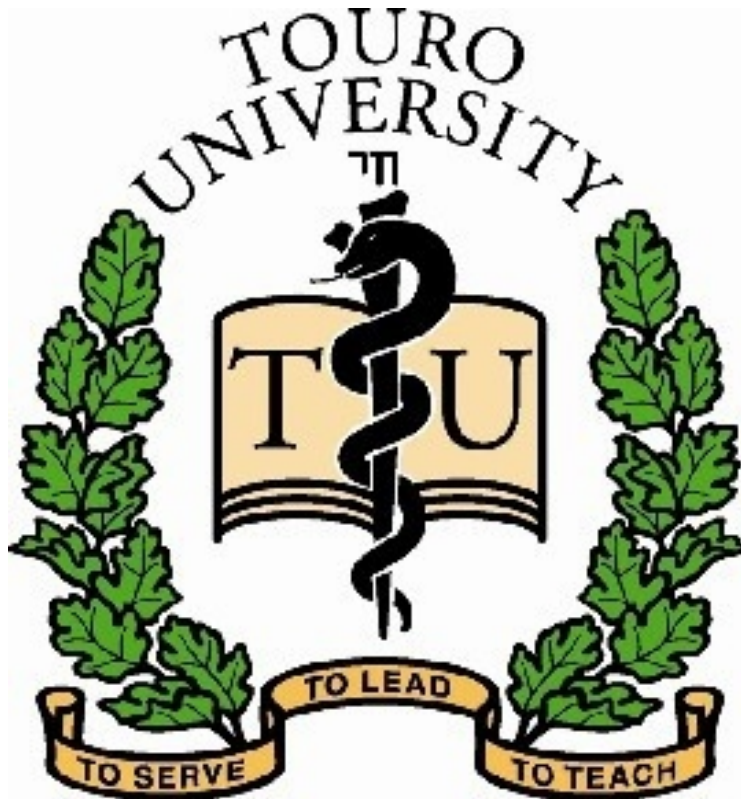


TOURO UNIVERSITY - CALIFORNIA



College Of Health Sciences

Master of Science in Physician Assistant Studies/ Master of Public Health Program

Student Handbook

Class of 2007

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SECTION I TOURO UNIVERSITY – CALIFORNIA

Policies and Requirements

The Student Handbook contains policies and requirements which govern academic performance and student conduct for all Master of Science in Physician Assistant Studies/Master of Public Health Program students - beginning with the Class of 2007 - who are enrolled in any phase of the 32 months of the Program. These policies are unique to the Program and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the Program faculty expects of its students. It is the responsibility of all students to be knowledgeable about Program policies. The policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled in the Program.

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

Non-Discrimination Policy

It is the policy of the University to admit qualified students irrespective of race, sex, color, national origin, religion, sexual orientation, or disability. To be 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.

Since its founding, 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).

As Touro College looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Las Vegas and the surrounding communities. The branch campus, Touro University College of Osteopathic Medicine - Nevada, matriculated its first class in Fall 2004 and provides programs in osteopathic medicine and physician assistant studies.

Mission of Touro College

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 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.

SECTION II TOURO UNIVERSITY COLLEGE OF HEALTH SCIENCES, MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES/MASTER OF PUBLIC HEALTH

Accreditation

Touro University

Touro University – California (TU-C) is located in Vallejo, California. Effective February 18, 2005 regional accreditation has been transferred from the Commission on Higher Education of the Middle States Association of Colleges and Schools (MSCHE) to the Accrediting Commission on Higher Education for Senior Colleges and Universities, Western Association of Schools and Colleges (WASC). With the successful transfer of TU-C to WASC, institutional approval through the California Bureau for Private Postsecondary and Vocational Education (BPPVE) is no longer required.

Accreditation History and Programmatic Accreditation

Touro University College of Health Sciences (California)

In June 2000, the BPPVE granted approval to confer the Bachelor of Science degree in Physician Assistant Studies and the Master of Public Health. Also in June 2000, this upper division college was provisionally included within the scope of Touro College's MSCHE accreditation. The PAS/MPH program obtained provisional accreditation through the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) in September 2002. In November 2003, MSCHE acknowledged the development of the College of Health Sciences (COHS) and the administration of the PAS/MPH program. In December 2003, the BPPVE granted approval for the Master of Science in Physician Assistant Studies. In August 2004, the MSCHE acknowledged that the Physician Assistant program was moving from a bachelor's to a master's level. In September 2005, ARC-PA voted to move the Physician Assistant Program from Provisional Accreditation to Accreditation with Probation until its next comprehensive review in March 2007.

Additional Information provided by ARC-PA on Probationary Accreditation: Probationary Accreditation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened. Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn. Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

Degree Awarded

Individuals completing the 32 month course of study and who have fulfilled all of the requirements for graduation published elsewhere in this student handbook will receive a Master of Science in Physician Assistant Studies and a Master of Public Health degree from TU-C. Upon successful completion of this program, students are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on the Certification of Physician Assistants (NCCPA).

