

JOINT MSPAS/MPH STUDENT HANDBOOK



CLASS OF 2010

SECTION I

TOURO UNIVERSITY - CALIFORNIA

Introduction

The first section of this handbook provides information about Touro University as well as the general policies and procedures which govern campus life. Section two provides general program information for the Joint MSPAS/MPH program and section three is the Joint MSPAS/MPH Student Handbook for Program Academic Policies.

Please read these resources carefully and thoroughly.

Historical Perspective

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

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

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

Touro opened a branch in Moscow in the spring of 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 which received pre-candidate status from the American Council of Pharmaceutical Education in 2005.

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 the fall of 2004 and provided programs in osteopathic medicine and physician assistant studies. Touro University – Nevada now consists of the College of Osteopathic Medicine and the College of Health and Human Services providing educational programs in nursing, occupational therapy, and education.

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.

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 the service to humanity.

Vision Statement Touro University – California

Educating caring professionals to serve, to lead, to teach.

Accreditation

Touro University – California (TU-C) is located in Vallejo, California and holds regional accreditation from the Accrediting Commission on Higher Education for Senior Colleges and Universities, Western Association of Schools and Colleges (WASC).

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.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs, which is under the supervision of the Dean of Students is located at 1310 Johnson Lane, Mare Island, 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 Admissions

The Office of Admission oversees and implements the admission process for all schools at the university including coordinating interview days, campus tours, collection and verification of admission materials.

International Students

Students who have completed their academic coursework in a foreign country will need to submit their credentials and/or coursework for evaluation by a college-approved credential service, such as the International Education Research Foundation, Inc. (IERF).

Test of English as a Foreign Language (TOEFL)

Those students applying to the program whose first language is other than English, who have been in this country less than 2 years, and who have not taken English courses at a college/university in this country, will be required to take the Test of English as a Foreign Language (TOEFL) examination and achieve a score of 550 or greater on the paper-based examination or 215 on the computer-based examination.

Candidates who have not yet obtained a Bachelor's Degree may apply to the program provided the degree will be obtained and all prerequisites completed prior to beginning classes.

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-California, 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

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-California are primarily student loans. In order to maintain as limited indebtedness as possible, TU-California 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 – 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 Dean of Students.
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.

Standards of Satisfactory Academic Progress for Financial Aid Eligibility

Policy and Procedure

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

Academic Standards of Progress

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain "Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame in which the student must earn the degree and divide the maximum time frame into increments not to exceed one academic year.

The degree of 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.

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

fulltime basis will have their standard time frames for program completion pro-rated and expected program completion per academic year (% of coursework completed) prorated based upon the credit hours or contact hours attempted per semester.

2. All students are required to accumulate credits toward graduation and are expected to successfully complete a minimum percentage of their academic program each year, not including those courses in which grades of incomplete were received, course withdrawals that occurred or remedial coursework which was performed as specified by their academic program. All periods of enrollment will be included regardless of whether or not a student receives financial aid
3. Students who are not maintaining the minimum cumulative GPA as specified by their program at the end of any semester will be placed on financial aid probation by the Director of Financial Aid for the following semester (as defined by their program). While on financial probation students will be eligible to receive financial aid funds.
4. If a student's cumulative GPA remains unsatisfactory after the completion of the semester in which he/she is on financial aid probation, the student will be placed on financial aid suspension and no financial aid funds will be awarded until satisfactory academic progress has been attained (cumulative GPA is brought up to academic program's minimum requirement).
5. Students who are denied financial assistance on the basis of unsatisfactory academic progress may regain financial aid eligibility by satisfactorily completing, at their expense, those courses required to attain the minimum cumulative GPA specified by their academic program. This statement does not imply that continuation in any academic program is the prerogative of the student.
6. A student will be allowed a maximum of two nonconsecutive financial aid probationary periods while enrolled at Touro University. A student who does not attain satisfactory academic progress at the conclusion of his/her second probationary period will be placed on financial aid suspension permanently and will not regain financial aid eligibility for the remainder of his/her enrollment period at Touro.
7. A student must document the reasons for failure to meet the standards of satisfactory academic progress for financial aid eligibility and must include a plan that demonstrates a means for the student to bring his/her academic progress up to the satisfactory standards within a period of one semester. The student will be permitted to attend and present his/her appeal for financial aid eligibility to the Financial Aid Committee, which will make the final determination.
8. Satisfactory academic progress standards may be waived if a student has undergone personal hardship; for example, a student experiencing unusual stresses in life that prevent him/her from being able to handle a full-time academic load.

Procedure

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

1. At the end of each semester, the Financial Aid Office will send a written notice to students who are not maintaining cumulative GPA requirements as specified by their academic program warning them the effects of being placed on financial aid probation. A copy of the written notice will also be sent to the academic Dean.
2. If a student is placed on financial aid probation due to not meeting standards of satisfactory academic progress, the Financial Aid Office will reinstate his/her financial aid eligibility upon receipt of written confirmation from the Registrar that standards of satisfactory academic progress have been met. The Financial Aid Office will provide written notification to the student of his/her compliance with standards of satisfactory academic progress, cancellation of his/her suspension and reinstatement of aid. This notification will also be provided to the academic Dean of the college in which the student is enrolled and to the Program Director (if applicable). Financial aid eligibility will not be reinstated for preceding semesters during the academic year in which the student did not meet standards of satisfactory academic progress.
3. A student on financial aid probation or financial aid suspension may appeal the decision of the Financial Aid Director by indicating in writing to the Financial Aid Committee the following:
 - a) The reasons why the minimum academic standards of progress were not met;
 - b) The reasons why his/her aid eligibility should not be terminated or should be reinstated
 - c) A plan that demonstrates a means to bring his/her academic progress up to satisfactory standards within a period of one semester.
 - d) The Financial Aid Committee will review the appeal. The Financial Aid Committee will vote and render a final decision regarding the appeal. The Financial Aid Committee will send written notification of the decision to the student and the academic Dean within three (3) weeks of the receipt of the written appeal.

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 Dean of Students to discuss options for counseling and to arrange for an initial interview. All aspects of mental health care are strictly confidential. TU-C participates in EAP, a service that provides acute counseling services to individual students.

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/Learning Resource Center

Through the Office of Student Affairs, Touro University offers assistance through the Learning Resource Center, including 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. The Learning Resource Center is staffed by a full-time learning specialist. This office can assist the student in such areas as: assessment of learning styles, time management, test-taking strategies, study skills, and referrals for special accommodations.

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 Learning Resource Center to be eligible for reimbursement of services.

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

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 Dean of Students.
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.

Dean of Students

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

Dean/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 Dean of Students regarding the renewal of an organization's approved status. Following administrative review by the Dean of Students, a recommendation is submitted to the appropriate college dean/program director.

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

Student Representation

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

Official Representation

To ensure that a positive image of TU-C is maintained, TU-C students may not officially represent the University and/or its colleges or any institutional committees on any local, 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 Dean of Students. Requests to use stationery bearing the institutional logo or seal should be submitted in writing to the Dean of Students

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 Dean of Students.

Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Dean of Students. 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 events must have prior approval of the Dean of Students 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 form from the Office of Student Affairs. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted at least two weeks before the on-campus student event is to be held.

Once the approval 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.

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, hepatitis B, TB and varicella 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/Health Care

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.

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 physicians. 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

Campus security is provided by Ligouri Security.

