

2023-2024

**STUDENT
HANDBOOK**



**TOURO COLLEGE
OF DENTAL MEDICINE**

TOURO UNIVERSITY



TOURO COLLEGE OF DENTAL MEDICINE

TOURO UNIVERSITY



Student Handbook

2023-2024

dental.touro.edu

ACCREDITATION

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

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 N. Orange Street, MB #166 Wilmington, DE 19801, (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses in Illinois, Berlin, Jerusalem, and Moscow. For additional information, visit [Middle States Accreditation](#).

Touro University California (TUC) and its Nevada branch campus (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of Touro University, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUCC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within Touro University, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is part of Touro University. HTC is accredited by the Higher Learning Commission (HLC).

Touro College of Dental Medicine at NYMC is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Illinois 60611 ([Tel:800-621-8099](tel:800-621-8099) or 312-440-4653) and currently has a status of Accreditation without Reporting Requirements.

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement, see <https://www.touro.edu/non-discrimination/>.

IMPORTANT NOTICE

This Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Handbook is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism, shall next be submitted to non- binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

GENERAL DISCLAIMER

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and posted prominently on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19 RELATED CLINICAL PROCEDURES

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

TABLE OF CONTENTS

Touro University Mission Statement.....	1
Touro College of Dental Medicine Mission	2
Mission Statement.....	2
Touro College of Dental Medicine Goals.....	2
The Touro College of Dental Medicine Competencies for the Pre-Doctoral Curriculum.....	3
Dental Student Oath.....	5
Academic Calendar 2023 - 2024.....	6
Campus Facilities.....	6
NYMC Office of Public Safety.....	7
Touro University Campus Security Policies.....	9
Parking Policy.....	10
Touro University Libraries	11
Touro College of Dental Medicine- Library Resources	11
New York Medical College Library	12
Student Housing at NYMC.....	13
Student Support Services	13
Office of Academic and Student Affairs	13
Office of Admissions	14
Office of the Registrar	14
TouroOne Portal.....	15
Permanent Address	16
Change of Name	16
Office of Financial Aid.....	16
Application Process	17
Program Terms and Eligibility.....	18
Standards of Satisfactory Academic Progress	20
Refund Policies for Withdrawal from Program.....	20
Office of the Bursar	21
Section 103 Provisions for Veteran Students: Pending Payment Compliance for Eligible Students.....	22
Student Health Services	22
Blood and Body Fluid Exposure (Needle Stick) Policy	23

Students Infected with Blood-borne Pathogens Policy.....	23
Student Health Insurance	23
Medical Records	23
New York State Proof of Immunization Requirement	24
Student Disability Insurance	24
Liability Insurance	24
Students with Disabilities	24
Student Rights and Responsibilities.....	25
Office of Student Academic Support.....	27
Student Peer Tutoring Program	27
Student Mental Health and Wellness.....	28
Student Club/Organization Registration and Approval Policy and Procedures	30
Institutional Identity Policy.....	32
Student Fundraising Policy.....	32
Academic Records	32
Disciplinary Records.....	33
Academic Rules and Regulations	33
Student Academic Performance Review Committee (SAPRC)	33
General Academic Standards.....	34
Grading System and Credit Hours	34
Grade of “Incomplete” (INC)	35
Grade Point Average (GPA).....	36
Re-examination.....	37
Remediation	37
Appeal.....	37
Tuition Charges for Remediation.....	38
Promotion.....	38
Class and Examination Policies	39
Policy on Student Attendance and Absence	39
Examination Attendance Policy.....	40
Laboratory Attendance Policy	40
Jury Duty.....	41

Leave of Absence.....	41
Withdrawals	42
Academic Difficulty and Additional Activities	43
Degree Works	43
Graduation.....	43
Graduation Requirements	43
Graduation Application.....	44
Maximum Time Frame (Six-Year Rule).....	44
Transcripts.....	45
Academic Requirements for Advancement and Graduation	46
Academic Dismissal.....	46
Failure to Advance	46
Dismissal.....	46
Referrals.....	47
Appeals	47
Post-Graduate Placement	47
Integrated National Board Dental Examination (INBDE) Requirements.....	48
Residency Process.....	49
Dental Matching Process	50
Touro College of Dental Medicine Honor Code.....	51
Touro University Code of Conduct.....	52
Touro University Social Media Policy	53
Adjudication of University Code of Conduct Violations	53
Touro University Academic Integrity Policy.....	56
Alternative Dispute Resolution.....	67
Failure-to-Educate and Liability Disclaimer	69
Touro Policy on Bias-Related Crimes	70
Policy on Title IX and Sexual Misconduct.....	71
Title IX Grievance Policy	71
Title IX Coordinator.....	71
When Title IX Applies.....	72
Sexual Misconduct.....	73

Student Complaints.....	74
Commission on Dental Accreditation Compliance.....	75
Policy on Drugs and Controlled Substances.....	76
Student Responsibilities and Rights.....	77
Campus Citizenship	77
Standards of Classroom Behavior.....	77
Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings.....	77
Internet Services and User-Generated Content Policy.....	78
Acceptable Use Policy for Information Technology	78
Dress Code	79
Anti-Hazing Policy	79
No-smoking policy (including the use of electronic cigarettes or vapor devices).....	80
Policy on Professional Conduct.....	80
Confidentiality of Student Education Records	81
The Family Educational Rights and Privacy Act of 1974 (FERPA).....	81
Athorization for Non-Disclosure of Directory Information.....	82

Revised and reissued November 2023.

TOURO UNIVERSITY MISSION STATEMENT

Touro University is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate, graduate, and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a university where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the university are based on two fundamental components, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" These values mirror Touro's commitment to quality education as well as integrity, inclusivity, equity and respect for all members of the Touro Community.

The following goals support Touro's Mission:

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the College's academic offerings.
2. To promote inclusivity, ethical behavior, and social responsibility through the curriculum and community outreach.
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches.
4. To advance faculty and student research and scholarship.
5. To promote educational opportunities and access, focused on the student experience and student success.

TOURO COLLEGE OF DENTAL MEDICINE MISSION

The Touro College of Dental Medicine (TCDM) is a teaching and research institution, committed to innovation and diversity. Integrating the principles of [Touro's mission](#), the hallmarks of the DDS program are a strong academic education and community involvement. The Touro College of Dental Medicine has a basic science curriculum developed in conjunction with [New York Medical College's School of Medicine](#), an allopathic (MD) medical school.

MISSION STATEMENT

The mission of the Touro College of Dental Medicine at New York Medical College is to graduate outstanding dental professionals who will utilize a complex knowledge base and sophisticated perceptual skills to deliver excellent health care service to their diverse communities with integrity, compassion, and empathy. The school is dedicated to conducting important educational and clinical research, while providing excellent dental health services to the public.

TOURO COLLEGE OF DENTAL MEDICINE GOALS

The goals of TCDM have been developed based on our mission and the education of the general dentist as defined by TCDM, but also based on those of Touro University as a whole. The goals center around four domains: Education/Teaching, Patient Care, Research, and Community Service.

Education/Teaching

1. Graduate students who are dental professionals that possess a complex knowledge base, sophisticated perceptual skills, and appropriate levels of clinical judgement and independence to begin unsupervised professional practice.
2. Ensure an educational environment where students are respected as future professionals.
3. Recruit and maintain a diverse student, faculty, and staff population.
4. Provide an educational environment where students, faculty, and staff work together to create a humanistic and character-building environment.
5. Utilize educational approaches that promote student development of critical thinking and self-assessment to prepare for lifelong learning.
6. Seek out, evaluate, and integrate new technologies for learning.
7. Construct, implement, and monitor a curriculum that systematically leads to graduating competent dental practitioners.
8. Institute faculty and staff systems to assure continued excellence and success at the College.
9. Provide recognition for faculty that improves teaching effectiveness and enhances job satisfaction.
10. Develop or participate in interprofessional programs with New York Medical College and/or other educational institutions/organizations.

Patient Care

1. Develop a patient care program that provides students with the educational and clinical experiences they need to become competent general dental practitioners.
2. Endeavor to deliver patient care that is comprehensive, evidence-based and patient centered.
3. Incorporate the latest advances in treatment, techniques, and technologies into the College's oral care clinics and practices.
4. Develop a patient care program that always treats the patients with dignity, privacy, and respect.
5. Develop and implement a plan to systematically and regularly evaluate and improve its treatment facilities, clinical programs, and protocols.

Research

1. Advance oral care knowledge through the support of research leading to improved scientific knowledge.
2. Promote excellence in the education of dental professionals through research/scholarly activity.
3. Engage students in the scholarship of discovery by promoting active participation in research.

Community Service

1. Provide oral health care for underserved populations through community-oriented service learning and interprofessional affiliations.
2. Sponsor a continuing education program to service local dentists.
3. Graduate students who understand the value of strength and diversity.

THE TOURO COLLEGE OF DENTAL MEDICINE COMPETENCIES FOR THE PRE-DOCTORAL CURRICULUM

1. Professionalism and Ethics
 - 1.1. Provide compassionate, humanistic and ethical care to a diverse population of patients.
 - 1.2. Communicate effectively with peers, other professionals, staff, patients or guardians, and the public at large.
 - 1.3. Recognize the role of lifelong learning and self-assessment in maintaining competency.

2. Critical Thinking
 - 2.1. Apply critical thinking, problem-solving skills and/or basic biomedical science foundational knowledge in the comprehensive care of patients.
 - 2.2. Evaluate and integrate best research outcomes with clinical expertise, patient values and/or basic biomedical science foundational knowledge for evidence-based practice.
3. Practice Management
 - 3.1. Comply with federal, state, and local regulations pertaining to all clinical procedures.
 - 3.2. Evaluate relevant models of oral health care management and delivery.
 - 3.3. Understand the basic principles and philosophies of practice management and have the skills to function successfully as the leader of the oral health care team.
 - 3.4. Establish and maintain patient records and assure confidentiality of information.
4. Patient Assessment
 - 4.1. Identify a patient's chief complain, general needs, past medical and dental history, and treatment expectations.
 - 4.2. Perform a clinical examination of the head and neck and intraoral structures.
 - 4.3. Apply information technology resource in contemporary dental practice.
 - 4.4. Assess the need for and apply radiographic selection criteria, perform selected intra and extra-oral radiographic procedures.
 - 4.5. Recognize predisposing and etiologic factors that require intervention to prevent disease.
 - 4.6. Interpret findings from the history, clinical and radiographic examinations, and other diagnostic procedures.
 - 4.7. Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
5. Treatment Planning
 - 5.1. Formulate and discuss with the patient an individual, comprehensive, sequenced treatment plan and alternate plans based on relevant diagnostic finding and patient considerations.
 - 5.2. Discuss etiologies, prognosis, and preventive strategies with the patient, educate the patient so they can participate in the management of their own oral health care.
 - 5.3. Identify the need for and manage timely referrals and consultation with other health care providers when appropriate.
6. Patient Care: Diagnose and Manage (i.e., refer or treat) the oral health care of the child/adolescent and adult, as well as the unique needs of geriatric, and special needs patients. This includes:

- 6.1. Dental pain and emergencies, including trauma.
- 6.2. Performing and evaluating therapies that emphasize prevention of oral disease
- 6.3. Restoring missing or defective tooth structure to proper form, function, and esthetics.
- 6.4. Patients with partial or complete edentulous areas.
- 6.5. Patients with periodontal disease.
- 6.6. Patients with pulpal disease and related periradicular pathology.
- 6.7. Patients with temporomandibular disorders.
- 6.8. Patients with malocclusion in the primary, mixed, and permanent dentition.
- 6.9. Patients with oral mucosal and osseous disorders.
- 6.10. Patients requiring oral surgical procedures.
- 6.11. Identifying and managing patients with pain and anxiety associated with dental procedures.
- 6.12. Selecting and administering and/or prescribing appropriate pharmacological agents in the treatment of patients with dental disease.
- 6.13. Applying principles of behavioral patient management and interpersonal skills as they pertain to patient-centered approaches for promoting, improving, and maintaining oral health.
- 6.14. Recognizing and managing medical emergencies that may occur in dental practice.
- 6.15. Recognize and manage complications of dental treatment.
- 6.16. Periodically assess and monitor the outcomes of comprehensive patient care.

DENTAL STUDENT OATH

I publicly acknowledge and accept the privileges and responsibilities given to me today as a dentist in training and dedicate myself to provide care to those in need.

I pledge my utmost effort to acquire the knowledge, skills, attitudes, and behavior required for the practice of dentistry, embracing opportunities to learn from patients, teachers, and colleagues.

I will seek new knowledge and teach what I have learned.

I will acknowledge my limitations and my mistakes so that I may learn from them.

As a dentist-in-training, I will uphold the TCDM Student Code of Conduct and Academic Integrity Policy.