The Physician Assistant

The Physician Assistant (PA) profession originated at Duke University in the mid 1960s. Dr. Eugene A. Stead Jr., then Chairman of the Department of Medicine at Duke University, believed that mid-level practitioners could increase consumer access to health services by extending the time and skills of the physician. Today, physician assistants are well-recognized and highly sought-after members of the health care team. Working interdependently with physicians, PAs provide diagnostic and therapeutic patient care in virtually all medical specialties and settings. They take patient histories, perform physical examinations, order laboratory and diagnostic studies and develop patient treatment plans. In all but two states, PAs have the authority to write prescriptions. Their job descriptions are as diverse as those of their supervising physicians, and may include patient education, medical education, health administration, and research.

Although about one-third of physician assistants work in hospital settings, over 40% provide primary health care services, especially in family and general internal medicine. About one-fourth of all clinically active physician assistants work in surgery and its subspecialties. PAs also work in research, education, and administrative positions.

Master of Science in Physician Assistant Studies/Master of Public Health Program - Mission, Purpose, Outcomes and Goals

Mission

The Master of Science in Physician Assistant Studies/Master of Public Health Program is committed to the education of highly qualified and culturally competent physician assistants who are an integral part of the health care team and who will contribute to the wellness of their communities through patient care, service, leadership, and research.

Purpose

The MSPAS/MPH Program's purpose is to develop clinically competent physician assistants. At the same time, the Program provides students the opportunity to earn a graduate degree in public health.

Expected outcomes of the MSPAS/MPH Program

The expected outcomes of the MSPAS/MPH Program are to produce graduates who:

1. Function as integral members of a health care team
2. Deliver safe and competent patient care
3. Contribute to the wellness of the community
4. Are culturally competent
5. Practice primary care to reduce health disparities in underserved areas
6. Demonstrate leadership and initiative
7. Possess the necessary skills to perform research

Goals

Program goals are to produce graduates who:

1. Develop professionalism and the ability to foster collaborative relationships with other health care providers
2. Understand the role of a physician assistant within the health workforce and understand current professional issues within the profession
3. Develop clinical competency and knowledge congruent with current medical standards
4. Develop skills necessary for health care delivery to including skills in patient education
5. Incorporate evidence-based medicine in clinical decision-making
6. Apply medical informatics and technology in the health care setting
7. Develop an understanding and tolerance of cultural diversity within the community and understand how different cultural beliefs and traditions are linked to wellness
8. Define the fundamentals of a culturally competent health care system

9. Develop community involvement by providing clinical and/or social service
10. Develop an awareness of social and professional responsibility
11. Develop future physician assistant educators, professional leaders, and leaders within the community
12. Develop skills in the formulation and sharing of professional ideas, concepts, and research projects
13. Develop skills in program evaluation and grant writing
14. Develop team leadership skills

SECTION III OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs, which is under the supervision of the Vice President for Student Affairs & Institutional Planning, 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.

Student Affairs interacts with students to develop and offer support programs and services which enrich students' experiences on campus. The Office of Student Affairs is available to students on a continuing basis supporting student concerns and challenges.

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.

Matriculation and Registration

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.

Office of the Bursar

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of the University. The Bursar's Office 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 TU-C, with the student's social security number indicated on the front. Payment is made to the bursar prior to registration. If tuition payments are made through the mail, please address the envelope as follows:

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

Employment

The MSPAS/MPH program curriculum is rigorous and requires the presence of the student at all classes and rotations. Many hours are committed to classroom work with additional hours dedicated to self study; for this reason, the program does not recognize employment as an acceptable excuse for lack of attendance or failure.

Students may only work within the program or institution while participating in the Federal Work Study Program and such work will not interfere in their academic pursuits.

Students may not be employed by or be required to perform clerical or administrative work for the Program.

Student Service Work

In order to avoid practices which might conflict with the professional and educational objectives of the MSPAS/MPH Program and to avoid practices in which students are substituted for regular staff, the following shall be in effect in regard to service work:

1. Students may not be hired as employees for any private or public practice, clinic or institution to perform medical services during any time they are part of the MSPAS/MPH Program under the sponsorship of that specific practice, clinic or institution.

2. Students may not take the responsibility or place of qualified staff.
3. Students may not be given any payments, stipends or other remuneration for medical services performed as part of the MSPAS/MPH Program.
4. Students not on academic probation may volunteer for charitable, humanitarian or community service organizations. Such volunteer work shall not interfere with a student's academic responsibilities or be conducted at the same time as scheduled classroom or clinical instruction.

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
- Alternative loan through selected lenders
- Armed Forces Health Professions Scholarship Program
- Air Force Health Professions Scholarship Program
- 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 three (3) 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.

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:

1. 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.
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.

Touro Standards of Satisfactory Academic Progress for Financial Aid Eligibility

Policy and Procedure

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 – TU-C

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 Master of Science in Physician Assistant Studies and Master of Public Health (MSPAS/MPH) 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 32 months must elapse between the date of matriculation and graduation. All degree requirements, however, must be completed within 48 months 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:
 - The reasons why the minimum academic standards of progress were not met;
 - The reasons why his/her aid eligibility should not be terminated or should be reinstated.
 - A plan that demonstrates a means to bring his/her academic progress up to satisfactory standards within a period of one semester.
 - 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.