For Non – Emergencies Call

707-732-6385 (Ligouri) or Vallejo Police – 707-638-4321

For Emergencies Call : 911

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 Dean of Students 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.

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 Program 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 and obtain all required signatures of institutional officials, including that of the appropriate College Dean or Program Director
3. The Dean of Students will send an official letter to the student and to the program indicating if the leave of absence has been approved or denied by the respective College Dean or Program Director

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 or Program Director as soon as possible. Students must contact the College Dean or Program Director at least 6 weeks prior to the expiration of a leave of absence to plan their reentry into the program. Failure to do so may result in administrative withdrawal of the student from the university. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Dean of Students.

Departments 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 Clinical Coordinator for the program.

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 *approximate* tuition and fees for students entering in fall 2006 for the 2006-2007 calendar year only. Please contact the Office of Financial Aid regarding specific costs and questions.

Tuition for year one: \$9,410 per session

Fees (Year 1) \$215

A payment of \$9,258 is expected at the beginning of the 1st session of the first year of the program, \$9,050 for the second session, and \$9,050 for the third session. Therefore for the academic year of 2006-2007 only tuition and fees is approximately

\$30,000 for the year. Please note that these fees are subject to change for the subsequent academic and clinical years.

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 funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office. These Federal Regulations will supersede the policy for refunds established by TU-C.

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

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 is one computer lab, as well as several individual work stations and wireless access available in all of Lander Learning Center and the library offering students access to browse the Internet, access course-specific files and use software that complements the curriculum. The 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.

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.

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 Dean of Students. 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 Dean of Students 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 Dean of Students. 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 Office of Student Affairs 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 Student Affairs. Documentation and should include:
 - a) A cover letter from the physician, clinical psychologist or other certified individual.
 - b) Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students' program of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.
 - c) Test results must be within the last five years prior to the request.

Accommodations

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

- extra time on timed examinations and/or quizzes
- extra time on in-class assignments
- provisions to take examinations and/or quizzes in a quiet, separate room
- tape recording of lectures
- note taker services

- front row access in classes with assigned seating
- other accommodations will be considered as presented.

Types of Documentation Students Should Provide

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

- the WAIS-R individualized measure of intelligence or comparable test, given in the last 5 years,
- the Woodcock-Johnson 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 Dean of Students to review the documentation and assess whether the accommodation is reasonable. Decisions shall be rendered in ten (10) business days and based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?
- Was the request submitted according to the procedures stated above?
- Is the request reasonable within the student's required program of study? A reasonable request should not fundamentally alter the student's program of study.
- Does the request for accommodation interfere with a required component of the students' academic program or lower essential academic standards?
- Without this accommodation, would the student still be able to effectively learn the required material?

It is the responsibility of the Dean of Student 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students and Department Chairs will state, "If requested, the following accommodations are recommended..."

Students are encouraged to immediately bring problems to the attention of Dean of Students. It is the responsibility of the Dean of Students to monitor all arrangements regarding disability accommodations. If a student feels he or she is being discriminated against because of a disability, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedure in Appendix B of this Handbook. Students who are in need of testing or the need to provide current documentation should meet with the Dean of Students. Information on testing and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

If students have gone through the proper procedures and the request is denied, they may request an appeal from the Committee on Disabilities which is an ad-hoc committee that will be established by the Office of 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 Student Affairs 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.

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:
 - pose a direct threat to the health and safety of others;
 - constitutes a substantial change or alteration to an essential element of a course or program; or,
 - poses undue financial or administrative burden on the university.

Responsibilities

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

Rights and Responsibilities of Students

Rights

- The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.
- The right of equal access to courses, rotations, programs, services, jobs, activities and facilities available through the university.
- The right of reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.

- The right of appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.
- The right of information reasonably available in accessible formats.

Responsibilities

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.
- The responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
- The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations and the need for specific accommodations.
- The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self advocates.

Rights and Responsibilities of the Faculty

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.

INSTITUTIONAL POLICIES

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 Dean of Students. 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.

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 Dean of Students.

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.

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 Dean of Students, 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.

Visitors

Only registered 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 Dean of Students 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.

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 Dean of Students. TU-California 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 must report such harassment to the appropriate program director, Associate Dean or other member of the TU-California administration.

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.

ADMINISTRATIVE AND ACADEMIC PERSONNEL DIRECTORY

Dr. Harvey Kaye, EdD.
Provost and CEO, TU-C
Dean, College of Education

Nathan Church, Ph.D.
Vice President of Student Affairs and Dean of Students, TU-C

Richard Hassel
Vice-President for Administration, TU-C

Reed Goertler
Interim Chief Financial Officer, TU-C

Michael Clearfield, D.O.
Dean, College of Osteopathic Medicine, TUCOM
Interim Dean, College of Health Sciences, COHS

Katherine Knapp, Ph.D.
Dean, College of Pharmacy, TU-C

Donald Haight, Ed.D.
Director of Admissions, TU-C

Rochelle Perrine, M.L.S.
Library Director, TU-C

Julia Perhac
Director, Management Information Services, TU-C

Nicole Fonovich, M.Ed.
Director of Financial Aid

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APPENDICES FOR SECTION I

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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 Dean of Students, or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Dean of Students 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 Dean of Students. The Dean of Students will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Dean of Students reserves the discretion to refer any violation of the Code to the Formal Method of Resolution.

1. Upon written notification that a violation of the Student Code of Rights and Responsibilities has taken place the Dean of Students will contact the student involved to request an appointment to discuss the alleged violation.
2. After investigating the incident and meeting with the student, the Dean of Students will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the student of the disciplinary action.
3. Should a student accept the decision of the Dean of Students the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Dean of Student, 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 Dean of Students.
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. The written statement must be sent to the involved student by registered or certified mail or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met.
3. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Dean of Students. Any temporary suspension may continue until such a time as:
 - a) the issue in dispute is resolved or
 - b) the formal hearing process is completed.
4. The student, after being notified of an allegation, will meet with the Dean of Students
5. The Dean of Students shall arrange a hearing which is to take place no earlier than three calendar days and no later than ten calendar days after the decision to proceed with the formal method has been reached.
6. The hearing shall take place before a hearing committee composed of:
 - a) two regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean and
 - b) two student committee members and one alternate student committee member appointed by the SGA President. The hearing body shall be chaired by an independent, nonvoting student moderator appointed by the applicable SGA President. Committee members are to serve for the term of one academic year. Prior involvement in some aspects of the issue under study by a hearing committee member shall not bar a committee member from serving on the committee. However, a committee member will be disqualified if he/she has participated in filing the charge under review.
7. All persons involved in a hearing shall be given adequate written notice of all hearing dates, times and places. Such notice will be given at least 36 hours prior to any hearing unless waived by the parties involved.

8. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if information or pertinent interested parties cannot for good cause be present at the time set. Any postponement may not extend beyond a three-month period except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.
9. The student charged and the person making the charges will be accorded the following rights:
 - a) To review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee moderator.
 - b) To challenge the seating of one hearing committee member. Any challenge must be made at least 36 hours in advance. The challenged member may rebut the challenge and ask for a decision as to his service from the other members of the committee.
 - c) To present fully all aspects of the issue before the hearing committee.
 - d) To be accompanied by an advocate. Legal counsel will not be allowed.
10. Committee hearings will proceed under the following guidelines:
 - a) All committee hearings and meetings are to be closed sessions unless all parties mutually agree in writing to open sessions.
 - b) A recording secretary is to be appointed by the committee moderator. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
 - c) All issues in dispute shall be orally presented by the committee moderator.
 - d) The complainant will first present all information supporting the charges made against the student.
 - e) Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee study all information which he/she chooses to submit.
 - f) At the completion of all discussion, the complainant and the student may each make a summary statement.
 - g) At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.

h) Silence by the charged student shall not be interpreted as an admission of guilt.