I will respect all faculty members, students, and patients as individuals, without regard to gender, race, national origin, religion, or sexual orientation.

I will embrace the highest standards of the dental profession and pledge to conduct myself accordingly in all of my interactions.

I pledge to assist my fellow students in meeting their professional obligations. I will always place the needs of my patients above my own.

I will use my skills to care for all in need, without bias and with openness of spirit.

I will value the diversity of patients' experiences, cultures and beliefs because it enhances my ability to care for them and enriches my education.

I will strive to alleviate suffering.

Even under duress, I will not use my knowledge or skills against humanity.

To uphold these responsibilities, I will maintain my own well-being and the well-being of those close to me.

I am committed to make myself a trustworthy dentist who will practice dentistry with excellence, integrity, and devotion to my patient.

I commit myself to a life that will bring honor to my profession. I make these promises solemnly, freely, and upon my honor.

ACADEMIC CALENDAR 2023 - 2024

Please visit: <https://dental.touro.edu/dds-program/academic-calendar/>.

CAMPUS FACILITIES

19 Skyline Drive

The home of the Touro College of Dental Medicine is a 250,000 square-foot, five-floor building with ample parking, located at 19 Skyline Drive in Hawthorne, NY. The building accommodates clinical administrative, faculty and staff. It contains an auditorium, conference room, a library, and a dining facility. Also located there is the Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center – a full service, 25-machine workout area with attached yoga studio and weight room.

In addition to classrooms, the building includes a computerized testing center, a simulation lab, and a 132-chair clinic facility – which is divided into eight clinical practice units. It also includes a separate pediatric dentistry and oral and maxillofacial surgery clinic.

The offices of the Bursar and Registrar serving TCDM are located in the nearby Administration Building, also known as Sunshine Cottage.

Medical Education Center (MEC), Basic Sciences Building (BSB), and Health Sciences Library (HSL)

The Medical Education Center (MEC) is a 56,000 square-foot, four-story building, located on the NYMC campus. The MEC contains a 250-seat auditorium, module classrooms, and the anatomy laboratory.

The Basic Sciences Building (BSB) has approximately 122,000 square feet of laboratory and office

space dedicated to research. The space is configured as open laboratories with core instrument areas in order to provide maximum flexibility for the recruitment of top-level faculty scientists.

The Health Sciences Library (HSL) is located at the junction between the Basic Sciences Building and the Medical Education Center. The Library consists of approximately 19,000 square feet, with an additional 3,000 square feet at a branch location at 19 Skyline Drive. The HSL features two computer rooms, two small group study rooms, a 20-person classroom, conference room and ample study carrels.

The Health Sciences Library has enjoyed a 40 percent expansion from its previous space, offering larger areas for collections, study and teaching, and rooms for the Harvey cardiac teaching models and Educational Media Services. The second and third floors can accommodate up to 216 students in a variety of flexible configurations within nine module classrooms, each divided into small group teaching and study rooms. The entire fourth floor of the MEC is dedicated to the Alumni Gross Anatomy Laboratory. The lab is used to teach medical students in the fall and dental students in the spring.

NYMC OFFICE OF PUBLIC SAFETY

Since TCDM is on the NYMC campus, the NYMC Office of Public Safety is responsible for campus security, emergency response, investigations, crime prevention, campus shuttle operation, and management of the parking permit and identification badge program.

The Office of Public Safety oversees a team of security officers. The security staff is not armed and does not have arrest powers. For your safety, NYMC Security Officers are assigned to both fixed and motor patrols.

TCDM/NYMC Campus is also patrolled by the Mt. Pleasant Police Department and the Westchester County Department of Public Safety. The NYMC Office of Public Safety works closely with both police agencies on matters affecting the campus including parking enforcement, criminal investigations, crime prevention, and emergency response.

It is the policy of the university to promote the safety and security of the academic community on campus; to prevent any criminal or illicit activities including sexual assault or other sex offenses; to report any alleged criminal conduct to the appropriate enforcement authorities and, when appropriate, to discipline any student, faculty member, or employee after the university has conducted its investigation of the alleged conduct. Discipline may include suspension, expulsion, dismissal, or termination of employment.

The New York Medical College Security Office is located in room 223, in the Basic Sciences Building, 15 Dana Rd., Valhalla NY 10595. You may also contact the Public Safety Office by calling (914) 594-4226.

Rob Lancia is the Director of Public Safety. He can be reached directly at (914) 594-4577 or rlancia@nymc.edu.

Annual Security and Fire Safety Report ("Clery Act")

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV educational institutions, without exception, prepare, publish, and distribute an Annual Security and Fire Safety Report. This report consists of two basic parts: disclosure of the College's crime statistics for the past three years; and information about the College's current campus security policies. Prospective students and employees are entitled to request and receive a copy of the New York Medical College's Annual Security and Fire Safety Report which is available by [clicking here](#).

Paper copies of the College's Annual Security and Fire Safety Report are available at the New York Medical College Security Office located in room 223 in the Basic Sciences Building, 15 Dana Rd., Valhalla NY 10595 or by calling the Director of Campus Security at (914) 594-4577.

Timely Warnings

It is the policy of Touro College of Dental Medicine and New York Medical College to issue timely warnings, also known as security notices, for any *Clery* Act crime or a similar type of situation that is reported to campus security or is brought to the attention of campus security by law enforcement and is considered to present a serious or continuing threat to faculty, staff or students.

Class Cancellations/School Closings

Whenever a class is cancelled, an official notice will be posted on the information screens and on TCDM and NYMC Web. Every attempt will be made to place a copy of the notice on the door of the classroom.

If the school is closed due to inclement weather or an emergency, the emergency notification system will be activated (see below). In addition, a recorded announcement will be placed on the school's automated telephone system and a banner will appear on Touro's main webpage.

Rave Mobile Safety Notification System

The **Rave Mobile Safety System** is an emergency notification platform for the Touro University (TU). This platform is used to send TUAAlerts for Touro University, TLCAAlerts for Touro Law Center, and NYMCAAlerts for the New York Medical College campus. In the event of an emergency that constitutes an immediate or continuing threat to the TU community, the Department of Emergency Preparedness and/or Campus Security will issue safety alerts via email, text and voice messaging. The message will advise you as to the nature of the emergency and what actions you should take to protect yourself. The system will also be used to advise the TU community of significant changes to regular operations.

To manage your emergency notification contact information:

Students should visit the TouroOne portal at <https://touroone.touro.edu> and proceed to the Academic area on the left blue sidebar. Click the View/Update Emergency Contacts link within the "My Records" section. Click the "Update Emergency Contacts" link at the bottom of

the screen and then add a new contact or update an existing contact and click “Submit Change.” If you have any questions or problems, please contact the TouroOne Help Desk at nonstop@touro.edu or at 844-868-7666.

Non-College employees such as contractors and volunteers are not enrolled in the system but can choose to “Opt-In” to receive text messages only. Opt-in details can be obtained from Department Administrators or by contacting Robert Lancia, Director of Campus Security at (914) 594-4577.

Members of the TU community who are aware of a crime and/or potential threat to the community should immediately report the incident to their Campus Security office. Touro University locations in New York City, Long Island and Middletown, should contact Campus Security at (646) 565-6134 during regular business hours. After regular business hours you may contact the Touro Emergency Hotline at 1-88-TOURO911. Members of the New York Medical College campus should contact Campus Security at (914) 594-4226 at all times.

TOURO UNIVERSITY CAMPUS SECURITY POLICIES

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

Access to the Campus

Students must show a valid identification card to enter Touro University facilities and comply with all campus access procedures. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

Security Services

Touro University has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro University, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed-circuit television, are also used to monitor activities at many University centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until your local Law Enforcement agency arrives. They are empowered to enforce Touro’s regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. The security staff are not armed and do not have police or peace officer arrest powers.

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

Reporting Criminal Incidents & Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate University authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in student housing, you can also report any incident to the appropriate staff at your facility. The Campus Security Administrative office is located at 50 W. 47th Street 14th Floor, New York, New York 10036 and can be reached at (646) 565-6134 or via email at security@touro.edu.

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

Annual statistics on the incidence of crime at Touro University campuses and sites are published currently in the Touro University Campus Security Handbook.

Students are urged to read the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

PARKING POLICY

All TCDM students are provided unassigned parking at 19 Skyline Drive. Students are also permitted to park in Lot #1 on the main campus (behind Basic Sciences Building) after 4:00pm on Monday – Fridays and on weekends. Students are prohibited from providing others unauthorized access to any parking lot using their ID badges. All parking issues and questions should be directed to NYMC Public Safety.

Students who park in violation of posted signs will be notified by campus security to move their vehicles and are expected to do so regardless of the hour. All parking violations will be noted in the student's file. If Security cannot determine the owner of a vehicle (no sticker), the vehicle will be towed at the owner's expense. Students who have two or more violations may be referred to the Senior Director of Student Affairs for possible sanctions. Students who are parked in a hazardous manner or who do not move their car when requested to do so may be towed. All students must comply with instructions to temporarily relocate their vehicle due to a weather or other related emergency or maintenance issue. During these situations vehicles whose owners cannot be located or for some other reason cannot move their vehicle may have their car towed to another lot or space on campus.

TOURO COLLEGE OF DENTAL MEDICINE- LIBRARY RESOURCES

Touro University maintains eleven libraries for student use in the New York area – two in Manhattan, six in Brooklyn, two in Queens, and one in Suffolk County. The libraries are led by 29 professionals (24 full-time and 5 part-time) who hold Master’s degrees from institutions accredited by the American Library Association, aided by a skilled support group of 13 full-time staff members who hold Bachelor’s degrees. Hours of operation at all of the libraries are scheduled to allow ample access before and after classroom sessions. Services at all locations include library instruction, research advice, and reference assistance, which promote information seeking and evaluation skills as an integral part of the University and its programs.

Touro University librarians have developed a LibGuide specific to dental students. This research guide assists students in finding hand-picked resources and can be found at <http://libguides.tourolib.org/c.php?g=456890&p=3122295>.

In consultation with faculty, librarians have amassed a strong collection of materials specific to Touro’s health sciences programs. These resources include 9,287 e-books, 647 e-journals, 19,086 print books, and 44 current print journals, as well as electronic resource e-book collections that directly support dental students. Among these are:

- Access Medicine
- Ebook Central
- EBSCO eBook Collection
- MEDLINE
- Mental Measurements yearbook with Tests in Print

The libraries also offer links to a number of important databases, including:

- Cochrane Library Dentistry Search
- PubMed Dentistry Search
- Access Medicine Dentistry Search
- Trip Dentistry Search
- Health and Medical Collection

Touro University students access all library online materials (databases, e-books, e-journals, et al.) by signing onto the TouroOne portal.

In cases where items or resources are not available at a Touro library, library staff will reach out to non-Touro libraries to obtain them. No charge is imposed for this service.

Faculty and student workshops on information literacy are conducted regularly. Tutorials and webinars have been added to complement the library teaching and learning component. Librarians often team-teach with faculty, and embedded library sessions help to integrate information literacy into students’ coursework, and across the curricula.

New York Medical College Library

The Main Health Sciences Library is located at the junction of the Basic Sciences Building (BSB) and the Medical Education Center (MEC), right off the BSB Lobby and across from the cafeteria. The Health Sciences Library (HSL) serves all faculty, students, employees, and sponsored residents and fellows of the New York Medical College and the Touro College of Dental Medicine. The HSL fosters excellence and innovation in education, research, and scholarship through the provision of curated resources, expert services, facilities conducive to independent and collaborative learning, and wide-ranging community partnerships in support of the University mission.

The New York State Library has designated the Health Sciences Library as a Leader Electronic Doorway Library. The Library is also a Resource Library in the Middle Atlantic Region (MAR) of the [National Network of Libraries of Medicine](#) (NN/LM). The Library actively participates in the [Online Computer Library Center](#) (OCLC) global network and remains a full member of [METRO](#), the New York metropolitan area library planning cooperative. [Loansome Doc](#) use is promoted and encouraged; METRO card access for the public is honored via local libraries. The Library is also a founding member of the [HILOW+](#) library consortia, composed of health sciences libraries in the upper Westchester County and Hudson Valley region of New York State.

Health Sciences Library (HSL) Information

Mailing address: Health Sciences Library, 15 Dana Rd, Valhalla, NY 10595

Phone: (914) 594-4200

NYMC Library Director: Marie Ascher, MS, MPH, AHIP (marie_ascher@nymc.edu)

TCDMLiaison, Associate Director: Deborah Crooke, MLIS, MPH (deborah_crooke@nymc.edu)

Health Sciences Library Hours

The Health Sciences Library is open 24/7 but is ID access only outside of normal service hours. Normal service hours are as follows:

- Monday - Thursday: 8:00 a.m. – 10:00 p.m.
- Friday:
 - April - September: 8:00 a.m. – 5:00 p.m.
 - October - March: 8:00 a.m. – 3:00 p.m.
- Saturday: Closed for Sabbath
- Sunday: 12:00 p.m. – 8:00 p.m.