Student Counseling

Emotional disturbances may arise occasionally among students enrolled in the programs of Touro University. These episodes are usually brief and carry a good prognosis. Students can contact the Vice President for Student Affairs & Institutional Planning to discuss options for counseling and to arrange for an initial interview. All aspects of mental health care are strictly confidential.

Faculty Advisors

Each student will be assigned a faculty advisor upon or near matriculation. Advisement by faculty shall be viewed by the student as a privileged part of the academic process and its use is encouraged. If either the student or faculty member does not find the relationship helpful, either is free to seek a change after first conferring with the Program Director. Every student is to meet with his or her assigned academic advisor at least once per academic session. The encounter should be documented and placed in the student's personal file.

Student Tutor Program

Through the Office of Student Affairs, TU-C 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 services. Student tutors must have registered in the Office of Student Affairs 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 Office of Student Affairs. Students requesting a tutor must be registered in the Office of Student Affairs in order to benefit from tutoring services.

Student Government Association

The Student Government Association – (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 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.

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.

Vice President for Student Affairs & Institutional Planning:

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

Dean/Program Director:

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

Renewal of Recognition

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 Vice President for Student Affairs & Institutional Planning regarding the renewal of an organization's approved status. Following administrative review by the Vice President for Student Affairs & Institutional Planning, 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, state or national student-oriented organization that is not recognized by TU-C.

Student Organization Stationery

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 Vice President for Student Affairs & Institutional Planning. Requests to use stationery bearing the institutional logo or seal should be submitted in writing to the Vice President For Student Affairs & Institutional Planning.

Extracurricular 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 Vice President for Student Affairs & Institutional Planning. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Vice President for Student Affairs & Institutional Planning. Request forms are available in the Office of Student Affairs.

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 event must have prior approval of the vice president for student affairs & institutional planning who 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 from the Office of vice president for student affairs & institutional planning. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted to the vice president for student affairs & institutional planning at least two weeks before the on-campus student event is to be held.

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

Catering Process

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

- Obtain a Catering Request Form from the Office of Vice President for Administration, 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.

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, supplying or serving of any alcoholic beverage or to partially or totally support student events where alcoholic beverages are served or provided to student participants as part of the event. This policy does not apply to approved functions that 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 and action by the Vice President for Student Affairs & Institutional Planning.

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 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 Vice President for Student Affairs & Institutional Planning. 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.

Medical Records

Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by the Student Health Clinic.

Immunization Requirements

Touro University requires that all incoming students submit documented proof of immunization against measles, mumps, rubella, diphtheria/ tetanus/oral polio and hepatitis B prior to matriculating as students. The University keeps student immunization documentation on file. No student will be permitted to begin and attend classes or clinical rotations if he/she has not provided satisfactory proof of required immunizations.

Student Health 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 made available by the University.

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.

Ambulatory medical care is made available through the designated 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 (TUMC), a University sponsored outpatient facility located at 150 Glen

Cove Marina Road, Vallejo, CA. TUMC is staffed by board certified faculty physicians. The primary care staff and the Touro University Medical Center offers primary care services to students and staff of Touro University and the general population of the North Bay. The TUMC is 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 by calling (707) 638-5700.

When students are away from campus, consultation services are available from the Student Health Clinic. If a student suffers an illness while away from campus, maintenance of the student health insurance insures access to care.

Crime Awareness and Campus Security Act

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

SECTION IV GENERAL ACADEMIC POLICIES

Credit by Examination

Given the nature of the Program it is not in the general policy to allow for credit for prior coursework to substitute for coursework taken during the Program. However, in the following rare instances, consideration may be given:

1. When an entering student has earned a Ph.D. in this or a closely related subject a health science or basic science related field at an accredited U.S. college or university, or
2. When an entering student has taught that specific course at an accredited physician assistant program.

The request for credit, with appropriate documentation must be received in writing no later than May 1 of the year of matriculation. Documentation includes an official transcript verifying receipt of the Ph.D. or letter of verification from the program director or dean of the college or university where the subject was taught. A full description of the course, including content, depth, and role of the applicant in the course must also be provided. The Physician Assistant Student Promotions Committee will review the request and make a recommendation to the Program Director of TU-C, whose decision will be final.

The student who is approved for credit by examination will be required to pass a comprehensive examination in the subject matter, prior to the start of the course, with a minimum passing score of 70%.

An entering student may be granted credit by examination for no more than one course.

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, e-mail address and phone number. Students also are expected to furnish the Registrar with their local address and telephone number. Any change of address, e-mail 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 Registrar. A form for such a request is available from the Office of 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 recommendation for post graduate study, employment, staff privileges, specialty certification and licensing.

New Student Orientation

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

Approximately one month prior to matriculation, new students receive an e-mail pre-orientation packet of which contains general information about the college program of study, class schedules, etc. The orientation program is a three-day session consisting of an outline of the curriculum and a review of policies and procedures opportunities to meet fellow classmates.

Name Tags

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

Joe Smith
Physician Assistant Student
Touro University - California

Student Records

Disclosure and Access to Student 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 statements of recommendation if the student has waived the right to inspect and review those recommendations.