11. The committee shall reach a decision using the following guidelines:

- a) The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.
- b) If the hearing committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days and reconvene the hearing within five school days of the conclusion of the original hearing. The hearing committee's final decision must be made within seven school days of the conclusion of the original hearing.
- c) A decision to find the student guilty of the accusations will need at least three affirmative votes. The moderator may not vote in case of a tie.
- d) The committee decision will be presented in writing to the Dean of Students, 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 Dean of Students until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed records, the University President shall be notified. At the applicable college Dean's, CEO's, or President's discretion, an order to open the record shall be issued by him/her. These records will not go into a student's personal disciplinary file.
- b) If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered exclusively in the student's personal disciplinary file located in the office of the Dean of Students.
- c) A student's personal disciplinary file shall be reviewed annually to determine whether it may be destroyed. No destruction of documents is to take place prior to graduation. The records may be maintained for professional certification or legally related reasons.

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

APPENDIX C: Guidelines for Access to and Disclosure of Educational Records Maintained By Touro University

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

I. Definitions

As used herein:

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

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

II. Inspection and Review of Education Records

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

- e) Records of extracurricular activities.
 - f) Health data relevant to educational assignments.
 - g) Systematically gathered academic and clinical evaluations.
 - h) Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.
2. Retention and security of records:
- a) The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Dean of Students.
 - b) Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Dean of Students.
 - 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 Dean of Students.
 - 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: 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/ of 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 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.

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.

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SECTION II

JOINT MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES/MASTER OF PUBLIC HEALTH PROGRAM

GENERAL PROGRAM INFORMATION

Introduction

Accreditation

Touro University – California (TU-C) is located in Vallejo, California and holds regional accreditation from the Accrediting Commission on Higher Education for Senior Colleges and Universities, Western Association of Schools and Colleges (WASC). The MSPAS program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

Degrees 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–California. 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).

Vision, Mission, Purpose, Outcomes and Goals

Vision Statement

Promote global health one person at a time

Mission Statement

To improve the health of individuals and communities with a focus on recruiting and serving underserved populations, by training clinicians who integrate the Physician Assistant and Public Health disciplines.

Purpose

The Joint MSPAS/MPH Program's purpose is to develop clinically competent physician assistants and to provide students the opportunity to earn a complementary graduate degree in public health. The program's strategic plan calls for the recruitment and training students from socio-economically underserved areas and URM populations and to deploy graduates to socio-economically underserved areas, particularly in California.

General Learning Goals, Objectives and Outcomes

Graduates of the Joint MSPAS/MPH Program will be expected to demonstrate knowledge, proficiency and competency in the following areas and tasks:

1. Define and describe the history, education, role, certification, and legislation of PAs.
2. Demonstrate an understanding of the role of a physician assistant within the health work force and understand current professional issues within the profession.
3. Elicit an accurate medical history including Chief Complaint, History of Present Illness, Past Medical History, Family History, Review of Systems, and Social History in both a complete and directed format incorporating cultural competency wherever appropriate.
4. Perform both a comprehensive and a complete and appropriate directed physical examination and mental status examination with the ability to recognize abnormal findings.
5. Document medical information in the form of the history and physical examination (H&P), or SOAP style progress note, and Problem Oriented Medical Record in a concise, thorough fashion using accepted formats and abbreviations.
6. Give oral presentations of medical cases in a clear, concise manner.
7. Formulate an appropriate differential diagnosis (list) based on signs and symptoms.
8. Prudently recommend laboratory, radiology, cardiographic, and other ancillary diagnostic studies appropriate to the H&P findings. Graduates must list the common contraindications and complications of these tests.
9. Interpret common laboratory tests, electrocardiograms, pulmonary function tests, and radiographic studies.
10. Diagnose common medical and psychological disorders based on H&P and ancillary test findings. Develop an appropriate treatment plan for common disorders that may

include medications, surgery, counseling, therapeutic procedures, rehabilitative therapies, or other therapeutic modalities, or referrals.

11. Incorporate evidence-based medicine in clinical decision-making.
12. Initiate health promotion measures such as immunizations, exercise, diet, disease screening for early detection, tobacco or alcohol cessation counseling, and risk factor assessment and reduction measures.
13. Demonstrate a working knowledge of medical genetics and its role and influence in disease patterns, screenings and patient care.
14. Provide ongoing monitoring for acute and chronic illness.
15. Provide culturally competent patient education on common medical illnesses, common medical procedures, therapeutic regimen adherence, health maintenance, stress reduction, family planning, and normal growth and development issues.
16. Counsel patients for common psychosocial problems.
17. Define the important ethical issues involved with the medical care of patients and describe how these effect PA practice.
18. Recognize when a problem is beyond the scope of the PA provider and refer the patient to her/his supervising physician, or recommend appropriate specialty consultation.
19. Perform a computer medical literature search and critically evaluate the medical literature in terms of its relevance to clinical practice.
20. Define the structure of the US health care system and describe key health care policy and legal issues.
21. Identify prominent community health resources and how to access them.
22. Engage in community involvement by providing clinical and/or public health services.
23. Demonstrate an awareness of social and professional responsibility.
24. Engage in the formulation and sharing of professional ideas, concepts and research projects.
25. Approach clinical encounters with respect and tolerance for diverse religions, cultural, racial, ethnic, gender, and sexual orientation among patient populations in an empathic fashion that demonstrates an awareness and sensitivity to the differences among patients.

26. Practice cultural competency/cultural humility.
27. Practice care with a focus to reduce health disparities in socioeconomically underserved areas.
28. Perform common laboratory studies as permissible by training.
29. Perform common office procedures such as:
 - venipuncture for specimen collection
 - splinting and limb immobilization
 - wound dressing
 - suturing, other wound closures (staples, glue-Dermabond), and suture removal
 - sterile technique
 - intradermal testing
 - injections (intramuscular, and subcutaneous)
 - visual screening
 - PAP smear collection
 - superficial hemorrhage control
 - cardiopulmonary resuscitation
30. Demonstrate a functional understanding of the principles of the basic medical sciences of anatomy, physiology, pathophysiology, pharmacology, and laboratory medicine.
31. Demonstrate a functional understanding of the basic principles of applied behavioral science including normal and abnormal development, personality development, human sexuality, manifestations of stress, psychological manifestations of illness, death and dying, and psychopathology.
32. Demonstrate competence in written, oral, and electronic forms of communication.
33. Approach patient encounters using language, body posture, facial expression, speech process and speech content that promote open communication and foster a trusting effective patient-provider relationship.
34. Demonstrate a functional understanding of the basic principles of epidemiology, evidence-based medicine, and the common statistical tools and research methods utilized in medical research.

35. Demonstrate an understanding and tolerance of cultural diversity within the community and how different cultural beliefs and traditions are linked to wellness.
36. Demonstrate an appreciation for the importance of life-long learning, and have the skills needed to pursue life-long learning and participate in scholarly activities such as continuing medical education, medical writing, education and applied research.
37. Demonstrate professionalism and the ability to foster collaborative relationships with other health care providers.