HSL Calendar Schedule

For more information on library service hours and events, check out our calendar [here](#).

Students in the dental school have onsite access to the physical space and onsite resources of the Health Sciences Library, but also have full online and off-campus access to the resources of the [Touro University Libraries](#).

Skyline Library Information

Mailing address: GN-F22, Ground Floor, 19 Skyline Drive, Hawthorne, NY 10532

Phone: (914) 594-2032

TCDM Liaison, Associate Director: Deborah Crooke, MLIS, MPH (deborah_crooke@nymc.edu)

NYMC Library Director: Marie Ascher, MS, MPH, AHIP (marie_ascher@nymc.edu)

Skyline Library Hours

The Skyline Library can be accessed by ID card swipe 6:00 a.m. – 12:00 a.m. 7 days a week. A security guard is stationed at the lobby desk from 8:00 a.m. - 12:00 a.m. on weekdays.

STUDENT HOUSING AT NYMC

Touro College of Dental Medicine students may be eligible to obtain student housing at New York Medical College. Students in the dental school who reside in NYMC student housing must comply with all applicable NYMC policies. Policies and forms can be found at the NYMC Housing & Residential Life website <https://www.nymc.edu/media/schools-and-colleges/nymc/pdf/housing--residential-life/HousingPolicyHandbook22-23updated6.28.pdf>.

For more information about NYMC housing visit <https://www.nymc.edu/current-students/student-services/housing--residential-life/>.

STUDENT SUPPORT SERVICES

OFFICE OF ACADEMIC AND STUDENT AFFAIRS

Assistant Dean for Academic Affairs: Aaron Yancoskie, D.D.S.

(914) 594-2627

aaron.yancoskie@touro.edu

Senior Director of Student Affairs: Ms. Karen Longo, M.P.H.

(914) 594-2634

karen.longo@touro.edu

Student Affairs Coordinator: Dana Nucaro

(914) 594-2679

dnucaro@touro.edu

The Touro College of Dental Medicine Office of Academic and Student Affairs is committed to the support of all of its students in assisting them with academic and quality of life issues throughout their education at TCDM. The office has an open-door policy that promotes a welcoming environment for all students who wish to discuss an array of issues (personal, social, academic, etc.). The Senior Director of Students Affairs is available for students to discuss concerns and file complaints. Please note that based on the nature of the complaint, information discussed may not be confidential.

The following is a brief listing of the functions within the TCDM Office of Academic and Student Affairs:

- Counseling: Academic, Career, Personal
- Faculty advisors
- Ombudsman for students
- Employment (summer and part-time)
- Letters of recommendation: Dean's letters, Scholarships
- Research opportunities
- Visiting electives
- NBDE applications
- Residency information
- ADEA PASS (Postdoctoral Application Support Service)
- Academic accomplishments and challenges
- Liaison with the Curriculum Committee
- Liaison with the student government
- Orientation programs for entering students
- Maintenance of academic records
- Advice about career decisions and postgraduate education
- Regional board examinations

OFFICE OF ADMISSIONS

Prior to first-year registration, official transcripts from all colleges and universities where the student has attended previously, including a final transcript, must be submitted to the Admissions Office. (Students are expected to have completed and have certified, by their matriculation, that they have fulfilled all prerequisites for admission to the program. If at a later date a deficiency is discovered, the student may be terminated from the program.) In addition, a criminal background check is required. (**Note:** Students are responsible for accuracy and thoroughness regarding the information provided in a criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such requests **may be cause to revoke the offer of admission or, if found at a later date, be grounds for immediate dismissal with all tuition and fees forfeit.**)

Contact Information

Phone: 914-594-2638

Email: ADMISSIONS.DDS@touro.edu

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains students' academic records. The functions of this office include:

- Coordinating semester course registration
- Preparing official transcripts

- Evaluating transfer credits for enrolled students
- Processing Change of Address, Change of Name, Leave of Absence and other forms
- Handling matters pertaining to veterans
- Verifying whether students meet graduation requirements
- Processing certificates of full-time status for insurance, licensing, etc.
- Issuing diplomas upon graduation
- Advising foreign students on maintaining student status

Contact Information

University Registrar Phone #: (212) 463-0400 ext. 5445

Office of the Registrar

Administration Building Sunshine Cottage, Room 127
Valhalla, NY 10595

Email: Registrar@nymc.edu

Registrar Phone: 914-594-4495

Assistant Registrar Phone: 914-594-3583

Fax: 914-594-3752

Office Hours

April to September

- Monday – Friday: 9:00 a.m. to 5:00 p.m.

October to March

- Monday – Thursday: 9:00 a.m. to 5:00 p.m.
- Friday: 9:00 a.m. to 3:00 p.m.

TouroOne Portal

The TouroOne portal, <https://touroone.touro.edu/>, provides students access to a wide range of functions and services from any Internet-enabled device. These include:

- Searching current course offerings
- Registering for courses (only in programs which allow online registration)
- Viewing and printing class schedules
- Accessing TouchNET® for online e-bills and tuition payments
- Viewing textbook information (titles, authors, ISBNs, prices)
- Updating address information
- Updating Emergency Contact information
- Viewing grades and printing unofficial transcripts
- Ordering official transcripts

Permanent Address

Each student has the responsibility to provide the Office of the Registrar with his/her permanent address and telephone number. Students also are expected to furnish the Registrar with their local address and a contact telephone and/or cell number and/or email address (in addition to the student's email account provided by the school) while matriculated at Touro College of Dental Medicine. Any change of address or telephone number must be reported to the Registrar. Instructions can be found at: <https://dental.touro.edu/current-students/registration/>

Change of Name

The University will adjust its records appropriately if a student legally changes his or 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. **NOTE:** The name that appears on all financial aid paperwork (e.g., social security card) must match the new name as well.

OFFICE OF FINANCIAL AID

This office is responsible for the processing and packaging of Federal, State, City and Touro Grants and loan applications. It also supervises the College Work Study Program. Information about the Free Application for Federal Student Aid (FAFSA) application, required for all financial aid, is provided by the staff in this office. All questions about financial aid should be directed to this office. Students and/or their parents who need assistance in filling out the FAFSA application should make an appointment with a financial aid counselor.

Location

230 West 125th Street

New York, NY 10027

Financialaid.Dental@touro.edu

Associate Director of Financial Aid

Phone: (212) 851-1199 ext. 42586

In keeping with its policy of awarding financial aid on the basis of need and financial eligibility, TCDM provides assistance to accepted students who, without such help, would be unable to pursue their education. Financial aid comes from federal, state, institutional, and private sources. Students must be matriculated, enrolled at least half time, and making satisfactory academic progress as defined within their academic program and current federal regulations. Half-time for all dental programs, including the summer session is defined as a minimum of six (6) credits. Therefore, in order to receive federal (and most private) loans, all dental students must take six (6) credits in any session, including the summer. Students who are otherwise eligible may participate in the Federal Work Study Program (FWSP) so long as they enroll for at least one credit. Title IV (federal) financial aid is limited to U.S. citizens, permanent residents, and certain eligible non-citizens; New York State aid is limited to residents of New York.

Application Process

Apply for Aid in 6 Steps

Step 1: Create an [FSA ID](#)

If you haven't done so previously, you will need to create your own [FSA ID](#) account to complete federal student aid tasks.

Step 2: [Complete the Free Application for Federal Student Aid \(FAFSA\)](#) on or after October 1st or download the FAFSA mobile app on [IOS](#) or [Android](#).

- [Documents you will need](#)
- [Transfer Tax Information to your FAFSA](#) using the data retrieval tool (DRT).
- **Do not select** “Will File” status
- Touro University Main Campus Code is 010142

Step 3: Review the [Tuition](#) Costs

The maximum amount of aid applied for in a year cannot exceed the [cost of attendance \(COA\)](#) for that year. The Cost of Attendance is an estimate of a student's educational expenses for their period of enrollment in the academic year. Students are not required to take out the maximum allowable amount and are able to determine their specific needs based on their own circumstances. Please consult with your financial aid counselor to discuss your specific needs.

Step 4: Complete the Entrance Counseling

First time borrowers at Touro University must complete the [Entrance Counseling](#). This will ensure you understand the terms and conditions of your loan and your rights and responsibilities. You will learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. Make sure to complete the Entrance Counseling for Graduate and Professional students.

Step 5: Sign Master Promissory Note (MPN)

First time borrowers taking out a Direct Unsubsidized Loan must complete and sign an [MPN](#).

Step 6: For the Graduate Plus loan, please complete:

- Direct Grad PLUS Loans require a separate [MPN](#).
- Apply for the [Direct Plus loan](#); credit check is required
- Complete the [PLUS Loan Credit Counseling](#) if your credit is denied and contact the Financial Aid Office for further instructions.

Once all steps are completed you will receive your financial aid offer and instructions through your Touro University student email. Please monitor your Touro email account daily.

Program Terms and Eligibility

Title IV (federal) Programs, The Federal Direct Stafford Loan, and the Federal Direct Grad PLUS Loan offer a number of repayment options, plus opportunities for deferment, forbearance, loan forgiveness, and cancellation (for death or total and permanent disability). Upon repayment, borrowers may be able to consolidate their federal loans. Neither loan charges a penalty for early repayment.

Loan Type	Fees*	Interest*	Amount per Academic Year
Federal Direct Stafford	1.057%	6.54% fixed	Up to \$20,500 (Plus HEAL Amounts)
Federal Direct Grad PLUS	4.228%	7.54% fixed	Up to the unmet cost of attendance

There are two types of Direct Loans: Unsubsidized Stafford Loans and Graduate PLUS Loans. Through the Direct Unsubsidized Stafford Loan, eligible dental students may borrow up to \$20,500 plus HEAL amounts per academic year and up to \$224,000 for all post-secondary education (includes federal loans borrowed while enrolled as an undergraduate student). The interest rate for Unsubsidized loans first disbursed between July 1, 2022 and June 30, 2023 is fixed at 6.54%. The Unsubsidized Stafford Loans carry a 1.057% origination fee which is deducted up front from the loan proceeds.

The maximum annual Grad Plus Loan can be borrowed up to the educational Cost of Attendance (COA), as determined by Touro, minus any other financial aid received. Grad Plus Loans have no aggregate limit. The interest rate for Graduate Plus loans first disbursed between July 1, 2022 and June 30, 2023 is fixed at 7.54%. Graduate Plus loans have a 4.228% origination fee which is deducted up front from the loan proceeds.

Federal Unsubsidized Stafford loans are not based upon the student's credit worthiness, these loans are primarily approved based upon enrollment status, satisfactory academic standing and the ability to meet the FAFSA eligibility requirements. Federal Graduate PLUS Loans are credit-based; borrowers must demonstrate that they do not have an adverse credit history. Adverse credit history is defined to mean that as of the date of the credit report, in addition to other conditions (e.g. bankruptcy, foreclosure, tax lien, or a default determination) the applicant must not have any debts that are 90 or more days delinquent or that are in collection or that had a total combined outstanding balance greater than \$2,085 that have been charged off during the prior two years.

Federal Work Study Program (FWSP). FWSP offers part-time employment opportunities on campus and at not-for-profit or government agencies during both the academic year and the summer period. Funds are awarded on a first-come, first served basis and earnings from this program are considered part of a student's financial aid package.

Eligibility for Continuing Federal Financial Assistance. In order to remain eligible for federal financial assistance, all students are required to maintain satisfactory academic progress (SAP) in

accordance with the qualitative and quantitative standards detailed in the SAP policy. Satisfactory progress is evaluated at the end of each academic year. The Satisfactory Academic Progress Policy for Touro is available online at <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

Loan Consolidation. Loan consolidation enables students to combine all existing federal student loans into one new loan. The interest rate is the weighted average of the loans consolidated. Benefits include lower monthly payments by taking a longer period of time to repay the loan and having the convenience of all loans held by one servicer. Students can apply to consolidate their loans when repayment commences by contacting the Department of Education at: <https://studentaid.gov>.

Deferral/Cancellation of Student Loans. Students receiving federal direct student loans may qualify for deferral of the repayment of the principal and interest, or for partial cancellation of the student loan, for service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or for performing certain types of service such as teaching in a low-income school. For a complete list of cancellation and discharge provisions visit the U.S. Department of Education website at <https://studentloans.gov>.