Disclosure of Student Directory of 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 Student Affairs in a confidential and secured area. Contact the Vice President for Student Affairs & Institutional Planning for record inspection.

Medical Records & Immunizations

Medical files are maintained separately from the other student files. Contact the Student Clinic Director for record inspection.

Academic Records

Student academic records are maintained by the Office of the Registrar and include a summary of all courses grades and class ranking. Students may access and inspect their records by making an appointment with the Office of the Registrar.

Class Rank

Class rankings are usually provided to currently enrolled students in applicable programs and may be requested from the Office of the Registrar in person or in writing. Class ranking is determined on the basis of the cumulative weighted average of the numerical equivalent of letter grades earned from all completed required courses. A=4 points, B= 3 points, C=2 points, U=0 points. Individual course grades are weighted in the formulation relative to course credit hours. Credit hours earned from courses evaluated on a pass/fail basis are not used in the determination of cumulative weighted grade point average.

Class Examination Schedules

The responsibility for developing and coordinating these schedules rests with the MSPAS/MPH Program Director and the director of academic affairs.

Examination Protocol

Both the student and faculty member/instructor are responsible to ensure that the process 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. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination. The finish time for the examination will be as for the students who arrived on time.
3. A student unable to attend a scheduled examination for any reason must notify the Vice President for Student Affairs & Institutional Planning and Program Director as soon as possible prior to the start of the exam. The Vice President for Student Affairs & Institutional Planning in concert with the Program 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 and/or instructor of his/her absence from the examination. Contact may be in person or via voice or e-mail.
4. In the case of an excusable reason, the make-up examination must be accomplished within 72 hours of the originally scheduled exam. 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. Although make-up examinations test the same range of subject material as covered by the original examination, they may be different in question, content, and format that the original examination.
5. Scores awarded for unexcused absences will be 90% of the raw score on the make-up examination.
6. Failure to make up the examination within the specified time period will result in a grade of "Zero" for that examination.
7. If a student fails to appear for an examination the proctor will notify the Program Director, who will then notify the Vice-President for Student Affairs and Institutional planning.
8. All examinations will remain in possession of the Program. No student is permitted to retain a copy of an examination or part of an examination without the

explicit written consent of the Program Director and course coordinator.
Retaining an examination without permission is grounds for disciplinary action.

Examination Decorum

Assessment of the students' 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.

Upon entry into the examination site, the student must place all books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Students are expected to uphold to the code of responsibility of students of TU-C. Any student engaging in dishonest acts during an examination are subject to disciplinary action. Obtaining a copy of the exam, or a previous year's exam or questions is considered cheating.

Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons. Any student wearing a hat will be asked to remove it. Failure to comply with this or any other reasonable request of a proctor will result in the immediate dismissal of the student from the examination. In such instances, the student will receive a zero for the examination.

Test Review Process

Students shall be afforded an opportunity to review questions within a test. Every effort will be made to perform an end of test review for multiple choice examinations. When this is not possible, students will be allowed to review an examination by appointment. In the event a student finds a test question ambiguous he/she may request this question be reviewed. The student will need to fill out a test question review form available at the MSPAS/MPH Program office that will include a referenced defense for the challenge. Only references in the syllabus may be used. Test question discrepancies must be accomplished within a reasonable amount of time but no more than a week after the test was administered.

Attendance Policies

The MSPAS/MPH Program is an intensive program. Because important information is presented only once, the Program expects all students to attend all lectures, laboratory activities and preceptorship assignments. Attendance at all classes is considered an aspect of professional responsibility and individual dependability. Repeated unexcused absences are considered a reflection of unprofessional conduct and can result in disciplinary action.

Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered, and such absences must be for substantial

reasons such as illness or emergencies. Students in preceptorships must attend all rotations.

Promptness is another trait the healthcare practitioner must display. Not only does tardiness disturb the lecturer and student body, it also reflects a lack of professionalism. Repeated tardiness to class is considered unprofessional conduct and, at the discretion of the instructor, may be reported to the Student Promotion Committee.

Student Activities Related to Professional Activities

The MSPAS/MPH Program believes that leadership is an essential component in the educational process. This may require that students attend relevant off-campus activities during class/preceptorship time. Off-campus activities must be in accordance with students' professional development.

It is the responsibility of the student or approved student organization to coordinate the event and receive authority to proceed.

Students seeking permission to attend an off-campus conference or program must be in good academic standing.

The student/student organization must accomplish the following to be approved:

1. The event must be submitted in writing to the MSPAS/MPH Program Director at least one month prior to the event for approval.
2. Students who desire to attend this event must obtain a signature approval from the instructor/coordinator or rotation director of the course(s) they will miss. Approval must then be submitted to the director of academic affairs or director of clinical affairs, whichever is applicable, at least two weeks prior to the event.
3. Completed forms, indicating that the students are approved to attend the activity and that they are performing satisfactorily will then be submitted to the Program Director at least one week before the event. Forms are available in the office of the administrative assistant.

Students attending off-campus events take full responsibility for making up any missed classes/laboratories, examinations or other course assignments.