ADMISSION REQUIREMENTS

Prerequisites

In addition to a bachelor's degree (or, for international medical graduates, equivalency of a bachelor's degree) from a regionally accredited college or university, candidates for admission to the Joint MSPAS/MPH Program are required to have obtained the following:

For students applying to the class that matriculates in Fall 2007

- 8 units of Biology/Zoology
- 8 units of Inorganic Chemistry
- 4 units in Social and/or Behavioral Sciences (cultural anthropology, psychology, sociology)
- 8 units of Anatomy/Physiology
- 4 units of Microbiology
- Minimum cumulative and science GPA of 2.90 is recommended
- Demonstrated commitment or interest in serving in and working for medically and economically underserved areas is desirable

Admissions Procedures

Admission to this Program is conducted according to the following steps:

1. Candidates must submit an application for admission (primary application) via the Central Application Service for Physician Assistants (CASPA). The CASPA website may be found at <http://secure.caspaonline.org>. This program is listed as Touro University - California. The primary application must include a minimum of two letters of recommendation, preferably with at least one from a clinician (e.g. physician assistant, nurse practitioner, physician). Please do not include any letters from relatives or family friends.

2. Once the primary application is received from CASPA, those applicants selected for interview will be notified in writing. Those applicants not selected for interview will also be notified in writing.
3. An invitation to interview does not guarantee acceptance to the program.

Advance Placement

The program is carefully constructed in a sequential fashion to allow the student to build on instructional elements. Because of this, advance placement will not be granted.

Transfer Students from other PA Programs

The Joint MSPAS/MPH Program at TU-C does not accept transfer students.

Transfer of Credit and Credit for Experiential Learning

No credit will be granted for work related experiences. Although students may feel that they have experiences similar to those of a Physician Assistant, the program believes that full completion of all courses and clinical rotations is absolutely essential.

Part-Time Status

The program does not allow part-time status for new students. Nor is any student permitted to elect not to complete the MPH degree requirements.

Credit by Examination

There is no credit by examination for courses taken in other institutions. All students must take all courses in the program and complete the clinical year of rotations in its entirety.

TECHNICAL STANDARDS

The Joint MSPAS/MPH Program has developed a set of technical standards that are required of all graduates.

Every applicant who seeks admission to the Joint MSPAS/MPH Program is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required by the faculty. Once enrolled in the program each candidate for the MSPAS/MPH degree must be able to integrate all information received, perform as a member of a physician-PA team, and demonstrate the ability to learn, integrate, analyze and synthesize information and data. The Joint MSPAS/MPH Program will make every effort to provide reasonable accommodations for physically challenged students, however in doing so,

the program must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of medicine, including the demonstration of basic skills requisite for the practice of medicine.

Accordingly, the program requires each student to meet certain technical requirements.

1. **Observation:** Students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and close at hand.
2. **Communication:** Students must be able to speak, hear, and observe in order to elicit information, examine patients, describe changes in mood, activity, and posture, and perceive non-verbal communication. Communication includes not only speech, but also reading and writing. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. **Motor Function:** Students must have sufficient motor function and execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required for physician assistants are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the suturing of simple wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. **Sensory:** Since PA students need enhanced ability in their sensory skills, it will be necessary to evaluate for candidacy those individuals who are otherwise qualified, but who have significant tactile sensory or proprioceptive disabilities. This includes individuals with previous burns, sensory motor defects and malformations of upper extremities.
5. **Mobility:** Mobility to attend to emergencies and to perform procedures such as CPR is required.
6. **Visual Integration:** Consistent with ability to assess asymmetry, range of motion, and tissue color and texture changes, it is essential for the evaluation and treatment of the patient.
7. **Intellectual, Conceptual, Integrative, and Quantitative Abilities:** The student must be able to demonstrate ability in measurement, calculation, reasoning, comparison and contrasts, analysis and synthesis, and problem solving.
8. **Behavioral and Social Abilities:** Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive relationships with patients and co-workers. Students must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in treating patients' problems. Demonstration of compassion, respect, integrity, concern for others, sound interpersonal skills, interest, and a motivation to provide care to a diverse

patient population and with different lifestyles will be assessed during the admissions and education process. Students must also possess the ability to work effectively as a team member.

9. **Participation in Physical Diagnosis and Skill Laboratories:** Active participation in physical diagnosis and skill laboratories is an admission, matriculation, and graduation requirement. The development of diagnostic and procedural skills is taught in the first year courses. This learning requires active participation in all laboratory sessions. During the first year in the laboratory setting, a variety of people representing both genders and individuals with different body types to simulate the diversity of patients expected in the practice setting will be examined. Being examined by other students helps the student appreciate how the examination feels from the patient's perspective, and enables students to provide feedback to their laboratory partners, thus enhancing their skills. Reading and observation, although helpful, do not develop the skill required to perform the basic physical examination. Each student is required to actively participate in all skills and development laboratory sessions.

CURRICULUM

August 22 -23, 2007 New Student Orientation

Session I	August 27, 2007 – December 14, 2007 (16 wks)	CH	SH
1. PA 600	Basic Science Foundations/Principles of Pharmacology	45	3.0
2. PA 609	Anatomy w/Lab	75	3.5
3. PA 612	Microbiology/Laboratory Medicine	45	3.0
4. PH 607	<i>Biostatistics</i>	45	3.0
5. PH 608	<i>Behavioral and Social Aspects of Public Health</i>	45	3.0
Totals		255	15.5

Session II	January 2, 2008 – April 18, 2008 (16wks)	CH	SH
1. PA 620	Clinical Medicine I (Ortho/Rheum/Hem/GI)	75	5.0
2. PA 604	Clinical Applications I w/Lab	60	3.0
3. PA 608	Pharmacology I	30	2.0
4. PH 606	<i>Health Education and Promotion</i>	45	3.0
5. PA 613	Medical Ethics	30	2.0
6. PH 618	<i>Epidemiology</i>	45	3.0
Totals		285	18.0

Session III	April 28, 2008 – August 8, 2008 (15 wks)	CH	SH
1. PA 622	Clinical Applications II	45	2.0
2. PA 618	Pharmacology II	30	2.0
3. PA 619	Clinical Medicine II (ENT/Resp/ CV/ renal/ID)	105	7.0
4. PA 624	Behavioral Medicine	30	2.0
5. PH 647	<i>Program Evaluation & Needs Assessment</i>	45	3.0
6. PH 614	<i>Essentials of Global Health</i> <i>or</i>		
7. PH 620	<i>Health Disparities & Community Organizing</i>	45	3.0
Totals		300	19

Session IV	August 25, 2008– December 12, 2008 (16wks)	CH	SH
1. PA 627	Pediatrics/Geriatrics	45	3.0
2. PA 663	Emergency Medicine	30	2.0
3. PA 660	Pharmacology III	30	2.0
4. PA 661	Clinical Medicine III (endo/neuro/reproductive/derm)	105	7.0
5. PA 662	Clinical Applications III	45	2.0
6. PA 625	Surgical and Clinical Skills w/Lab	45	2.0
7. PH 619	<i>Research Methods</i>	15	1.0
Totals		315	19