Federal Loan Forgiveness. Many people working in public service can benefit from a new federal student loan forgiveness program. The College Cost Reduction and Access Act of 2007 (P.L.#110-84) defines public service as: “A job in emergency management, military service, public safety, law enforcement, public health, public education, social work, public interest law services (including prosecution or public defense or legal advocacy in low income communities at a nonprofit organization...” After 10 years of service and 120 qualified federal student loan payments (based on an income-based repayment-(IBR) structure) the remaining balance of the federal loan/s will be forgiven. The Department of Education will require documentation, forms and verification for more information visit: <https://studentloans.gov>

Return to Title IV Policy. The U.S. Department of Education’s (ED) Return to Title IV (R2T4) policy requires Touro to calculate a refund and repayment of Title IV (federal) financial aid received by students who cease attendance (includes both voluntary and involuntary separations from Touro) prior to the 60% point of a term for which they received federal aid. The R2T4 calculation is based upon each student’s amount of federal financial aid and enrollment status. Therefore, each calculation is unique. As a result of their individual calculations, students may be required to repay all or a percentage of their federal aid. Students may owe immediate payments to both Touro and Department of Education.

Briefly, students earn a percentage of their federal aid with each day they are enrolled in and attending their classes. When students separate from Touro we are required to calculate the percentage of federal aid the student has earned as of the last day of enrollment and the remaining percentage that is unearned. Neither the student nor Touro is permitted to retain unearned federal funds. Students that are required to repay any unearned funds that were used to pay their student account charges (such as tuition and fees) as well as any Title IV credit balance disbursements

(refund monies) will be required to repay such funds directly to Touro and/or the Department of Education. The only Title IV funds that are excluded from the R2T4 calculation are Federal Work Study earnings.

New York State Programs

Veterans Tuition Awards. Vietnam, Persian Gulf, and Afghanistan veterans are eligible for awards of up to a maximum of six semesters (three years) for full-time graduate study. Recipients are entitled to an award for up to a maximum of 12 semesters (six years) for part-time graduate study.

Tuition payments received by a veteran under the Chapter 33 Program and Yellow Ribbon component will be considered duplicative of any VTA award. Payments received under the Montgomery GI bill^{®1} do not duplicate the VTA award. Combined tuition benefits available to a student cannot exceed the actual tuition.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (“SAP”) requires that students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work toward a degree in order for them to qualify to receive financial assistance through all Touro University (“Touro”) eligible Title IV federal financial aid programs. Conformance to Touro’s SAP policy ensures that students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

This SAP policy applies to all Touro students including undergraduate, graduate, and professional students. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined by Touro, other state or Federal benefit programs (i.e., NYS Tuition Assistance). It is critical that all TCDM students who receive financial aid read and understand the [University’s SAP policy](#).

Refund Policies for Withdrawal from Program

SUMMER SEMESTER (UP TO 8 WEEKS IN LENGTH)

Before the first day of the semester:	100% of tuition credit for course(s) dropped
During the add/drop period:	100% of tuition credit for course(s) dropped
During the week following the add/drop period:	50% of tuition credit for course(s) dropped
After the week following the add/drop period:	No refund

For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.

¹ *GI Bill[®]* is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

FALL & SPRING SEMESTERS

When withdrawing from all courses	
Before the first day of the semester:	100% of tuition
During the add/drop period:	100% of tuition
During the week following the add/drop period:	50% of tuition
After that week:	No refund

OFFICE OF THE BURSAR

The Office of the Bursar maintains student accounts including the review of charges and payments, issuing refunds, collection activities and providing support and guidance to our students. Candidates for graduation must obtain bursarial clearance before receiving their diplomas. In accordance with University policy, transcripts and diplomas are not issued to students with outstanding tuition balances.

TouchNet is Touro's means of providing our students with 24-hour access to account activity, making payments, and setting up payment plans online. To access TouchNet, students log in to TouroOne at touroone.touro.edu following the user and password guidelines, select the Financial Services tab, and then select "TouchNet" from the menu. Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking or savings account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.95% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path.

Students who have questions or problems relating to their tuition bills should contact this office immediately.

Location

Office of the Bursar
New York Medical College
Sunshine Cottage, Suite 115B

Bursar

Phone: (914) 594-4454
Fax: (914) 594-3477

Student Account Representative

Phone: (914) 594-4471

Hours:

October 1 through March 31 (Fall/Winter)

8:30 AM to 5:00 PM, Monday - Thursday

8:30 AM to 3:00 PM, Friday

April 1 through September 30 (Spring/Summer)

9:00 AM to 5:00 PM, Monday – Friday

SECTION 103 PROVISIONS FOR VETERAN STUDENTS: PENDING PAYMENT COMPLIANCE FOR ELIGIBLE STUDENTS

In accordance with Title 38 US Code 3679 subsection (e), Touro University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the University is pending from the VA, Touro University will not:

- prevent nor delay the student's enrollment;
- assess a late penalty fee to the student;
- require the student to secure alternative or additional funding;
- deny the student access to any resources available to other students who have satisfied their tuition and fee bills to Touro University, including, but not limited to, access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- produce the Certificate of Eligibility by the first day of classes
- provide a written request to be certified
- provide additional information needed to properly certify the enrollment as described in other University policies.

STUDENT HEALTH SERVICES

TCDM students have access to treatment at the New York Medical College Health Services Office. The office, located in the Basic Sciences Building, near the Pathology wing, is staffed by a medical director and rotating nurse practitioners, and handles internal medicine problems. Nurse practitioners can diagnose and treat most common illnesses as well as prescribe medications.

Mailing Address

New York Medical College
Health Services
Basic Sciences Building
Valhalla, NY 10595

Main Phone Number: (914) 594-4234

Office Fax: (914) 594-4692

Email: health_services@nymc.edu

Staff

Marisa A. Montecalvo, MD

Director, Health Services
(914) 594-4236

Katherine Kowalski, ANP

Nurse Practitioner
(914) 594-4237

Rochelle G. Saks, MPA

Administrator
(914) 594-4235

Ruby Lantigua

Secretary
(914) 594-4234

Per Diem Staff

Donna McKenna, ANP, Nurse Practitioner

Christine Moronta, ANP, Nurse Practitioner

Susan Mayer, FNP, Nurse Practitioner
Rosemarie Raffa, FNP, Nurse Practitioner

Walk-in Clinic Office Hours

Monday – Thursday: 8:30 a.m. – 1:00 p.m. and 2:00 – 4:30 p.m.

Friday – 8:30 a.m. – 1:00 p.m. and 2:00 – 3:00 p.m. (October 1 through March 31 only)

After Hours: If you need medical attention after the hours listed above, the following medical services are available to you:

The Westchester Medical Group – Urgent Care Center
210 Westchester Avenue
White Plains, NY
(914) 681-3100

BLOOD AND BODY FLUID EXPOSURE (NEEDLE STICK) POLICY

The safety of our students in both an educational and clinical setting is of utmost importance to TCDM. Students, faculty and staff, both on campus and at our affiliate partner sites, are asked to familiarize themselves with the policies regarding needle stick injuries.

[Policy on Blood and Body Fluid Exposure \(Needle stick\)](#)

STUDENTS INFECTED WITH BLOOD-BORNE PATHOGENS POLICY

It is the policy of Touro College of Dental Medicine (TCDM) to have standardized procedures for the management of students infected with blood borne pathogens because of the history of the potential risk of provider-to-patient transmission of blood borne pathogens.

[Policy on Students Infected with Blood-borne Pathogens](#)

STUDENT HEALTH INSURANCE

Students are required to be covered by hospitalization insurance satisfactory to the College. Student group contracts with Aetna Comprehensive Care Plan are maintained by the College for this purpose. Enrollment forms and additional information is available at: <https://app.hsac.com/tcdm>. Student who elect to retain other acceptable insurance will be required to submit written documentation. The health insurance program is administered by the Bursar.

MEDICAL RECORDS

Information provided by students at matriculation (e.g., immunization records) is collected and retained by Touro College of Dental Medicine. Additional medical records are required for credentialing prior to serving on student rotation assignments. Nothing contained herein shall affect the provider's right to impose its own requirements for immunization and other tests, as a condition to entry into its clinical rotation program. Medical records are maintained separately from the student's other files. Contact NYMC Health for information relating to medical records. Such files may be released to students.

NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella (MMR). They must also complete and submit the Meningococcal Meningitis Vaccination Response Form. Students must submit acceptable medical proof of immunization. Immunization forms can be obtained in the Office of the Registrar at various campus locations or downloaded at www.touro.edu/registrar/immunization.asp.

Students who fail to provide the required proof of immunization will not be permitted to register and attend classes until a properly completed form has been submitted to the Office of the Registrar.

STUDENT DISABILITY INSURANCE

TCDM has worked in conjunction with the American Student Dental Association (ASDA) and Great-West Financial to automatically enroll all dental students in the ASDA student members disability and life insurance plans. This insurance is provided at no cost to students as a benefit of their ASDA membership and covers them throughout dental school. The life insurance policy includes \$50,000 of term life insurance plus \$50,000 of accidental death insurance. The disability policy provides a \$2,000/month disability benefit for up to seven years and up to \$150,000 to repay student loans while disabled. Great-West, the administrator of these plans, sends each student an email confirming enrollment and a packet containing certificates of insurance and more details about coverage. Once a student is enrolled, the coverage continues throughout each year of dental school. Students should register their accounts online at insurance.ada.org/account/registration.aspx to view coverage details and update contact information any time it changes. Nancy Fix is the Insurance Plan Specialist for Touro and she is available to answer any questions students may have about coverage or insurance needs both as a student and after graduation as a new dentist. For more information, visit insurance.ada.org/dental-student.aspx or call 855-411-5197.

LIABILITY INSURANCE

Touro College of Dental Medicine's liability insurance program is administered by Touro University. The insurance program and the specific limits and extent of each insurance coverage are subject to change at any time, without notice at the sole discretion of Touro University. All claims are to be reported promptly in writing, to the Touro University within forty-eight hours (48) of the incident.

STUDENTS WITH DISABILITIES

Touro University (“Touro” or the “University”) complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable Accommodations may be available for students who have physical or learning-related disabilities.

The University is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. The University has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Touro College of Dental Medicine students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for TCDM, Emily Cohen, Academic Support Specialist and Program Coordinator, ecohen37@nymc.edu.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator and submit an Application for Accommodations & Services. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:

1. Complete the Application for Accommodations & Services.
2. Provide documentation as described in the Guide to Documentation Requirements.
3. Participate in an interactive dialogue with the OSDS coordinator.

The process, as described above, will result in the issuance of a Receipt of Accommodations form, which will either approve or deny the request. This form is signed by the coordinator, the Dean or Program Director, and the student.

The process, including all submitted documentation, remains confidential. The Receipt of Accommodations (“Receipt”) should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented.

A copy of the Application for Accommodations & Services may be available by contacting the Office of Student Disability Services Coordinator for TCDM, Emily Cohen, ecohen37@nymc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- Confidentiality of all information pertaining to a student’s disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the University.

- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

Student Responsibilities

- Request reasonable accommodations as necessary and appropriate.
- Meet University and programmatic qualifications, technical, academic, and institutional standards set for all students.
- Identify themselves as an individual with a disability when seeking reasonable accommodation (please note that the approval process takes some time, and as such students are urged to file their paperwork as soon as possible).
- Provide documentation (i.e. diagnosis, diagnostic exam results, etc.) from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation(s).
- Respond in a timely fashion to the Office of Student Disability Services' requests for additional information.
- Follow specific procedures for obtaining reasonable accommodations.
- Attend all classes for enrolled courses, unless otherwise medically excused.
- Immediately report to the OSDS coordinator if previously-approved accommodations are not being made.
- Report to the OSDS coordinator if previously-approved accommodations require modification, which will result in an interactive dialogue and may result in modifications to reasonable accommodations.
- Understand that accommodations are never provided on a retroactive basis.
- Understand that receiving reasonable accommodations is not a guarantee of academic success.
- Keep a copy of their submitted documentation. Touro is not the custodian of the student's application or medical records.

Grievance Policy

If a student feels that he/she has been discriminated against on the basis of their disability or disability status, he/she has the right to file a complaint through the grievance or student complaint mechanisms stated in the applicable college catalog or student handbook. A similar procedure can be followed by a student to appeal the College's response to a request for reasonable accommodations.

For more information and a copy of the Office of Student Disability Services Handbook, please visit <https://www.touro.edu/departments/student-disability-services/>

OFFICE OF STUDENT ACADEMIC SUPPORT

The Office of Student Academic Support (OSAS) is committed to the academic success of all TCDM students. The amount of material and pace of the curriculum generally will require students to adapt or modify their study and personal habits, as well as their test-taking skills, and this can present difficulties for many students. Our goal is to work with TCDM leaders who identify and refer high-risk students so we can provide academic or other support resources for the purposes of course and exam preparation. Students may also self-refer. OSAS staff members lead workshops about study strategies and are available to meet one-on-one with students who would like support with creating individual study plans. The writing/language support through the OSAS includes: workshops on all stages of the writing process; strategies for non-native English speakers; and supplemental individual guidance (in person and electronically) on resumes, cover letters, and PASS personal statements. OSAS is not involved in career advising and encourages students to seek program specific career advice within their respective program.