Attendance at these events will be the fiduciary responsibility of the student.

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 or director 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, which is to be submitted to the Vice President for Student Affairs & Institutional Planning. After review of the petition, the Vice President for Student Affairs & Institutional Planning will submit the petition with recommendation to the appropriate College Dean.
3. The Vice President for Student Affairs & Institutional Planning will send an official letter to the student 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 appropriate College Dean as soon as possible. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Vice President for Student Affairs & Institutional Planning.

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 both the MSPAS/MPH Program Director and Office of the Vice President for Student Affairs & Institutional Planning 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 MSPAS/MPH Program Director and the Vice President for Student Affairs and Institutional Planning and provide all their pertinent call-up papers. Students returning to TU-C from active duty will be eligible for reinstatement as full-time TU-C students once they have notified the MSPAS/MPH Program Director and the Vice President for Student Affairs & Institutional Planning and have supplied any pertinent military papers requested by the Vice President for Student Affairs & Institutional Planning.

Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Departments, however, will have the prerogative to make special arrangements. Clinical students returning to TU-C 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 Program Director and Director of Clinical Affairs for the program. 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 Program Director will 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

Withdrawal from the University

The decision to withdraw from the University is a serious matter. Any student who withdraws from 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 who withdraw from the University in good academic standing receive a grade of "W". Students who withdraw from the University and are on academic probation or are currently failing classes will receive a "W/U" for all registered courses.

Withdrawal Procedures

A student wishing to withdraw from TU-C is required to meet with the MSPAS/MPH Program Director and then the applicable Dean. The student must inform the MSPAS/MPH Program Director, in writing, of his/her decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. The withdrawal process includes the completion of the request for withdrawal form that can be obtained from the Office of the Registrar. The student must also clear all financial obligations, complete all administrative procedures and schedule an exit interview with the MSPAS/MPH Program Director and the applicable Dean.

Tuition/Tuition Refund

Tuition

The following are the tuition and fees for students entering in fall 2004 for the 2004-2005 calendar year:

Tuition for the didactic phase (\$8,333 per session)	\$41,666
Tuition for the clinical phase (\$8,333 per session)	\$25,000
Fees (Year 1)	\$ 1,295
Fees (Year 2)	\$ 1,295
Fees (Year 3)	\$ 1,045

A payment of \$9,628 is expected at the beginning of the 1st session of the first year of the program, \$8,333 for the second session, and \$8,334 for the third session. The same tuition and fee structure is in place for the second year. Certain fees will not be charged for the third year. Therefore, at 2004-2005 rates, the tuition and fees for the program are \$70,301.

Additional estimated educational costs:

Books and equipment	\$ 4,300
Personal Data Assistant	\$ 350

It is the policy of the institution that any outstanding debts must be settled prior to either registration or sitting for final examinations.

Tuition Refund Schedule

For any student approved to withdraw from the University, 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 fund recipient withdraws from school. You may obtain copy of these regulations from the Financial Aid office.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she may pay the proportionate amount noted above before leaving the University. The withdrawal date is the date in which all required forms and procedures have been completed and approved. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

Recording of Lectures

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

Note Pool

Note pools are developed, coordinated, and managed by the students for the exclusive educational use of TU-C students. 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.

Clinical and PDA Equipment

Information regarding the purchase of medical instruments and personal data equipment (PDAs) will be provided during the new student orientation. Students are asked to withhold from purchasing any medical equipment until after the orientation.

Visitors

Only matriculated students are permitted in 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 who must then inform the Program. 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, a grade for each student will be submitted to the Registrar by the Program Director. The MSPAS/MPH Program makes use of the following grades:

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

At the end of each rotation, a grade for each student will be submitted to the Registrar by the Program Director. The MSPAS/MPH Program makes use of the following grades for clinical rotations:

P	Pass
U	No Pass

Courses are rated at one credit hour for each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. Clinical rotations will be assigned one credit hour per week of rotation.

Definition of Grades

- Satisfactory – Letter Grades A,B,C
A 70% or above in each course is considered a satisfactory grade.
- Pass (P)
Satisfactory completion of a clinical rotation will be entered as a P on the transcript
- Unsatisfactory (U)
Any grade for a course or rotation that is less than 70%.
- Unsatisfactory with remediation (U/C)
After an unsatisfactory performance has been successfully remediated a U/C will replace the U on the transcript (see section on remediation).
- Incomplete (I)
An incomplete grade (I) indicates that a student has not been able to finish all required work for issuance of a letter grade. An incomplete grade is not counted in the grade point calculations until a letter grade replaces it. An incomplete must be replaced before the student registers for the next academic year. Replacement of an incomplete will be under the direction of the instructor. If the required work is not completed within 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 the University in good academic standing.
- Withdrawal Unsatisfactory (W/U)
If a student withdraws from the University and is on academic probation or is currently failing a course or rotation, the student will receive a W/U for all registered courses or rotations.

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 Student Promotion 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.

Physician Assistant Student Promotion Committee (PASPC)

The PASPC is charged with evaluating, recommending and implementing academic standards and assessing the progress of each student to graduation. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. The Committee will meet with each student who has failed a course or a clinical clerkship, fails to meet the overall academic standards, fails to show satisfactory academic progress, fails to meet graduation requirements, or fails to meet professional standards.