Session V-VII	January 5, 2009 – January 15, 2010 (54 weeks)	CH	SH
1. PH 600	January 5 – February 13, 2009	Public Health Field Experience	160 4.0
2. PA 636	February 16 – March 27, 2009	Family Practice	240 6.0
3. PA 637	March 30 – May 8, 2009	Family Practice	240 6.0
4. PA 631	May 11 – June 19, 2009	Internal Medicine	240 6.0
5. PA 635	June 22 – July 31, 2009	OB/GYN	240 6.0
6. PA 634	August 3 – September 11, 2009	ER	240 6.0
7. PA 632	September 14 – October 23, 2009	Surgery	240 6.0
8. PA 633	October 26 – December 4, 2009	Pediatrics	240 6.0
9. PA 638	December 4 – January 15, 2010	Elective	240 6.0
Totals		2080	52

Session VIII	January 18, 2010 – April 16, 2010 (13 wks)	CH	SH
1. PA 668	MSPAS Summative Course	45	3.0
2. PH 645	MPH Capstone	45	3.0
3. PH 604	Health Services Administration	45	3.0
4. PH 648	Environmental Health	45	3.0
Totals		180	12

Equipment and Supplies

Supplies

- One pair of surgical scrubs for anatomy lab
- Wrist watch with second hand
- A computer is highly recommended with internet access (preferably a DSL line for faster connectivity). You will need access to your e-mail as the program and college use e-mail as the primary method of communication. Blackboard, a computer based educational platform used by the program for course materials and grades will also need to be accessed by students through the Web. If you do not have your own computer, you do have access to computers on campus.
- Personal Data Assistant (PDA) –is an optional item. The program uses an electronic web-based tracking system for the clinical year, however a PDA is **not** required for this software.

Medical equipment

Depending on the exact equipment models and/or styles you choose the cost of your medical equipment will range from about \$600 to \$1200.

Diagnostic Set – oto/ophthalmoscope (averages \$450-\$600)

Stethoscope (depending on type – ranges from \$40-\$400)

Blood Pressure Cuff (ranges from \$50-\$160)

Tuning fork C-128 (approx \$10)

Tuning fork C-512 (approx \$10)

Reflex Hammer (approx \$10-\$15)

Pocket eye chart/ruler (approx \$2)

Books

Students can plan on spending approximately \$1,000 to \$3,000 on required textbooks. Course syllabi and the Program Book List also include recommended books which students are not required to purchase but may wish to have as important reference materials. In addition, Touro University library provides access to many on line

textbooks, some of which are the required texts for courses. If an on-line required course text is available, purchase of a hard text is optional as long as the student has computer access. For those texts not available on-line, students are expected to have required text by the beginning of class for each session.

JOINT MSPAS/MPH PROGRAM DIRECTORY

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SECTION III

JOINT MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES/MASTER OF PUBLIC HEALTH PROGRAM

STUDENT HANDBOOK OF PROGRAM ACADEMIC POLICIES

Purpose of this Section

The section contains policies and requirements which govern academic performance and professional conduct for all Joint Master of Science in Physician Assistant Studies/Master of Public Health Program students 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 behavior and conduct 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 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 other rules or regulations. The Program is responsible for graduating competent PAs and as such maintains the right to refuse to matriculate or graduate a student deemed by the faculty to be academically or professionally incompetent or otherwise unfit or unsuited for continued enrollment in the Program.

The Joint MSPAS/MPH Program specific policies are in addition to and may be more stringent than the Touro University policies.

Please read this section carefully and thoroughly. Students are expected to refer to these policies as needed.

Program Policies and Procedures

Attendance

The Joint 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. The Program requires all students to be available for class and instructional activities from 8 AM – 9 PM Monday through Thursday and 8 AM – 3 PM on Friday regardless if classes are scheduled. Due to the nature of the program, courses, lectures and exams may need to be moved on

short notice. Students are not permitted to take “time off” during academic sessions unless they are University defined holidays. 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. Required attendance or specific attendance policies are at the discretion of individual course coordinators and will be defined as such in the course syllabus.

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 Time Away Requests

While it is the policy of the program that student attend all classes, labs and other program related functions, the program understands student may have exceptional events which might keep them from classes or program activities. Any student requesting time away for an exceptional event must complete and submit this form **and** make an appointment with the Associate Program Director at least **one month** in advance of the event. Time off may be granted for **no more than 3 days**. The approval of each request is made on an individual basis and there is no guarantee the approval will be granted.

In the event the request is granted, students are responsible for all material missed including examinations. If a student will be missing an examination, they are to expect to take that exam immediately upon return to campus. This exam may be in a different format than the original examination given to the rest of the students.

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.

Grading

At the end of each course, a grade for each student will be submitted to the Registrar. The Joint MSPAS/MPH Program makes use of a numerical system based out of 100% for grades, rather than a letter. 70% and above is consider passing in the program. In addition the program uses P (pass) and U (no pass/fail) for courses and clinical rotations which are designated as pass/fail.

At the end of each rotation, a grade for each student will be submitted to the Registrar by the Program Director.

It is the policy of Touro University that scores of $\geq .5$ are rounded up. Grades are recorded numerically on all transcripts with the exception of pass/no pass courses.

Definition of Grades

In addition to numerical grades, the program also uses:

P - pass
U 0-69 Unsatisfactory
U/P Unsatisfactory with successful remediation
I Incomplete
W Withdrawal
W/U Withdrawal Unsatisfactory

- Satisfactory – A 70% or above in each course is considered a satisfactory grade.
- Pass (P) - Satisfactory completion of a clinical rotation or course 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 successful remediation (U/70 or U/P)

If an unsatisfactory performance has been successfully remediated a U/number will replace the U on the transcript (i.e. U/70). The “U” denotes the initial grade of unsatisfactory and the “number” represents the final recorded grade for the course in which a student has been re-examined and which will not exceed 70%.

- 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 during the academic sessions must be replaced before the student enters the clinical phase. 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.

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).

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).

3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.

4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

5. Obtaining a copy of examination questions prior to taking the exam, obtaining a copy of a previous year's examination or questions or reproducing a data base of test questions from memory.

A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and immediately report them to the Program, who will in turn report them to the Dean of Students (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 or clinical exercise. It would be improper, for example to document information regarding a patient which you "wrote in" but did not directly obtain.

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 in Section I, Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Touro University.

Evaluation of Student Performance

The modalities listed below are used to evaluate student performance during the Academic Phase

1. Written examinations and quizzes.
2. Class/Lab/Seminar assignments, papers, and oral presentations.
3. Class/Lab/Seminar attendance and/or participation.
4. Lab examinations.
5. History and Physical Examination assignments
6. Practical Examinations: (a) Physical Examination skills
(b) Procedure Competency Evaluations
7. OSCE's
8. Summary Comprehensive Written Examination and OSCE
9. MPH Capstone Project: Presentation & Paper

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 who arrives late to an examination will not be given additional time to complete the exam. If a student arrives 15 minutes or more late from the exam start time, it will be the prerogative of the course coordinator to determine if the student will be permitted to take the exam or whether the exam will be rescheduled for that student. If the exam is rescheduled, the exam will cover the same subject material as covered by the original examination, however the exam may be in a different format than the original examination. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination.
3. A student unable to attend a scheduled examination for any reason must immediately notify the course coordinator (in person or via voice or e-mail) as soon as possible **prior** to the start of the exam. The course coordinator will determine whether the absence is excused or unexcused. A physician's note for absences due to illness may be requested by the program.
4. In the case of an excusable reason, the make-up examination will occur as soon as the student return to campus. The date and time will be determined by the course coordinator. Students missing an exam must contact the course coordinator to discuss the scheduling of the examination upon their return to campus. Although make-up examinations test the same subject material as covered by the original examination, they may be different in format than the original examination.
5. Failure to make up the examination within the specified time period will result in a grade of "Zero" for that examination.
6. If a student fails to appear for an examination and fails to notify the course coordinator **prior** to the exam or misses an examination with an unexcused absence, formal documentation will be placed in the student file. In addition the student will receive a grade of zero for the exam and no make up exam will be offered. Such behavior is considered unprofessional and may result in disciplinary action.
7. 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. Retaining an examination 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 and/or getting help from another student during the exam are all 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 are permitted to review their exams within 10 days of the exam grades being posted. Student may review their exam *only once* for a period of time equal to half the time allotted for the exam (e.g. exam time allotted was 60 minutes, maximum review time is 30 minutes). **Once the 10 days have passed no examination may be reviewed.**

Test review may be suspended if a class member has not taken the exam yet. Once that student has completed the exam, the 10 review period will open once that grade is posted.