ACADEMIC SUPPORT SERVICES OFFERED

- Study skills and test-taking strategies workshops
- Time and stress management workshops
- Peer Learning Partner Program
- One-on-one appointments (in-person, zoom, or phone)
- Supplemental one-on-one writing support for coursework

Office of Student Academic Support
Sunshine Cottage, Suite 213-222A
New York Medical College
40 Sunshine Cottage Road
Valhalla, NY 10595

Office hours: 9:00 a.m. - 5:00 p.m., Monday through Friday
(Note: the College closes at 3:00 p.m. on Fridays from October 1 - March 31)

Phone: (914) 594-3880

General Email: academicsupport@nymc.edu

Writing Support Email: nymc-osaswriting@nymc.edu

STUDENT PEER TUTORING PROGRAM

Peer-to-peer support is provided for a variety of courses in NYMC's School of Medicine, NYMC's Graduate School of Basic Medical Sciences, NYMC's School of Health Sciences and Practice, and Touro College of Dental Medicine.

Each student is allowed 2 hours per week. Peer learning partners are at least one year ahead and are paid an hourly rate by NYMC Academic Support for their services. Please choose your school below for more information about the peer learning partners provided.

To arrange a one-on-one session with a Peer Learning Partner (PLP), please follow this [link](#).
For additional information call (914) 594-4498.

STUDENT MENTAL HEALTH AND WELLNESS

In the case of a life-threatening emergency, please call 911.

The Department of Student Mental Health and Wellness (SMH&W) provides programs and strategies designed to reduce symptoms of stress and anxiety, to help promote students' overall good health and enhance their quality of life. In pursuit of those objectives, the department strives to deliver its services with respect, empathy, and awareness.

The Director of the Department is Robin Hershkowitz, LCSW-R. Additional staff includes Master of Social Work interns. Throughout the year, the department provides psychoeducational events designed to enhance and promote professional development. Programs support and enhance coping skills, facilitate adjustment and increase quality of life. Events can be found by clicking [here](#) or visiting the main NYMC website.

Wellness Classes

The department provides holistic wellness classes including yoga, and meditation. Classes are held twice a week, and available anytime on demand. Follow this [link](#) for the schedule, recordings and more details.

The department also offers an anonymous way to connect with a clinician. Using the **Interactive Screening Program** (ISP) students can take a brief, anonymous online depression and anxiety questionnaire and get confidential feedback and support from a department counselor. The counselor provides information, support and resources to facilitate connecting with a mental health provider. Click on this [link](#) to access the ISP.

Mental Health Counseling

As of July 1, 2021, mental health counseling services will be provided through Teladoc at no cost to students. Teladoc's Mental Health services can address challenges such as anxiety, depression, grief, family issues, and more. Students can choose to see a psychiatrist, psychologist, social worker, or therapist and establish an ongoing relationship. Providers are available 7AM to 9PM, seven days a week and accessed using a secure Video platform. To see a clinician, students need to register an account at Teladoc. To get started, students can download their app, call by telephone at 1-800-Teladoc or visit member.teladoc.com/registrations/get_started. Students can request any provider of their choice, at any time that works best for them.

After-Hours Service

Students can also access free, confidential help through Health Advocate. This is a professional telephone evaluation and in-the-moment support, where help is available 24/7. Other support services through Health Advocate include help with childcare, eldercare, relocation, financial and

legal problems, life transitions, substance abuse and more. This can be accessed at [Health Advocate](#), through the app or by calling 855-384-1800.

Contact Information

Robin Hershkowitz, LCSW-R

Licensed Clinical Social Worker

Director, Student Mental Health and Wellness

Assistant Professor of Psychiatry, NYMC

Skyline, RM 2N-D21

(914) 594-2577

General Email

nymc_studentwellness@listserv.touro.edu

For wellness tips, we encourage you to follow us [@NYMC_TCDM_SMHW](#)

Location

19 Skyline Drive, Rm. 2N-D21

Office Hours

October 1 through March 31 (Fall/Winter)

Mon -Thurs 9 AM to 5 PM

Fri 9 AM to 3 PM

April 1 through September 30 (Spring/Summer)

Mon - Fri 9 AM to 5 PM

In the case of a life-threatening emergency, call 911.

NYMC Office of Public Safety: (914) 594-4226.

Student Government Association (SGA)

The Student Government Association (SGA) plays an important role in the TCDM community. It focuses on the problems and needs of the student body and works to bring about constructive change. The By-Laws of the SGA are available on the Student Government Canvas course.

Student representatives serve on standing College committees and other organizations of the College.

In addition, upon enrollment into TCDM, all students are enrolled by TCDM into the American Student Dental Association (ASDA) as student members (with dues paid by TCDM).

STUDENT CLUB/ORGANIZATION REGISTRATION AND APPROVAL POLICY AND PROCEDURES

Policy

The Touro College of Dental Medicine recognizes the contributions of student clubs, organizations, and events in enhancing the quality of student life and the College community. These clubs, organizations, and events offer students the opportunities to participate in academic, health-related, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected of professionals in the health care sciences. Inasmuch as their activities and functions are considered College activities, all student clubs/organizations, and events must:

- be registered with and approved by the Office of Student Affairs
- function in a manner consistent with the values, identity and mission of the Touro College of Dental Medicine
- be open to all students currently enrolled at TCDM
- have at least six currently-enrolled students as members
- not duplicate the function or purpose of any existing group
- comply with the policies and procedures of the College

Student clubs, organizations, and events are *not* eligible if their purpose or activities:

- are unlawful or in violation of College policies
- endanger the safety of anyone or of College facilities
- threaten to disrupt or obstruct College functions
- foster hatred or intolerance of others
- are conducted secretly or are purely commercial or financially profitable to group members
- are inconsistent with the need to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and *glatt* kosher requirements.

Several benefits are available to registered and approved student clubs, organizations, and events at the College. These include:

- placement of notices on College bulletin boards
- use of the College's email system
- eligibility for the use of College facilities, including meeting spaces and media services
- eligibility to apply for institutional funding from the SGA
- inclusion in the College's student publications

Procedures

All student clubs, organizations, and events wishing to use the College's facilities and intending to seek institutional funding must be registered and approved each academic year by the Office of Student Affairs. In addition, all student clubs, organizations, and events must re-register their activities at the beginning of each academic year with the Office of Student Affairs. This includes approvals for all invited guest speakers, outside of the NYMC and Touro system.

To be considered for official registration and approval at Touro College of Dental Medicine, a student club, organization, or event must submit a completed [Student Club/Organization Request Form](#) to the Office of Student Affairs indicating:

- the mission, purpose and goals of the student club/organization/event.
- the duties and responsibilities of all officers or leaders.
- the current officers' names, addresses and telephone numbers.
- the names and classes of all members or participants.
- the frequency, dates, times and locations of meetings or events.
- a schedule of activities and events planned for the upcoming academic year.

Any additional information reasonably requested must also be provided by the student club, organization or event. Registrations are reviewed for approval after a discussion with the Senior Director of Student Affairs.

Each student club/organization must meet the following requirements for registration and approval (also see "Policy," above):

1. Its mission and purpose must meet a need not presently met by another club or organization at the College.
2. It must demonstrate that its activities contribute to the overall educational mission of the College by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the College community.
3. Its mission, purpose and activities must not be inconsistent with the values, identity, and mission of the Touro University to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and *glatt* kosher requirements.
4. Membership and membership privileges must be open to all interested students enrolled at TCDM and include at least six currently enrolled students.
5. All officers and student leaders must be in good standing, both academically and in terms of conduct.
6. No prospective member may be denied full participation in club activities on the basis of unlawful discrimination as to race, ethnicity, creed, color, religion, national origin, sex, gender, age, disability, marital status, genetic predisposition, sexual orientation, citizenship status, or any other protected class.

7. All public announcements regarding the club, organization, or event(s) must be pre-approved for dissemination to the TCDM community.
8. Meetings should be publicized, and all interested students invited to attend.
9. It must fully comply with all existing College policies, and future policies when/if implemented, including, but not limited to the Policy on Professional Conduct, Anti-Hazing Policy, Policy on Drugs and Controlled Substances, Student Code of Academic Integrity and this policy.
10. Its elected officers or student leaders must meet with the Assistant Dean for Academic Affairs to coordinate proposed functions and activities with the academic calendar to assure that these activities do not conflict with scheduled student academic priorities.
11. All registered and approved student clubs/organizations/events must submit for prior review and approval any changes to its mission or purpose or revisions to its governance and provide copies of all appropriate documents related thereto.

Once a student club, organization, or event has been approved by the Senior Director of Student Affairs, a budget form and request for funding from the SGA may be submitted to the treasurer of the SGA. All requests to use College facilities including audiovisual and media services should be coordinated through the Senior Director of Student Affairs, who must authorize their use in writing. All materials for public postings in the appropriate designated areas and venues must be submitted for prior review and approval by the Senior Director of Student Affairs.

Any questions about this policy and related procedures should be directed to the Office of Student Affairs.

INSTITUTIONAL IDENTITY POLICY

All policies, practices and procedures of Touro College of Dental Medicine are administered in a manner that preserves its rights, character and identity. Students or student organizations who wish to use the name of TCDM in conjunction with any public effort, activity or product must obtain prior written permission from the Office of Student Affairs.

STUDENT FUNDRAISING POLICY

Before initiating a student fundraising project for any purpose, students should contact the Office of Student Affairs for information and guidelines.

ACADEMIC RECORDS

Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades. Students may access and inspect their records in accordance with the College's FERPA policy. Students have a right to inspect, but not copy, their education records. Pursuant to FERPA, student academic records, including but not limited to their evaluations, grades, and transcripts, may be released upon student consent, pursuant to subpoena or court order, or upon the request of a regulatory and/or accrediting agency.

DISCIPLINARY RECORDS

Disciplinary files are maintained by the Office of Student Affairs in a confidential, secure area. Contact the Senior Director of Student Affairs for information relating to disciplinary records. Such files may be released in the context of a disciplinary proceeding and thus student privacy claims with respect thereto are hereby waived.

ACADEMIC RULES AND REGULATIONS

For additional academic rules and regulations refer to the TCDM Catalog at:
<https://dental.touro.edu/current-students/>

STUDENT ACADEMIC PERFORMANCE REVIEW COMMITTEE (SAPRC)

The Student Academic Performance Review Committee (SAPRC) reviews the academic, clinical, and professional performance of dental students. This committee recommends to the dean appropriate action to be taken for each student including, but not limited to, advancement to the next year, graduation, remediation, or dismissal.

The committee considers each student individually in the context of quality of performance, achievement of required competencies, completion of the requirements of the program of study, and the professional attitudes, behaviors, and values expected. The committee makes professional judgments regarding students and has the latitude to make exceptions to academic guidelines for exceptional situations. The committee normally meets semi-annually, and during the course of each academic year, all students are reviewed.

The Committee makes recommendations in the following areas:

Promotion of students

- Certification for graduation
- Disciplinary action for unethical or non-professional behavior
- Remediation of academic deficiencies, including formulation of the remedial strategy
- Repetition of an academic year
- Dismissal
- Other recommendations as called upon by the Dean.

In considering the advancement, promotion, remediation, or graduation of an individual student, the Committee is given wide latitude, and may evaluate the totality of the educational performance and make decisions in the best interest of the student's education, TCDM, and the public. If a student fails to pass a course in the program, the committee reviews performance in all courses and may require a student to repeat any or all courses in an academic year, even those that have been previously passed. When repeating courses, the student must achieve a passing grade.

GENERAL ACADEMIC STANDARDS

The curriculum of the Touro College of Dental Medicine is divided into four academic years, each year building on the subject material of the preceding year. At the end of each course, each student's performance is evaluated and recorded. A student's final course grade is determined by the faculty after evaluation of the student's performance in all aspects of the coursework, including achievement of course objectives/competencies in all domains (i.e., knowledge, skills, attitudes, and behaviors). Criteria for assigning grades are determined by the course director. These criteria are provided to the student, as part of the course syllabus, before classes begin.

GRADING SYSTEM AND CREDIT HOURS

TCDM assigns letter grades to each course, based on the student's performance.