After a thorough review of student performance the Committee recommends an action to the Program Director. The Committee may recommend actions including, but not limited to, dismissal, academic probation, or remediation of a course or term of study. These recommendations are communicated to the Program Director by the chair of the Committee. The Program Director has the authority to accept or modify the recommendation. The Program Director issues a letter of decision to the student.

The PASPC derives its authority from the faculty and is guided in its function by the institutional and academic goals of the MSPAS/MPH Program. The Committee has the following responsibilities:

1. Formulate and recommend policies for the promotion, remediation, dismissal, probation, and graduation of students pursuing the MSPAS/MPH degree
2. Review and evaluate PA student records and performance for the purposes of recommending student remediation, promotion, dismissal, probation, and graduation.
3. Recommend actions to be taken and conditions to be met by a marginal or failing student
4. Review overall record of performance of each student prior to graduation and make a recommendation regarding the awarding of the degree to those candidates it deems qualified
5. Evaluate grading practices used in the program and recommend procedures to the Program Director

The PASPC consists of five voting members who are the medical director, director of academic affairs, director of clinical affairs, and two faculty members. The vice president for student affairs & institutional planning shall serve as an *ex-officio* member without a vote. The chair shall be either the director of academic affairs or the medical director, to be appointed by the Program Director. The PA administrative assistant shall serve as staff support for the committee.

Academic Probation

Definition of Academic Probation

Students must meet the minimum standards and requirements set by the institution in order to remain in good academic standing. Students will automatically be placed on academic probation if they receive a grade of Unsatisfactory in any course or clerkship and/or fail to meet the minimal cumulative academic requirements. If the PASPC approves a student to remediate, the student will be removed from academic probation only after successfully remediating the course and achieving the minimal cumulative academic requirements. Students who are directed to repeat a year of curriculum for academic reasons remain on academic probation until successful completion of all courses scheduled within that academic year.

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, if a student has successfully satisfied the requirements of probation, this is also noted in the student's file and transcript.
2. When a student is placed on academic probation, following approval by the Program Director, he/she will be notified in writing by the Program Director and the reasons will be stated. A copy of this letter will be submitted to the Dean of the College and placed in the student's permanent file. When the terms of academic probation have been satisfied the Student Promotion Committee will notify the Program Director who will provide a letter to the student with a copy to the dean of the college.
3. A student on academic probation may not serve as an officer of any official TU-C club or organization. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.

Remediation

Remediation is to be regarded as a privilege which must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of resources available to him/her. Recommendations regarding remediation will be made by the Student Promotion Committee on an individual basis after considering all pertinent circumstances in each

case. A student placed on probation must acquire a cumulative GPA of 2.0 or greater by the end of the following academic session. All students placed on academic probation for academic or behavioral reasons must fulfill the all the terms of the contract of probation within the designated time frame or face actions including but not limited to dismissal.

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 Student Promotion Committee and with a final decision made by the Program Director. Decisions will be made by written notification to the student by the Program Director with a copy to the Dean of the college.

After consultation with course coordinator and/or faculty and the Office of Student Affairs, the Student Promotion Committee may recommend a remediation plan that includes, but is not limited to, the following:

1. A re-examination of failed subject material as constructed by the course coordinator. Upon passing the re-examination the student is issued a grade of "U/C" for the course. The "U" denotes the initial grade of unsatisfactory and the "C" represents the final recorded grade for any course in which a student has been re-examined which will not exceed 70%. Eligibility for re-examination is limited by the following stipulations:
 - a. A student **may not fail** more than two courses in any one academic block.
 - b. A student may not fail **more than** three courses during the entire program.
2. Repeat the course or courses failed during the subsequent academic year. The student will received the grade earned for each offering of the course. Any student who earns a failing grade in a repeated course may be placed in a category of dismissal.
3. Repeat the academic year. The student will be required to repeat all course offerings. The grade earned by the student in each offering of each course is used to calculate the student's cumulative grade point average. Any student who earns a failing grade in a repeated course will be recommended for dismissal.

Upon successful completion of a repeated course or academic term the student's cumulative weighted average must be a minimum of 70% in order to satisfactorily meet the standards of satisfactory progress and promotion.

A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade may be placed in a category of dismissal.

Students who fail a re-examination will be reviewed by the Student Promotion Committee and may be placed in a category of dismissal from the Program.

A student who earns a failing grade in any clinical clerkship will be required to repeat the clerkship. The director for clinical affairs will assign the site and preceptors for the repeated clerkship. Any student who fails two clinical preceptorship 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 Touro University - California, 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 weighted grade point average is less than 2.0.
2. A student earns failing grades in more than 2 courses in one academic block or more than three courses during the entire program.
3. A student who earns a failing grade in a repeated course or repeated clinical clerkship.
4. A student who fails a re-examination under a remediation plan.
5. A student who fails two clinical preceptorships.
6. A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
7. A student has not demonstrated continued academic and professional growth and achievement.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. The Student Promotion Committee recommends dismissal to the Program Director. The Program Director with concurrence of the Dean of the college, issues a letter of decision to the student. Dismissal is effective upon receipt of the letter of notification from the Program Director. If a student is dismissed, his/her registration will be voided and tuition will be refunded per University policy.