During exam review students are not permitted to have any writing or recording implements, paper, books, cell phones etc. Only one exam may be reviewed at a time. Exam reviews are permitted during the established hours through the program executive assistant.

If a student wishes to challenge an exam question, he/she must complete a request for question review form and submit it to the course coordinator within 10 days of the exam grades being posted. The challenge must include reference to the course texts or materials and documentation substantiating the challenge. The challenge will be reviewed by the course coordinator or designated faculty, who will render a decision. If the review is denied, the student who submitted the review will be notified. If it is granted, the program reserves the right to determine the manner in which the question is handled. The program may throw out the question causing the exam to be re-scored with one less point. This may cause some students to receive a lower score because a question was thrown out. In the event two answers are correct, both answers may be accepted and the exam re-scored. Exam review or test question challenges will not be

permitted after the 10 day period. After this point, no challenges will be accepted and all grades are final.

Academic Advising

All students will be advised by faculty associated with the Joint MSPAS/MPH Program. Students must meet with their faculty advisor at least one time per session to review their progress and advise them on their academic schedule. It is the student's obligation and responsibility to arrange this appointment. Failure to do so will constitute unprofessional behavior and will be documented (see page).

Students are encouraged to meet with their advisor more frequently if they feel they are having problems academically. It is desirable to identify problems at an early stage and bring these to the attention of your advisor so that remedies can be developed and implemented. The Dean of Students, tutoring, and faculty assistance are available to help students experiencing difficulty. It is the responsibility of the student to request help.

Grievance Policy

Students may present general grievances, concerns or suggestions for improvement to the Program Director or the Associate Program Director at the Town Hall meetings. The purpose of these meetings is to encourage open communication between the students and Program administration, and to give the Program Director an opportunity to share new information about the Program. Our goal is to encourage feedback from the purpose of quality improvement. Students should voice their concerns in a thoughtful and constructive manner. These sessions should deal with general topics only. Any specific situation involving specific faculty members, specific students or individual student's grades should be addressed in individual sessions as outlined below.

Grievances with a specific faculty member should initially be addressed directly with the faculty member unless the nature of the complaint is such that the student feels uncomfortable doing this. Complaints should be expressed using a diplomatic, reasoned approach with the goal of quick amicable conflict resolution, if possible. If the student feels uncomfortable approaching the involved faculty member for whatever reason, or if they have not been successful at resolution of the conflict with the faculty member, they should register the grievance with the Associate Program Director. If the student feels uncomfortable approaching the Associate Program Director or if they have not been successful at resolution of the conflict with the faculty member or Associate Program Director, they should register the grievance with the Program Director.

If the grievance is with the Program Director, or if they have not been able to resolve a conflict at that level, they should contact the Dean of Students.

If the grievance is with the Dean of the Students, they should contact the Office of the Provost. Violations of the Code of Responsibilities and Rights of the Students should be addressed using the policies outlined in the Section I of this _handbook.

Leave of Absence and Withdrawal

Students can request a Leave of Absence for medical and personal reasons or withdraw from the Program. They must request these in writing to the Program Director and they must follow all procedures outlined in Section I of the handbook regarding University policies and procedures. Leave of absence may be requested for up to 3 months. If a student needs additional time, they must submit a letter to the Program Director requesting additional time. The student must complete the entire program within 50 months, which includes any Leave of Absence the student may take.

Students on Leave of Absence may be required to complete and pass competency written examinations, practical examination, and H&P or SOAP assignments as a pre-requisite for re-entry into the Program. They may also be asked to audit certain classes and/or labs. This will be outlined in a contract that must be signed by the student. These measures are designed to assure that the student has sufficient current mastery of previously presented material.

Students granted a Leave of Absence for medical reasons are required to provide a statement (forms available through Office of Student Affairs) from their medical provider clearing them to return to class, and academic or clinical duties. Students returning from a Medical Leave of Absence must be able to meet the Program Technical Standards.

Employment

The Joint 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 strongly discourages outside employment. If a student feels that it is necessary to work while in the program, it is advisable that the student inform their faculty advisor of this. Program expectations, assignments, schedules, deadlines, and responsibilities will not be altered to adjust or accommodate working students. It is expected that their employment will not interfere with their learning experience.

Students may work within the institution while participating in the Federal Work Study Program as long as 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 Joint 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 Joint

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 Joint 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 Health, Immunizations, Health Insurance and Background Checks

Students are required to maintain their immunizations and keep their health insurance up to date while in the program. Students whose immunizations are not up to date will be removed from classes or from clinical rotation until such time as the deficiency is corrected. No exceptions will be made. All records should be submitted to and are kept in the Office of Student Health.

All students will also undergo a background check now required prior to placement on clinical rotations. Some sites may also require drug screening.

All costs associated with injuries or illnesses acquired during clinical training including physician visits, diagnostic tests, treatment, and prophylactic medications or immunization must be incurred by the student. It is for this reason that the Program and all clinical sites require that students have current health care insurance while in the Program. Students should evaluate their health care insurance coverage as hospital treatment and prophylactic medications can be costly.

CPR Certification

Students are required to obtain and maintain current CPR certification from the American Heart Association at the Healthcare Provider level beginning in Session 4 of the academic phase. Certification is required in order to receive Advance Life Support Training (ACLS) which is offered by the Program. Copies of CPR certification cards must be submitted to the Program no later than October 1 of Session 4. Students not submitting these documents will not be permitted to participate in ACLS training and will not be able to begin clinical training.

Change of Address, E-mail Address or Phone Number

Students are required to keep the Program informed of any changes to mailing address, e-mail address and/or phone numbers within one business day of the change.

Student Activities Related to Professional Activities

The Joint 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 Joint 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 academic coordinator or clinical coordinator, 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.

Academic and Professional Progress

Satisfactory academic and professional progress must be evident and maintained by all students in the Program in order to progress through the curriculum. In the event a student fails to progress academically or professionally, the student will be referred to the Joint MSPAS/MPH Student Promotions Committee.

Students must complete and pass all academic level courses in Sessions I-IV before they can progress to the clinical phase of the program.

Academic Progress

Satisfactory academic progress must be evident and demonstrated by students in the program in order to progress academically. Any failure to progress academically up to and including the failure of a course will be cause for referral to the Joint MSPAS/MPH Student Promotions Committee (SPC).

Professional Progress

Professionalism is as important as, and holds equal importance to academic progress. Students are expected to demonstrate the legal, moral and ethical standards required 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, and morals, etc displayed by the students to faculty, staff, preceptors, peers, patients, colleagues in health care and other educational settings and the public. The Program expects nothing short of respect and professional demeanor at all times.

