, except that such information disclosed to an institution, agency or organization may be used by its officers, employees and agents for the purposes of which the disclosure was made.
- b. Notwithstanding subparagraph IV.4.a above, the university may disclose personally identifiable information under subsection IV.2 above with the understanding that the information will or may be re-disclosed to other parties under that section, provided that the record keeping requirements of subsection IV.3 above are met with respect to each of those parties.
- c. Except for the disclosure of directory information under subsection IV.5 below, the university will inform the party to whom a disclosure is made of the requirement of subparagraph IV.4.a above.

5. Disclosure of directory information

- a. The university may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "Directory information" as defined in subsection I.2 above. It is provided, however, that any student may refuse to permit the designation of any such information with respect to him/her as directory information by serving written notice to that effect on the university's Registrar within 30 days after the commencement of any academic year.
- b. The university may disclose directory information from the education records of an individual who is no longer in attendance at the university without following any procedures under subparagraph IV.5.a above.

V. Annual Notification of Rights

- 1. Notice requirement. The university shall give students in attendance at the institution annual notice of the following:
 - a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated there under, and the policies of the university adopted herein;

- b. The location where copies of these Guidelines may be obtained; and
 - c. The right to file complaints concerning alleged failures by the university to comply with the requirements of FERPA and regulations promulgated there under, with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.
2. Form of notice. The notice required under subparagraph V.1 above shall be given annually and shall be published in the student handbook or school catalog, or posted on bulletin boards at the university, or any other means reasonably likely to inform students of the aforesaid rights.

APPENDIX D

TOURO University College of Pharmacy

Policy on Student Complaints

Touro University College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students. The purpose of this policy is to establish, implement and operate a student complaint procedure. This Policy shall be continuously accessible by students through the Touro University College of Pharmacy Website.

1. Internal Complaints. Information concerning filing of complaints, such as academic dishonesty or academic disputes (grading, progression, program requirements, etc.) is provided in the College of Pharmacy Student. The student shall file a written complaint with the Dean of Students for Touro University College of Pharmacy. The complaint must be in writing, signed and dated by the student filing the complaint and submitted using the attached "Complaint Form." All complaints will be handled in accordance with written policies of the Touro University College of Pharmacy. 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 Office for Dean of Students. A photocopy of all documents placed in the file on student complaints shall also be placed in the file on 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. Notwithstanding this confidentiality requirement, the file on student complaints maintained in the Office of Dean of Students shall be made available to representatives of the American Council on Pharmaceutical Education (ACPE) where necessary to ACPE carrying out accreditation of the Touro College of Pharmacy and fulfilling requirements established by the U.S. Department of Education.

2. ACPE Standards Information. The American Council on 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 schools 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 lodged against the college or school of pharmacy, or the 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 Professional Programs link (<http://www.acpe-accredit.org>) to access the standards and the procedures for filing a complaint.

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 Dean of Students for Touro University - California.