Academic Appeal Process

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

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

1. Bias of one or more of the members of the Student Promotion Committee.
2. New, material, 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 dismiss a student is under consideration:

1. Concur with recommendation of the Student Promotion Committee and the decision to dismiss.
2. Amend the recommendation of the Student Promotion Committee
3. Convene an *ad hoc* committee consisting of three members to review the recommendation of the Student Promotion 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

A student will be recommended for the degree of Master of Science in Physician Assistant Studies/Master of Public Health provided he/she has fulfilled the following:

1. Has successfully completed the course of study as outlined in the curriculum for both terminal degrees (MSPAS and MPH). Both degrees must be completed in order to graduate.
2. Is not on probation

3. Has completed all prescribed academic requirements with a cumulative weighted grade point average of 2.0 or higher and has no incomplete or unsatisfactory grades;
4. Has successfully passed the multiple-choice final comprehensive and Objective Structured Clinical Examinations;
5. Has demonstrated no deficiencies in ethical, professional or personal conduct which would make it inappropriate to award the degrees and has received a final overall satisfactory rating on the Professional Evaluation;
6. Has complied with all legal and financial requirements of Touro University-California
7. Attends the graduation ceremony in person unless special permission has been granted by the Program Director.
8. Has completed the academic requirements within 48 months following matriculation, excluding approved leaves of absence.

Code of Conduct / Professional Promise

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

At the conclusion of each academic session, a professional evaluation will be collectively performed by the core MSPAS/MPH program faculty for each student.

Academic Honesty

Academic honesty and integrity is expected of all students throughout their course of study at TU-C. Any violation of this code is considered to be a serious academic violation. Academic dishonesty constitutes a breach of academic integrity that violates the academic foundation of an institution and compromises the integrity and well-being of the educational program. It makes the learning and working environment hostile and offensive; it undermines the credibility of the educational process; it destroys opportunities for students to develop a strong sense of self-esteem and pride in accomplishment and the self-confidence that is an integral part of the educational growth and learning process. Students are obliged to adhere to the standards and expectations for academic integrity as delineated in the Code of Responsibilities and Rights of the Students of Touro University (Appendix B).

Responsibility of the Administration & Faculty

The administration should provide physical settings and examination format that minimizes academic misconduct. Crowded examination conditions should be avoided and alternate seating should be provided during examinations 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

To be honest, act fairly towards others, take group and individual responsibility for honorable behavior and know what constitutes academic dishonesty.

Statement of Values of the Physician Assistant Profession

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

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; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions well away from your seat).
1. 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.
2. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Vice President for Student Affairs & Institutional Planning (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 and term 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 UNIVERSITY COMPUTER SERVICES

The MIS Department is responsible for all computing services, on-campus telephone services, the University's website, audio-visual and copy services. Students benefit, directly and indirectly, from the work of the MIS Department in a variety of ways.

Upon admittance to the University, students are asked to join an email group list for their class. University faculty, staff and administrators participate in the group discussion along with the incoming students. By the time students arrive on campus, they have had the opportunity to introduce themselves to each other as well as to pose questions and air concerns in a public forum. The group lists remain a significant means of communication throughout the students' enrollment at TU-C and as alumni.

Once arriving on campus, students are issued a network login which gives them access to the University's computer network. There are three computer labs, offering students approximately 70 workstations on which they may use productivity software, browse the Internet, access course-specific files and use software that complements the curriculum. Each computer lab has printing, scanning and high capacity storage devices for student use. Each student also has a private file storage area on the University servers that he/she may access from any computer lab workstation. All students may access specifically tagged files from off-campus so that class presentations, group and individual projects in process and other data files may be retrieved from home.

The University's website is another significant means of communication, both with the outside world and with the on-campus community. Student clubs and organizations are posted to the website, as well as weekly class schedules, assignments and other course-related information.

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.

The MSPAS/MPH program has developed a set of technical standards that are required of all graduates. These standards are found in the College of Health Sciences MSPAS/MPH Program Catalog.

Rights and Responsibilities of the University

Rights

- 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:
 - a. pose a direct threat to the health and safety of others;
 - b. constitutes a substantial change or alteration to an essential element of a course or program; or,
 - c. 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

Rights

- 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 consideration of such requests. To expedite the process, students are encouraged to have this form prior to their meeting with the Vice President for Student Affairs and Institutional Planning. The form is available in the Office of Student Affairs.
2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of the Vice President for Student Affairs and Institutional Planning 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 the Vice President for Student Affairs and Institutional Planning. Documentation and should include:
 - A cover letter from the physician, clinical psychologist or other certified individual.
 - 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.
 - 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 Psycho educational Batter-Revised or other comprehensive, psycho education 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 Vice President for Student Affairs and Institutional Planning 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 Vice President for Student Affairs and Institutional Planning 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 Vice President for Student Affairs and Institutional Planning will request the accommodation, in writing to the Department Chair in charge of the course or courses within which an accommodation is or accommodations are being requested. The Vice President for Student Affairs and Institutional Planning will also notify the appropriate associate dean. It is the responsibility of the Department Chair or Program Director to inform all appropriate instructors of the request for accommodation. The Vice President for Student Affairs and Institutional Planning will send the letter of request for accommodation every academic semester within that academic year to the appropriate

Department Chair. Students are reminded, however, that they must reapply each academic year to be considered for accommodations.