Code of Conduct / Professional Promise

Success in the physician assistant profession requires certain behavioral attributes including: empathy, respect, discipline, honesty, integrity, the ability to work effectively with others in a team environment, the ability to follow direction, and the ability to address a crisis or emergency situation in a composed manner. The Accreditation Review Commission on Education for the Physician Assistant states, "The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient's welfare are essential attributes". Adherence to these attributes requires that physician assistants and physician assistant students exhibit a high level of maturity and self control even in highly stressful situations or in difficult circumstances and situations.

In keeping with these precepts, physician assistant students must conduct themselves in a demeanor that is nothing less than professional and consistent with appropriate patient care. Students will be evaluated not only on their academic and clinical skills but also on their interpersonal skills, reliability, and professional and behavioral conduct.

- 1) Respect: Students are expected to treat all patients, faculty, university staff, clinical preceptors, health care workers, and fellow students with dignity and respect. Students are expected to be able to follow direction and to appropriately express concerns in a professional and respectful manner. Conflicts are to be resolved in a diplomatic and reasoned manner. Students should be sensitive to, and tolerant of, diversity in the student and patient population. PA training requires a close working environment with other students and includes physical examination of fellow students and discussion groups that may reveal personal

information. These situations must be approached with respect for the privacy, confidentiality, and feelings of fellow students.

Students should offer criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, which include demeaning, offensive, argumentative, threatening language/behavior, or language that is insensitive to race, gender, ethnicity, religion, and sexual orientation will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites. Students shall not display disruptive or obstructive behavior at the university or at clinical sites. Any concerns brought to the program regarding the student will be addressed and discussed with the student should an issue arise.

- 2) Flexibility: PA training involves instruction from practicing clinicians with unpredictable schedules. At times, lectures or clinical session times may need to be adjusted with short notice. We believe the advantage of utilizing practicing clinicians outweighs this inconvenience, and require students to be flexible and tolerant of changes. Student schedules in the academic and clinical year may involve night and weekend hours.
- 3) Integrity: Students are expected to follow all policies in the Student Code of Conduct outlined in this handbook and the Clinical Rotation Handbook including those pertaining to academic honesty. Infractions such as forgery, plagiarism, stealing/copying tests, and cheating during examinations will not be tolerated. PA students are also expected to display the highest ethical standards commensurate with work as a health care professional. Some of these are outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession published by the American Academy of Physician Assistants (see Appendix A). Students shall report any illegal or unethical activity to the Program Director, Associate Program Director or Clinical Coordinator. Students may not accept gifts or gratuities from patients or families. Breaches in confidentiality, falsification of records, misuse of medications, and sexual relationships with patients will not be tolerated.
- 4) Identification: Students must always identify themselves as “**physician assistant students**” to patients and clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants. Students must wear a short clinical jacket with the Program patch while at all clinical sites unless instructed not to do so by the clinical site or the Program. Students must always wear their Program-supplied nametag while at clinical sites. While in the Program students may not use previously earned titles (i.e., RN, MD, DC, Ph.D., Dr etc.) for identification purposes.
- 5) Confidentiality: Students must respect the confidentiality of patients and fellow students and are not permitted to discuss any patients by name outside the

clinical encounter situation. For academic presentations and H&P and/or SOAP assignments, all identifiable information must be removed as per HIPAA requirements.

- 6) Health and Safety: Students shall not exhibit any behavior that that may jeopardize the health and safety of patients, faculty, or fellow students.
- 7) Nondiscrimination: Students shall deliver health care service to patients without regard to their race, religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.
- 8) Student Role: Students at clinical sites must always work under the supervision of a preceptor. They may not function in the place of an employee, or assume primary responsibility for a patient's care. Students shall not treat and discharge a patient from care without consultation with a clinical preceptor or supervisor. Students shall perform only those procedures authorized by the Program, clinical site, and preceptor. Students must adhere to all regulations of the Program and the clinical sites. Should any questions arise regarding a specific situation the student is expected to contact the program immediately for guidance and direction.
- 9) Impairment: Students shall not appear at the university or clinical sites under the influence of alcohol or drugs.
- 10) Attire- Students at clinical sites, during professional activities and Objective Structured Clinical Examinations (OSCE's) are expected to dress in conservative professional attire, and present a clean and neat appearance. Hair should be neatly groomed and students should be conscious of personal hygiene. Students must avoid soiled or revealing clothes. Men should wear a tie. Jeans and sneakers/athletic shoes are not permitted. Students should wear a short white clinical jacket with the Program patch at all times except when specifically requested not to do so by the preceptor. Students are not to not wear full-length lab coats.
- 11) Timeliness/Lateness/Leaving Early- Students must report to all classes, labs, seminars, call-back days and clinical sites at the scheduled time. Students must also return messages from the PA Program, faculty, clinical preceptors, patients, and clinical sites in a timely manner (within 24 - 36 hours).

In the Clinical Phase it is the responsibility of the student to report to clinical sites promptly at assigned times designated by the preceptor. If a student feels he/she will be late they must contact the preceptor coordinator. Students must report to, and stay at the site the entire time designated on their approved schedule and are not to leave early without preceptor and Program approval. Students must also submit all required assignments and forms by their designated due date.

Repetitive lateness (more than one time), leaving early, unreported lateness or leaving early, or recurrent (more than one time) paperwork tardiness will result in lowering of a grade, and may result in further disciplinary action such as suspension for multiple infractions, or dismissal from the program if these occur three times or more in the Clinical Year. Students must report to all Call-Back Days on time and stay for the entire seminar.

Attendance and timeliness are important aspects of professional behavior. Repetitive lateness, absences, leaving early, or paperwork/assignment tardiness in any portion of the Program may result in disciplinary action.

Professional progress is as important as academic progress and any instance by a student that demonstrates unprofessional behavior will be addressed accordingly.

Students must adhere to the professional standards and Code of Conduct. Failure to do so will result in the following:

- I. First incidence of unprofessional behavior
 1. The Program will document the incident in writing and the student will meet the faculty. This documentation will go on the student's permanent record.

- II. Second incidence of unprofessional behavior
 1. The student will be automatically referred to the SPC Committee.
 - a. The Committee will meet to determine a course of action for the behavior that can include but is not limited to corrective or disciplinary action, probation and dismissal.

Guidelines for conduct specific to the clinical training experiences are outlined in the "Responsibilities of the Students" section of the Clinical Rotation Handbook. These also must be fully understood and adhered to.

Joint MSPAS/MPH Student Promotion Committee (SPC)

The Joint MSPAS/MPH Student Promotions Committee (SPC) is made up of faculty members from the Joint MSPAS/MPH Program and other representatives from other university departments. This committee is charged with the monitoring of all Joint MSPAS/MPH students both academically and professionally, and reviews the cases of students who meet the criteria for probation or dismissal. The SPC may review student records and discuss student records with appropriate faculty members and/or preceptors in determining an appropriate course of action for students experiencing academic and/or professional conduct difficulties in the program. The SPC may choose to request the appearance of the student during an SPC meeting. The committee can recommend remedial or corrective actions, probation, or dismissal. They can also recommend repeating of courses, clinical rotations, entire sessions or the academic year. Recommendations are on an individual basis after considering all pertinent

circumstances in each case. The committee's recommendation must be approved by the Program Director. Once approved, the Program Director issues a letter of decision to the student regarding their status in the program.