Grades are assigned as follows:

<u>GRADE</u>	<u>GRADE DEFINITION</u>	<u>GRADE VALUE</u>
A	High Honors	4.000
B	Honors	3.000
C	Satisfactory	2.000
P	Passing	Not calculated in GPA
F/C	Satisfactory with remediation	2.000
F/P	Satisfactory with remediation	Not calculated in GPA
F	Unsatisfactory	0.000
INC	Incomplete	Pending (not calculated in GPA)
W	Withdrawal	Not calculated in GPA
WU	Withdrawal Unsatisfactory	0.000
WNA	Withdrawal Never Attended	Not calculated in GPA
YC	Year Course	N/A

Courses are rated at one credit hour for approximately each 16 hours of lecture or 48 hours of laboratory and/or practice sessions.

Additional Grade Definitions

F (Unsatisfactory): If a grade of "F" is earned, the course must be remediated or repeated. All "F" grades must be converted to passing grades before a student may enter the clinic or be promoted, unless otherwise authorized by the Dean. If remediation is unsuccessful, the student must re-register for the course and repeat it in its entirety. The final grade for the repeated course is calculated into the GPA.

F/C (Satisfactory with remediation): After an unsatisfactory performance has had successful remediation, an "F/C" will replace the "F" on the transcript.

F/P (Satisfactory with remediation): After an unsatisfactory performance has had successful remediation, an "F/P" will replace the "F" on the transcript in P/F coursework.

INC (Incomplete): Student did not complete all course assignments and received the instructor's permission to complete course requirements at a later date (see 'Grade of Incomplete' section below).

W (Withdrawal): (No penalty) This grade is assigned when a student officially withdraws from a course after the Add/Drop period by filing an Add/Drop form with the Office of the Registrar, signed by an academic advisor. A student who does not file this form will receive a failing grade of WU, depending on the number of class sessions attended and the amount of work completed. Time periods for official withdrawal vary by semester.

WU (Withdrawal Unsatisfactory): Student stopped attending/participating before 60% or less of the scheduled classes per semester; calculated as a failing grade.

WNA (Withdrawal Never Attended): Student never attended class/rotation. When this grade is assigned, it is not calculated in the student's grade point average (GPA). Additionally, Touro reserves the right to assign a WNA grade, when necessary, in limited circumstances.

YC (Year Course): Course is part of a multi-semester sequence. Final grade issued in last course in the sequence.

GRADE OF "INCOMPLETE" (INC)

A grade of "Incomplete" (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements – such as an examination, a paper, a field work project, or time on a clinical rotation. "Incomplete" grades are routinely allowed only for the completion of a relatively small percentage of work in a course (e.g., 25%). Grades of "Incomplete" are not issued to students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an "Incomplete" begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of "Incomplete." If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the department/program chair. Policies regarding the consequences of missing a final exam may differ in individual schools or programs, and will govern the student's right to request a grade of "Incomplete."

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the departmental/program chair, and a copy is forwarded to the Registrar's Office. The faculty member is asked to record the grade of "Incomplete."

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, with a typical timeframe being 6 weeks, grade of Incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. (Incomplete grade in the Fall must be changed by end of the next Spring; Incomplete grade in the Spring must be changed by the end of next Fall). The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an “Incomplete” grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student’s term or cumulative GPA until the incomplete grade is resolved. If the “INC” grade is subsequently changed to an “F,” the “F” grade will be calculated into the student’s GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student’s financial aid status at the college, but will not initially affect the student’s GPA. For students who are accessing Title IV programs to assist in paying their educational expenses, a grade of “Incomplete” may result in the inability of the Financial Aid office to confirm that students are in satisfactory academic standing.

GRADE POINT AVERAGE (GPA)

A student’s official grade point average (GPA) is calculated at the end of each semester. Each letter grade has a numerical equivalent, or “value,” as shown above. Cumulative GPA is calculated by dividing the total number of grade points earned at TCDM by the total number of credit hours completed, except for those with the grade of “P” in courses graded on a pass/fail basis. Example: A student receives the following grades and credits:

GRADE	CREDIT HOURS	GRADE VALUE	GRADE POINTS
<i>A</i>	4	X 4.000	= 16.000
<i>B</i>	3	X 3.000	= 9.000
<i>B</i>	4	X 3.000	= 12.000
<i>F/C</i>	3	X 2.000	= 6.000
<i>Totals</i>	14	--	43.000
<i>Calculated GPA: 43.000 ÷ 14 = 3.071</i>			

The College does not maintain class rankings.

Students have numerous opportunities to demonstrate competence in each area of the academic program. For students who have not performed sufficiently well in a given course, the College may offer a re-examination and/or a maximum of two remediation opportunities, subject to the Satisfactory Academic Progress policy. However, remediation should be regarded as a privilege

that must be earned by a student through active participation in the educational program, as demonstrated by regular attendance and by individual initiative and utilization of resources available to him/her. Decisions regarding remediation are made by the Dean on an individual basis after considering the recommendation of the SAPRC and all pertinent circumstances in each case.

RE-EXAMINATION

If immediately following a course, a student's grade is calculated to be unsatisfactory but the student is deemed, by the course director, to have demonstrated adequate knowledge of course material, for example within 5% of the determined passing grade without rounding, they can be re-examined with a comprehensive examination or some other method as determined by the course director within one week of the last day of the course ending. If successful, they would receive a course grade of no higher than "C." If they are unsuccessful, or a student is deemed to not have adequate foundational knowledge to be re-examined, they will receive the grade of "F" and be required to remediate the course as set forth below.

REMEDICATION

The SAPRC, after review of individual student academic performance and overall academic record, may recommend to the Dean one of the following courses of action:

1. Take the failed course at an accredited institution with the approval of the Academic Dean in consultation with the course director. Such approval may be granted if the course offers comparable course content and curriculum as determined by the Academic Dean in his/her absolute discretion. In this case, students who have taken and earned a grade of no less than 'C' will be deemed to have adequate knowledge of course material and the grade for the course will be converted from an "F" to an "F/C." The "F/C" will appear on the transcript and a 2.0 will be used in GPA calculation.
2. Repeat the course(s) that have been failed by repeating portions or all of the previous academic year in a manner determined by the Academic Dean. In which case all previous grades will remain on the transcript and calculated in the GPA.
3. Be dismissed from the program.

APPEAL

Within five business days of a written notification of the SAPRC, the student must submit a concise, written statement detailing the basis for the appeal. An Ad Hoc Committee will be appointed by the Academic Dean to hear the appeal. The student will be notified of the date, time, and place of the Ad Hoc committee meeting scheduled to consider the appeal, and has the right to be present at that hearing. During the hearing, the student may speak in support of their appeal. The student may ask a member of the full-time faculty to join him/her for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. In the event that the student fails to attend the meeting without cause, the Ad Hoc committee shall proceed in his/her absence. The Ad Hoc committee will provide the SAPRC with a report. The student will be notified, in

writing, of the decision of the SAPRC within ten business days of completion of the Ad Hoc meeting. All appeal decisions are final. In the event of a dismissal, no further applications for enrollment can be considered.

TUITION CHARGES FOR REMEDIATION

When a student is required to repeat a segment of the academic program, the student is required to pay tuition and fees for that segment of the curriculum as defined by the College. No tuition refunds will be made if a student is dismissed from TCDM, except as provided by the College's refund policy. Students who have been allowed remediation must inquire as to whether they will be eligible for financial aid for their particular remediation plan. The College cannot guarantee that a student will be eligible for financial aid funds for remediated courses. With that said, students are encouraged to contact the Financial Aid Office for additional information.

PROMOTION

The curriculum of the College of Dental Medicine is divided into four academic years, each year building on the subject material of the preceding year. At the end of each course, each student's performance is evaluated and recorded. A student's final course grade is determined by the faculty after evaluation of the student's performance in all aspects of the coursework, including achievement of course objectives/competencies in all domains (i.e., knowledge, skills, attitudes, and behaviors). Criteria for assigning grades are determined by the course director. These criteria are provided to the student, as part of the course syllabus, before classes begin.

POLICY, PROCEDURES, OPTIONS

Student progress is assessed after each semester. Promotion, defined as progression from one academic year to the next, takes place within these guidelines:

1. Students are recommended to the Dean for promotion by the SAPRC.
2. A student who has an "INC" and/or "F" on their record will not be recommended for advancement until the "INC" and/or "F" is converted to a satisfactory grade, unless so authorized by the Dean.
3. A student with three (3) or more "F", "F/C" or "INC" grades in an academic year will, at a minimum, be requested to repeat all coursework in that academic year.
4. After remediation, a student with 2 or fewer "F" grades will, at a minimum, be required to either (1) repeat the course(s) in which the "F" grades were earned, or (2) repeat a portion of, or the entire, year, or (3) be dismissed.
5. No student may progress to the third year (clinic) until all courses have been passed unless so authorized by the Dean.
6. When considering a student for promotion, professional, ethical, and personal conduct is considered.
7. A student who has met all the above requirements will be promoted, provided that all academic, compliance, and financial requirements to the College have been satisfied.

If a student's academic performance in a year of study does not meet the institutional requirement for advancement the student may be requested to repeat a course or even the entire academic year as decided by the Student Academic Performance Review Committee (SAPRC) (See below).

TUITION FOR A PARTIAL ACADEMIC PROGRAM

- 1) Students identified and required to remediate courses at the Touro College of Dental Medicine are required to pay tuition at the rate of:
 - A. \$1,500 per credit plus the semester's administrative, material and technology fees, with a minimum fee of \$1,500 for courses less than one credit.
 - B. Full semester rates apply, plus administrative, material, and technology fees, in the case of reattempting a full semester of courses.
- 2) Students enrolled in remediation courses offered at other institutions, that fulfill the education requirements of the Touro College of Dental Medicine, are responsible for that institution's tuition and required fees.
- 3) Students required to audit courses during a partial repetition of a semester or year will be required to pay \$500 per credit plus the semester's administrative, material and technology fees.
- 4) Tuition and fees for special cases are subject to the discretion of the dean.

Please note: The per-credit rate is calculated based on (1) an average of 42 credits per year and (2) the rate per credit in effect during the year repeating.

CLASS AND EXAMINATION POLICIES

POLICY ON STUDENT ATTENDANCE AND ABSENCE

The curriculum has been carefully designed to ensure that students attain the educational objectives of the Touro College of Dental Medicine. Students' direct engagement in the learning process is required for completion of the requirements for the D.D.S. degree, and the fulfillment of these objectives.

The classroom component is an essential part of the educational experience. Students are expected to attend lecture and laboratory sessions on a regular and punctual basis and to complete assignments in a timely fashion in order to obtain the educational benefits that each meeting affords. Instructors may include an attendance policy with appropriate consequences in their course syllabus. At the discretion of the course director, excessive absences or failure to complete assignments may lead to a reduction in the student's grade or failure in the course. Note: Financial aid may not be available in cases where the student does not meet satisfactory academic progress (SAP).

During the first two pre-clinical years, students are **expected to attend ALL** small group conferences, laboratories, and other teaching exercises, as well as any educational activities and programs sponsored and directed by the College.

EXAMINATION ATTENDANCE POLICY

Taking examinations at the time of assignment is an important aspect of professionalism, an integral component of the dental education curriculum at TCDM. Therefore, students are expected to take each examination on its scheduled date and time. Students unable to sit for a scheduled exam must follow these steps:

1. In the rare event a student is unable to sit for a scheduled exam due to a serious unforeseen circumstance (including but not limited to: death in the immediate family, car accident, serious illness) or an unavoidable life cycle event, the student must immediately notify the Senior Director of Student Affairs as well as the course director upon initial knowledge of said circumstance.
2. The student will be expected to provide adequate proof (i.e. appropriate documentation) of the unforeseen circumstance or unavoidable life cycle event to the Office of Student Affairs. The Office of Student Affairs will have the final decision on whether or not the proof is considered adequate.

Upon providing acceptable and adequate proof, the absence will be considered an excused absence.

3. If a student cannot provide adequate proof of a serious unforeseen circumstance, unavoidable life cycle event, or if the student missed the examination due to the student's negligence, the absence is considered an unexcused absence. In this case, a student will receive a zero for the examination.
4. With respect to an excused absence, the course director will determine the date, time, and content of the make-up examination. In select circumstances the student may take the make-up exam prior to the Office of Student Affairs arriving at a final decision on whether or not the proof of their excused absence is adequate. Should the Office of Student Affairs decide that the absence is not excusable, the student will receive a grade of zero on their exam, regardless of the score.
5. Quiz examination attendance policies will be determined for each course by the course director and described in the course syllabus.

LABORATORY ATTENDANCE POLICY

At TCDM, development of interpersonal skills is an integral component of the curriculum. A significant portion of this education occurs through the day-to-day interactions between and among students, faculty and support staff in the pre-clinical simulation laboratory. Therefore, laboratory attendance is mandatory, with students expected to arrive on time and work throughout the session.

These rules apply to laboratory work:

1. Arriving fifteen minutes after the beginning of a laboratory session as determined by the audience response system (ARS) is considered an unexcused late arrival and will result in a loss of 1-point subtraction from the Laboratory course grade.