Once a letter requesting accommodations has been sent from the Vice President for Student Affairs and Institutional Planning to the Department Chair, 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 and discuss what works best for, him/her, within the parameters of the requested accommodation(s). Students, while having a specific disability and requesting accommodations for one course, may or may not want special accommodations for other courses within their program of study. The wording provided in the written letter from the Vice President for Student Affairs and Institutional Planning to Department Chairs will state, "If requested, the following accommodations are recommended..."

Students are encouraged to immediately bring problems to the attention of Vice President for Student Affairs and Institutional Planning. It is the responsibility of the Vice President for Student Affairs and Institutional Planning 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 or the need to provide current documentation should meet with the Vice President for Student Affairs and Institutional Planning. 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 Student Affairs. 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 these records is restricted. If the accommodating departments (s), 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 the Vice President for Student Affairs and Institutional Planning 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.

The MSPAS/MPH program has developed a set of technical standards that are required of all graduates. These standards are found in the MSPAS/MPH catalogue.

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, and 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 Vice President for Student Affairs & Institutional Planning 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 and Procedures

A Drug-Free Workplace and Substance Abuse Policy and Procedure has 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 workplace and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians, physician assistants, 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 TU-C 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/substances and/or alcohol which result 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 TU-C 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 the Vice President for Student Affairs & Institutional Planning. TU-C 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 member of the University community may resist such harassment and/or report such harassment to the appropriate program director, Associate Dean or other member of the TU-C administration.

Institutional Policy on 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

Destruction of or tampering with campus life safety systems or devices are 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

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. TU-C 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 Student Affairs for locker assignment.

Lost & Found

The Department of Human Resources maintains a Lost & 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 & 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.

1. The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.
2. 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.
3. The "faculty" constitutes those individuals appointed to the faculty by the President of the University.
4. A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.
5. 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.
6. "Student affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

7. "University affairs" are the academic, business, administrative, professional and public relations activities of the University.
8. "University programs" are those academic programs established by Touro University for osteopathic medicine, pharmacy, allied health, and teacher education.
9. "Academic freedom" is the right of faculty and students to study, discuss, investigate and function within the educational process.
10. "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

1. To achieve and maintain a high standard of academic, professional and social conduct considering individual aptitude and abilities.
2. 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.
3. To be familiar with this code and the bylaws regulated.
4. To meet the requirements of the Code of Responsibilities and Rights of the Students of Touro University's degree programs.
5. To work toward better relations with the general public on behalf of all programs of TU-C and their respective profession.
6. To help promote excellence in education, patient oriented health care, and community services as provided by the university.
7. To exhibit personally the highest ethical and professional performance and to work with others to promote similar performance among fellow students and alumni.
8. 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.
9. 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:

1. 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:
 - a. to be informed of academic progress
 - b. 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.
 - c. 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.
2. 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.
 - a. To exercise academic freedom as defined above.
 - b. 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.
 - c. To seek membership in any recognized student organization for which applicant meets membership criteria.
 - d. 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.
 - e. 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: Admissions Committee, Curriculum Committee, Financial Aid Committee, Library Committee, Food Services Committee and Student Life Committee and the various class Liaison Committees. 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.

- f. 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.
- g. To initiate a grievance procedure as per the Bylaws of the Code of Responsibilities and Rights of the Students (Appendix B).
- h. To have due process when charged with any academic, social, personal or professional misconduct.
- i. 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 or dismissal.

Amendment Of This Code

Amendment of this code may be made by recommendation of the TU-C CEO 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 the Vice President for Student Affairs & Institutional Planning, or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Vice President for Student Affairs & Institutional Planning believes that the incident is severe enough initially to warrant a formal hearing.

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, identification, etc.
- 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 and/or hospital duties
- Neglect of patient's rights
- Misuse of pharmaceutical privileges
- Drug abuse - being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship or any other situation under the jurisdiction of 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 Vice President for Student Affairs & Institutional Planning. The Vice President for Student Affairs will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Vice President for Student Affairs & Institutional Planning 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 Vice President for Student Affairs & Institutional Planning 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 Vice President for Student Affairs & Institutional Planning 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 Vice President for Student Affairs & Institutional Planning the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Vice President for Student Affairs & Institutional Planning, 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 Vice President for Student Affairs & Institutional Planning.
- 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 Vice President for Student Affairs & Institutional Planning. 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 Vice President for Student Affairs & Institutional Planning.
- 5) The Vice President for Student Affairs & Institutional Planning 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 Vice President for Student Affairs & Institutional Planning, 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 the Vice President for Student Affairs & Institutional Planning 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 Vice President for Student Affairs & Institutional Planning.
- 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.