Since the program only offers courses once a year, if the SPC recommends that a student must repeat an entire session, this would mean that the student must withdraw from the program for one year until that session is offered again. A place will be held for the student to return into the program at the beginning of the session which must be repeated. In addition, the student must demonstrate maintained competency in all previous coursework successfully completed and may be given re-entry competency examinations prior to their return. The SPC may also require, recommend or suggest auditing previously taken courses or laboratory classes, to ensure continued competency in previously learned material. A student must pass the re-entry competency exams with a minimum score of 75% in order to continue in the program. Failure of any re-entry competency examination would refer the student back to the SPC and may enter the student into a category for dismissal.

Failure to comply with requirements put forth by the Committee and Program Director will be considered unprofessional conduct and will place a student in the category for dismissal.

Probation

Academic probation is the result of unsatisfactory scholarship or professionalism; it is a warning to the student and an opportunity to improve. Probation defines as a period of time during which the student's academic/clinical progress and/or professional conduct will be closely monitored by the Student Promotion Committee.

Students must meet the minimum standards and requirements set by the Joint MSPAS/MPH Program and Touro University in order to remain in good academic standing.

Criteria for probation

- failure of a course
- failure of a clinical rotation. A student who earns a failing grade in any clinical rotation will be placed on probation and will be required to repeat the rotation. The site and preceptors for the repeated rotation will be determined by the Program.
- session GPA < 2.5
- professional misconduct, behavior and/or attitude inconsistent with the PA profession
- failure to abide by any of the Professional Promise/Code of Conduct Policies found in this handbook and/or failure to abide by the Clinical Rotation Handbook policies and procedures.
- failure of 2 end-of-rotation examinations on the first attempt
- verbal or written reports and/or evaluations from academic faculty, clinical preceptors or designees indicating that a student is not adhering to site

regulations, site schedule, ethical standards of conduct, limitations of student role, or that the student is not progressing academically or not demonstrating proficiency to a level where it may jeopardize patient safety. It is important to remember that some aspects of knowledge integration and clinical judgment can not be adequately evaluated by examinations alone. Observations from academic and/or clinical faculty are crucial for evaluating these critical skills

- failure to receive a satisfactory preceptor evaluation or site visit evaluation
- failure to follow and/or comply with requirements set forth by the SPC and Program Director
- failure to adhere to program policies and procedures as defined in this handbook as well as those defined in the Clinical Rotations Handbook

Terms of Probation

1. When a student is placed on probation he/she will be notified in writing by the Program and the reasons will be stated. A copy of this letter will be provided to the Dean of Students and Registrar's office.

2. When a student is placed on probation, it is noted in the student's academic file and official transcript. Subsequently, when a student successfully corrects those areas of unsatisfactory performance, this is also noted in the student's file and transcript.

3. A student will remain on probation until the terms of probation have been corrected and/or or satisfied as stated by a remediation plan. for one academic session. If probation status occurs prior to the end of a session, the student will be on probation for the remainder of the current session and throughout the entire next session.

4. A student placed on probation must acquire a cumulative GPA of 2.5 or greater by the end of the following academic session. In the case of probation placement due to professional misconduct, the program will determine the whether or not the student has achieved professional behavior. This information may be gained from faculty evaluations or preceptor evaluations or any other individuals the Program deem appropriate to the misconduct.

5. When the terms of probation have been satisfied, the SPC will notify the Program Director who will provide a letter to the student with a copy to the Dean of Students and the Registrar.

6. A student on probation may not serve as an officer of any official TU-C club or organization, or as a representative of the College at on or off campus events. If a student who is presently serving as an officer/representative is placed on probation, a substitute officer/representative will be chosen to fulfill the position until the student is removed from probation.

Remediation

Remediation is the opportunity to correct unsatisfactory performance, progress and/or professional conduct in the program. The offer of remediation is not automatic or guaranteed. Recommendations regarding remediation will be made by the SPC on an individual basis after considering all pertinent circumstances in each case and with a final decision made by the Program Director. Any student placed on probation for academic or behavioral reasons and offered remediation must fulfill all the terms of the contract of the remediation plan within the designated time frame or face actions including but not limited to dismissal. **Remediation is to be regarded as a privilege which must be earned by a student** through demonstrated dedication to learning, and active participation in the educational program to include but not limited to overall academic/clinical performance, regular attendance, individual initiative and utilization of resources available to him/her.

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. The student must score at least a 75% or greater to successfully pass the re-examination. The maximum score for a re-examination is 70%. The maximum grade for a re-mediated course is U/70.
2. Repeat a clinical rotation.
3. Develop of contracted plan which outlines and defines a remediation program, successful remediation criteria and the responsibilities of the student .
4. Repeat the entire session.
5. Repeat the course or courses failed the next time the course(s) is offered.
6. Repeat the academic year. The student will be required to repeat all course offerings.
7. Re-entry competency requirements. A student may be required to demonstrate continued competency in previously learned material if their remediation plan involves extended time away from studies such as in the case of repeating an entire session or academic year.
8. Require, recommend or suggest auditing previously taken courses or laboratory classes, to demonstrate continued competency in previously learned material if their remediation plan involves extended time away from studies such as in the case of repeating an entire session or academic year.
9. Require corrective action on the part of the student for unprofessional behavior and/or misconduct. This may include but is not limited to direct apologies, letter's of apology, ongoing monitoring and reports of professional behavior corrections by faculty, preceptors etc.

If the SPC approves a student to remediate, the student will be removed from probation only after successfully remediation is demonstrated as stated in the student contract 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.

Students who fail a re-examination will fail the course, will be placed on probation and will be referred to the SPC committee and may be in the category for dismissal.

Students who fail to meet the requirements of a remediation contract or competency exam will be referred to the SPC committee and may be in the category for dismissal.

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

Dismissal

It should be clearly understood that Touro University - California, Joint MSPAS/MPH Program 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.

Criteria for dismissal

- failure of 2 or more courses or rotations over the course of the program
- session GPA < 2.0 for more than one session
- probation for 2 or more sessions throughout the duration of the program
- failure of a repeated or remediated course
- failure of re-entry competency examinations
- two or more occurrences of professional misconduct, behavior and/or attitude inconsistent with the PA profession
- students on probation who fail to comply with or complete a remediation program within the defined time frame
- failure of 3 or more end-of-rotation examinations on the first attempt
- failure of re-examination under a remediation plan
- students on probation who continue to receive verbal or written reports from academic faculty, clinical preceptors or designees indicating that a student is not adhering to site regulations, site schedule, ethical standards of conduct, limitations of student role, or that the student is not progressing academically or not demonstrating proficiency to a level where it may jeopardize patient safety
- two or more occurrences of failure to follow program policies and procedures as defined in this handbook as well as those defined in the Clinical Rotation Handbook.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. The SPC recommends dismissal to the Program Director. The Program Director 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.

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 MSPAS Summative course
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 50 months following matriculation

Master's Capstone

Each student is required to conduct a 'capstone' project i.e., a project to cap off his or her learning experience in the MPH program. Students will choose from a population of individuals and study some common health-related problem of this population with an eye toward ultimately improving the health of that population.

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 its 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.

APPENDICES FOR SECTION III

**Guidelines for Ethical Conduct for
the Physician Assistant Profession
can be found at:**

**[http://www.aapa.org/manual/22-
EthicalConduct.pdf](http://www.aapa.org/manual/22-EthicalConduct.pdf)**