2. An unexcused absence from an entire laboratory session will result in a 2-point subtraction from the Laboratory course grade. Students continue to lose 2 points for every laboratory unexcused session missed.
3. All laboratory sessions are mandatory regardless of project completion status. However, a student is permitted to leave, or not attend a laboratory session with approval from his or her assigned faculty member or in their absence approval by the course director if all current laboratory projects and assignments have been recorded as complete in Blackboard.

JURY DUTY

Students may be called to serve on jury duty. If the student wishes, a letter asking for postponement of jury duty may be requested from the Senior Director of Student Affairs. This letter does not guarantee that jury duty will be postponed; if called for jury duty, please see the Senior Director of Student Affairs for further instructions.

LEAVE OF ABSENCE

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her study at Touro must submit to the Office of the Registrar a completed “Leave of Absence (LOA)” request form signed by all parties noted on the form. An LOA should be requested after the semester the student is in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid.

PLEASE NOTE: This regulation may impact only students who wish to take leaves of absence extending beyond one semester. Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a “Leave of Absence” request form.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro’s published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the start of the semester in which they wish to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student’s physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

WITHDRAWALS

(IMPORTANT: Also see “Refund Policies for Withdrawal from Program,” above)

A student may officially withdraw from a class only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances. If approval is granted, the student receives one of the following grades: W (withdrawal) or WU (withdrawal unsatisfactory).

- Courses from which a student withdraws during the official add/drop period will not appear on the student's academic transcript.
- Withdrawals assigned after the add/drop period of a semester carry no academic penalty, and will be entered on the transcript as a ‘W.’

Students should be aware that withdrawal from a class may result in a significant extension of the student’s professional program.

Withdrawal from the University

Students who wish to withdraw from their studies at Touro University in good standing should give official notification to the Dean and to the Office of the Registrar by completing a “Permanent Withdrawal” form. The date of the withdrawal is the date the official notification is received by the Office of the Registrar.

The decision to withdraw from the University is a serious matter. Any student who withdraws from the program is dropped from the rolls of the University. Students contemplating withdrawal are advised to discuss this issue with the Senior Director of Student Affairs. If a student decides to withdraw, information is available regarding transfer opportunities to other institutions as well as assistance in defining new occupational or career goals. Students considering withdrawal are subject to the policies governing withdrawal from courses. If a student decides at some later date to reapply to reenter the program, he/she must reapply for admission and, if accepted, the status of the returning student will be determined by the Dean.

Non-attendance, non-participation or notification to the instructor/course director does not constitute an official withdrawal. The Office of the Registrar is the only Designated Campus Official for all official withdrawals.

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Senior Director of Student Affairs or designee. The student must inform the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the Office of the Registrar. The official withdrawal form must be completed and sent to the Registrar's Office. The withdrawal process includes clearing financial obligations to Touro and completion of a financial aid exit interview. Following completion of these withdrawal procedures, the designation "Withdrawal" will be placed in the student’s permanent records. The designation "Unofficial Withdrawal" is placed in the permanent record of any student who withdraws from his/her program without complying with the above procedures.

ACADEMIC DIFFICULTY AND ADDITIONAL ACTIVITIES

Students having academic difficulty of any sort, including deficiency in a single course, are advised to not participate in extracurricular activities or research that require a significant expenditure of time without discussing the matter with the Office of Student Affairs and obtaining approval for such activities.

DEGREE WORKS

DegreeWorks is a sophisticated and comprehensive academic advising, transfer articulation, and degree audit solution designed to help students monitor their academic progress toward degree completion. DegreeWorks is a web-based tool that meets the needs of all end users, undergraduate and graduate students alike, to complete their programs in a timely fashion.

The benefits of DegreeWorks include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the Advisor, by removing some administrative burdens and leaving more time for true advising and career counseling.
- If you are a transferring student, the DegreeWorks tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.
 - Allowing you to estimate the number of semesters it will take to graduate.
 - Viewing your grades and GPA.

DegreeWorks can be accessed through the TouroOne portal (by using TouroOne credentials) by following these steps:

Login to the TouroOne portal at <https://touroone.touro.edu/sso/login>.

- Go to the “Academic” tab
- Click on the “DegreeWorks” button on the bottom left-side of the academic section.

If you are having difficulty accessing DegreeWorks, please contact Touro’s HelpDesk at help@touro.edu. If you have any questions, or would like more information, please do not hesitate to contact your advisor or the Registrar’s Office.

GRADUATION

GRADUATION REQUIREMENTS

A student will be recommended for the degree of Doctor of Dental Surgery if the candidate satisfies all of the following requirements:

1. The student must have completed all course work, examinations, mandatory academic exercises, minimal clinical accomplishments and competency exams;
2. The student is not on Academic Probation, has completed all prescribed academic requirements achieving a cumulative GPA of 2.0 or higher, has no outstanding grade that is incomplete.
3. The student has performed and behaved in a manner which is ethical, professional, and consistent with the practice of dental medicine.
4. The student has complied with all of the financial requirements associated with matriculation at Touro College of Dental Medicine.

Completion of all requirements for the degree results in the eligibility of students for graduation.

GRADUATION APPLICATION

Students must apply for graduation online and should contact the Office of the Registrar for information about application deadlines.

To apply for graduation online, students need to click the “Apply to Graduate” button under the “Academic” tab located on the TouroOne portal and follow the prompts.

Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student’s record for completion of all certificate or degree requirements. PLEASE NOTE: Touro University’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

MAXIMUM TIME FRAME (SIX-YEAR RULE)

All requirements for the D.D.S. degree must be completed within six years of initial enrollment. This maximum time-frame includes leaves of absence for any circumstances – e.g., maternity, hospitalization, catastrophic leave – or time needed to prepare to take the boards (either the NBDE or, beginning in summer 2020, INDBE examination). This limitation is imposed partly because, over more extended periods, retention of material learned, and technical skills mastered, tends to decline.

Students will be dismissed from the College when/if the Office of Academic Affairs determines that it is no longer possible for them to complete the program within the prescribed time period. Appeals for exceptions from this regulation may be considered by the Dean on a case-by-case basis.

Please note: Students who are permitted to exceed the maximum time-frame are still deemed not to be making adequate progress in the program, as defined in the Satisfactory Academic Progress policy, and may not be eligible for financial aid.

The core objective of this policy, sometimes referred to as the “Six-Year Rule,” is to allow TCDM to be confident in each student’s command of the curriculum, in order to ensure the professionalism of its graduates.

TRANSCRIPTS

ORDERING OFFICIAL TRANSCRIPTS

1. To order an official transcript via TouroOne, click “Academic” from the left side navigation menu. In the Official Transcript portlet, click “Order Official Transcript.” Alternatively, you can go directly to www.touro.edu/getmytranscript.
2. Students will be automatically prompted to register an account or to log into an existing account.
3. Students will need to enter either an electronic destination or physical shipping address.
4. For electronic transcripts student will need to select the program that they graduated from or attended. If you graduated from or attended multiple programs, you will need to place a separate electronic transcript order for each program.
5. For students waiting for a degree or grade(s) to be posted, there will be hold options to select at checkout. The order will not be processed until degree is awarded or grade(s) are posted.
6. Once order is placed students will receive a confirmation email and order number. Students will also receive email once order is processed and/or shipped.

Processing

Electronic transcript orders will process and deliver to the recipient once order information is confirmed; in most cases this is automatic. If additional information is needed, the transcript unit will reach out to you. **This may delay processing times.** Paper transcript orders are processed and shipped in 5-7 business days.

Transcript Fees

- Electronic transcript free of charge
- Official paper transcript \$10 per copy

Shipping Fees

- USPS First Class free of charge, no tracking provided
- Fed-Ex domestic overnight shipping \$15, tracking provided
- Fed-Ex international shipping \$25, tracking provided

Viewing and Printing Unofficial Transcripts

1. Log into your TouroOne account at <https://touroone.touro.edu/sso/login>.
2. Click on the “Academic” tab and click on “View Academic Transcript (Unofficial Transcript)” under the "My Records" portlet.
3. If you wish to print, right-click using your mouse then select print.

If you do not have access to a computer and/or printer, you may log onto the website and print your report in any Touro University computer lab.

ACADEMIC REQUIREMENTS FOR ADVANCEMENT AND GRADUATION

Touro College of Dental Medicine strives to graduate professionals of high moral character who are knowledgeable, skillful, compassionate, and caring. The policies that follow are in place to support this objective, being mindful that graduates with a Doctor of Dental Surgery degree who achieve licensure will have the privilege to provide patient care in the future.

QUALIFICATIONS FOR ACADEMIC ADVANCEMENT

The student evaluation for advancement involves both objective criteria and subjective judgments. To be considered for advancement, candidates must have satisfactorily completed all required dental coursework; must demonstrate motivation, maturity, stability, sound judgment, a sense of responsibility, and good moral character; must show evidence of cognitive, motor and organizational skills, sensory perception, ability to synthesize and apply knowledge; and possess such other attributes as the faculty deems to be essential to become a reliable and effective dentist. Guidelines for promotion, graduation and dismissal are designed to permit both flexibility and consistency.

The faculty and administrators assigned the responsibility to make decisions regarding academic standing, promotion, remediation, and dismissal are charged to globally evaluate individual student performance and use their judgment in making decisions.

ADVANCEMENT

A student who at the end of an academic year has successfully completed all courses without deficiency and who has demonstrated the professional attitudes and values expected will be promoted to the next year of study or recommended for graduation as determined by the Student Academic Performance Review Committee (SAPRC). Students may be *conditionally* enrolled in a subsequent year of the program pending receipt of requirements for advancement or grade reports in courses that end immediately prior to the next academic year.

ACADEMIC DISMISSAL

FAILURE TO ADVANCE

If a student's academic performance in a year of study does not meet the institutional requirement for advancement the student may be requested to repeat a course or even the entire academic year as decided by the Student Academic Performance Review Committee.

DISMISSAL

If a student's academic performance does not meet the institutional requirement for continued enrollment, the student is subject to dismissal. A student may be subject to dismissal if:

- they have more than one failing grade at any time.
- they fail a course for the second time.
- they fail to meet the requirements of remediation.

- they demonstrate behavior that is inconsistent with the standards of professional values and behaviors expected.
- their performance, though passing, is borderline or marginal in several courses, if the SAPRC determines that the student does not meet the competency standards of the College.
- their academic record, though demonstrating passing performance, contains multiple deficiencies or failures with subsequent remediation, is subject to dismissal.

REFERRALS

The SAPRC may require various types of materials to review and referrals, including medical and psychiatric evaluation, and may require written reports to be submitted directly to the committee or to the assistant dean for academic affairs. These records, evaluations, and reports are subject to the Health Insurance Portability and Accountability Act (HIPAA) and are held in strictest confidence. If a student refuses to undergo required evaluations or referrals, the student may be subject to dismissal.

APPEALS

Within five business days of a written notification of the SAPRC, the student must submit a concise, written statement detailing the basis for the appeal. An Ad Hoc Committee will be appointed by the Academic Dean to hear the appeal. The student will be notified of the date, time, and place of the Ad Hoc committee meeting scheduled to consider the appeal, and has the right to be present at that hearing. During the hearing, the student may speak in support of their appeal. The student may ask a member of the full-time faculty to join him/her for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. In the event that the student fails to attend the meeting without cause, the Ad Hoc committee shall proceed in his/her absence. The Ad Hoc committee will provide the SAPRC with a report. The student will be notified, in writing, of the decision of the SAPRC within ten business days of completion of the Ad Hoc meeting. All appeal decisions are final. In the event of a dismissal, no further applications for enrollment can be considered.

POST-GRADUATE PLACEMENT

Graduation from TCDM with a DDS degree does not guarantee placement in a residency or licensure to practice dentistry. Each state sets its own licensure requirements. Obtaining a license in one state does not guarantee the ability to practice in another state. Although specifics vary, all states require:

1. Educational: All states' educational requirements are satisfied by graduation from Touro College of Dental Medicine as a dental school accredited by the ADA Commission on Dental Accreditation.
2. Written Examinations: All licensing boards use the National Board Dental Examinations (NBDE) to satisfy a major portion of their written exam requirements. The NBDE examination is developed and administered by the ADA's Joint Commission on National

Dental Examinations. The actual exams are conducted through regional testing locations such as Prometric. Some states require additional written examinations.

3. Clinical Licensure Exam: Clinical exam requirements vary but most states accept result from one or more regional testing agencies (such as CDCA or WREB). Review the licensure laws and regulations from the individual state board websites for real-time information about which exams are accepted where licensure is sought. The clinical requirement in New York State is recognized only by completion of either an accredited PGY1 Residency or the full requirements of a specialty program.

INTEGRATED NATIONAL BOARD DENTAL EXAMINATION (INBDE) REQUIREMENTS

The Integrated National Board Dental Examination (INBDE) is administered by the Joint Commission of National Dental Examinations. The American Dental Association recently revised the format and content of this exam to be a single exam known as the Integrated National Dental Board Examination (INDBE).

Passing the Integrated National Board Dental Examination is not required for graduation; successful completion of this exam is required for most state licensure and residency programs.

All students must be certified to take the examination by the Office of the Dean. Students must be in good academic standing to be eligible for approval to take the exam.

From the Integrated National Board of Dental Examination guide:

- The INBDE retest policy is as follows:
- Candidates who have passed the INBDE may not retake the examination unless required by a dental board or relevant regulatory agency.
- Candidates who have not passed may apply for re-examination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer at a test center and electronically agreed to the confidentiality statement presented at the beginning of the examination. Providing this agreement starts the examination.
- Under the JCNDE's 5 Years/5 Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. Subsequent to the fifth year or fifth attempt, candidates may test once every 12 months after their most recent examination attempt.
- Candidates must wait a minimum of 60 days between each unsuccessful INBDE attempt, with a maximum of four (4) such administrations permitted during any one-year period of time. The preceding restrictions are not subject to appeal.
- INBDE attempts are independent of any prior NBDE attempts, with respect to the aforementioned Five Years/Five Attempts Eligibility Rule. Candidates who have previously failed five times or more on the NBDE Part I and/or Part II will also have five years/five attempts on the INBDE.

- In reporting INBDE results, all attempts on the National Board Dental Examinations (i.e., NBDE Part I, NBDE Part II, and the INBDE) will also be reported.
- Candidates are encouraged to seek formal remediation before re-examination.

RESIDENCY PROCESS

Students are encouraged to apply to a Post-Doctoral residency program and may use either the ADEA Post-Doctoral Application Support Services (PASS) or Post-Doctoral Dental Matching Program (MATCH) to do so. To obtain an Institutional Evaluation Form (IEF) or Dean's Letter, follow these guidelines:

PASS Institutional Evaluation Form (IEF): Students should submit their TCDM Request Form, along with their curriculum vitae and personal statement, to the Office of Student Affairs. The IEF Request should be submitted through the PASS portal. Select three TCDM faculty members – two clinical and one preclinical – to complete the Applicant Attribute form, which can be found on Canvas. The Office of Student Affairs will prepare and upload the IEF letter to ADEA PASS. You must submit all contact information (Name, mailing address, and e-mail address) on your TCDM Request Form and indicate any special handling requirements. This request may take up to 30 business days to process after submission of your completed application.

Follow the instructions on how to make an account and submit your application through the ADEA PASS portal by using this [link](#). Follow the instructions below for your IEF.

All requests for institutional letters must be sent to IEFRequest@touro.edu in order for Dr. Myers to receive them.

1. Submit your TCDM Request Form, along with your curriculum vitae and personal statement to IEFRequest@touro.edu.
2. Select three faculty (1 pre-clinical, CPL, and 1 clinical) to submit your Applicant Attributes Form.
3. If your program does not participate with the ADEA PASS program you must submit the address of the program director on your TCDM Request Form. This request will take up to 30 business days to process.
4. Once all information has been submitted, your IEF will be completed and submitted to the PASS portal or sent to the program directly.

Professional Evaluations Form (PEF): Submission of these forms is mandatory; each program indicates the number of evaluations they prefer on their program page. Use the [ADEA PASS Search Engine](#) to locate programs and find out about deadlines, requirements, and other important details.

DENTAL MATCHING PROCESS

The Postdoctoral Dental Matching Program ("Dental Match") is a process designed to help applicants obtain positions in the postdoctoral dental education programs of their choice.

Introduced in 1985, "The Match" has operated successfully over the past 35 years, and expanded to include the following types of programs: Advanced Education in General Dentistry (AEGD), US General Practice Residency (GPR), Canadian General Practice Residency (GPR-CAN), Oral and Maxillofacial Surgery (OMS), Orthodontics (ORTHO), Pediatric Dentistry (PED), Periodontics (PERIO), Prosthodontics (PROS) and Dental Anesthesiology (ANES).

Applicants using the Match must still apply directly to programs they are interested in, and applicants and programs interview and evaluate each other independently. No offers are made by programs during the interview period. When programs and applicants have evaluated each other fully, programs decide on their preferences for applicants, and vice-versa.

After all interviews are completed, each applicant submits a Rank Order List on which the s/he lists program choices, in numerical order according to the applicant's preference (first choice, second choice, etc.). Similarly, each program submits a Rank Order List on which the program lists the desirable applicants, in order of the program's preference. Each program also indicates the number of positions it has available. The Match then places individuals into positions using an algorithm that operates on the preferences stated in the Rank Order Lists.

Each applicant is placed with the most preferred program on his/her Rank Order List that (1) ranks the applicant and (2) does not fill all its positions with more preferred applicants. Similarly, each program is matched with the most preferred applicants on its list, up to the number of positions available, who (1) rank the program and who (2) do not receive positions at programs they prefer more.

Information about the rankings submitted by both programs and applicants is kept strictly confidential. Each applicant is given only the final result arrived at via the Match process. Likewise, each program is provided only with the final results, including the names of the applicants that have received positions.

It is possible that all of a particular program's positions will not be filled through the Match process and that, similarly, some applicants will be left unmatched. When the results of the Match are released, information regarding positions that remain available is provided to applicants who are not matched, and information regarding unmatched applicants is provided to programs with unfilled positions. These unmatched applicants and programs with positions available are free to contact each other and to negotiate directly with each other, independent of the Match, to fill available positions.

The [National Dental Match Timeline](#) gives a full schedule of process steps and their deadlines, and includes numerous links to other valuable information.

TOURO COLLEGE OF DENTAL MEDICINE HONOR CODE

The Touro College of Dental Medicine (the “Program” or “TCDM”) is a community which adheres to the highest level of ethical and professional conduct. Training in matters of ethics and professionalism is an integral part of the TCDM education for entrance into the dental profession.

By signing Touro's Honor Code, a student agrees to abide by its tenets. By enrolling in the Program, students acknowledge, understand, and agree that violations of said Code, even those arising from a lack- of awareness or understanding, may lead to disciplinary action for the offending student, up through, and including dismissal from the Program.

Students in the Program are embarking on a lifetime of service to patients and the greater communities. As members of the Touro College of Dental Medicine, Touro University, and the dental profession, students commit themselves to the highest standards of ethical and professional conduct and make the following pledges:

- Act in a professional manner at all times.
- Maintain honesty and integrity in all aspects of my education.
- Not cheat, plagiarize, use unauthorized materials, misrepresent my work, falsify data or assist others in committing such acts.
- Act respectfully during interactions with patients, staff, faculty and peers.
- Commit oneself to understanding and preserving professional ethics.
- Commit oneself to acting and exhibiting the highest standards of professionalism.
- Acknowledge that while in public, students represent the dental profession, the Touro College of Dental Medicine, Touro University and will conduct themselves in a responsible manner.
- Conduct oneself with honesty, integrity, fairness and respect for all others and while doing so foster a community capable of the free exchange of ideas and excellence in patient care.

Behavior that deviates from these principles jeopardizes this achievement and, in some circumstances, patient safety. As such, students understand it is their personal responsibility to confront and report such behavior via the appropriate reporting mechanisms.

“On my honor, as a member of the Touro College of Dental Medicine, I will adhere to the TCDM Student Honor Code delineated above.”

TOURO UNIVERSITY CODE OF CONDUCT

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

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties;
8. Impersonating University faculty, University officials, or University staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other University documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the University's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on University premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
13. Gambling in any form on University premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on University premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;

17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the college premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
21. Aiding or abetting any conduct prohibited by this University Code;
22. Conviction of a felony crime while enrolled at the University;
23. Intentionally filing a false complaint under this University Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

TOURO UNIVERSITY SOCIAL MEDIA POLICY

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

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro University. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro University.

ADJUDICATION OF UNIVERSITY CODE OF CONDUCT VIOLATIONS

[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section on Academic Integrity below entitled "Procedures in Response to Violations of Academic Integrity," p. 63]

Any member of the TCDM community may notify the Senior Director of Student Affairs or his/her designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Academic Dean within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Senior Director of Student Affairs, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Student Affairs.

After meeting with the individual charged with the infraction, the Senior Director of Student Affairs or his/her designated representatives (individuals or committee) will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Senior Director of Student Affairs and/or his/her designated representatives (individuals or committee) can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled “Sanctions,” except that the Senior Director of Student Affairs (and/or his/her representatives) cannot require payment of restitution or order expulsion;
- refer the charges to a Student Affairs Committee for a disciplinary hearing;
- dismiss the charges.

DISCIPLINARY HEARINGS

The Senior Director of Student Affairs may institute disciplinary proceedings by referring a matter to a Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

Sanctions

After a hearing, the Student Affairs Committee may take one or more of the following actions:

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.
2. **Impose disciplinary sanctions,** which include but are not limited to the following:
 - a. **Warning:** A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - b. **Disciplinary Probation:** A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.
 - c. **Counseling and Treatment:** A student's continued enrollment at Touro University may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program

after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.

- d. **Restitution:** A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her action.
- e. **Suspension:** A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension and he/she must apply to the Student Affairs Committee for reenrollment.
- f. **Expulsion:** This is termination of the student's enrolled status at the University. A student who has been expelled from the college is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
- g. **Impose Additional Sanctions:** The Student Affairs Committee may impose the following sanctions in addition to those listed above:
 - A **fine** to be paid to the college, in addition to restitution.
 - **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.
- h. **Legal Action:** In addition to imposing the disciplinary sanctions outlined above, the Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.
- i. **Other Sanctions:** The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

APPEALS OF DISCIPLINARY SANCTIONS IMPOSED FOR CODE OF CONDUCT VIOLATIONS

Any disciplinary action taken by the Senior Director of Student Affairs or his/her representatives for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days. The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Student Affairs Committee may overturn the decision of the Senior Director of Student Affairs only if it was clearly erroneous, arbitrary or capricious. The burden of proof is on the student to demonstrate that the decision of the Senior Director of Student Affairs was clearly erroneous, arbitrary or capricious.

The Student Affairs Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee,

the student may file a written appeal with the Senior Director of Student Affairs within ten (10) school days of the committee's decision. The Senior Director of Student Affairs shall appoint a Special Appeals Panel consisting of Academic Dean (or his/her representative), three full-time faculty members, and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Senior Director of Student Affairs, the Student Affairs Committee, and the Special Appeals Panel will be governed by the following protocols:

- a. All hearings are closed to the public.
- b. A quorum of the committee membership, defined as 51% of the total membership, must be present, either in-person or via video-conferencing.
- c. Students are prohibited from having attorneys present or representing them at any hearings.
- d. Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- e. The preponderance-of-evidence rule will govern the decision-making process.
- f. Decision will be made by a majority of participating members.
- g. The committee deliberations will be *in camera*.

TOURO UNIVERSITY ACADEMIC INTEGRITY POLICY

STATEMENT ON ACADEMIC INTEGRITY

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

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying, plagiarizing, and utilizing AI tools without acknowledgment of such, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates. Furthermore, it misrepresents student efforts and mastery of course material both absolutely, and relative to others in their courses.

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

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

The International Center for Academic Integrity (ICAI), of which Touro University is a member, lists six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, to allow institutional scholarship to flourish with integrity. To sustain these values, Touro University's Academic Integrity Policy, requires that a student or researcher:

- Properly acknowledge and cite all use of the ideas, results, or words of others, including the use of AI tools and other emerging technologies;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as their own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for their own ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated and no student has an inappropriate advantage over others;
- The academic and ethical development of all students are fostered;
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

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

Touro University works with faculty and students to promote an institutional culture of academic integrity, provides effective training that creates a commitment to academic integrity, and establishes clear procedures to deal with allegations of violations of academic integrity and monitoring the adherence thereto.

VIOLATIONS OF ACADEMIC INTEGRITY

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

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement, and the representation of them as one’s own original work. It also includes the unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

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

Intentional Plagiarism

Plagiarism takes many forms. Flagrant forms, or intentional plagiarism, include, but are not limited to:

- Purchasing a paper;
- Commissioning another to draft a paper on one’s behalf;
- Intentionally copying a paper regardless of the source and whether or not that paper has been published;
- Copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution;
- Using computer-generated material via artificial intelligence (AI) and other emerging technologies without attribution;
- In the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination.

Plagiarized sources may include, but are not limited to, print material, digital and media resources including social media and blogs, as well as assignments completed by other students at Touro

University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

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

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

Unintentional Plagiarism

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

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

In its policies and disciplinary procedures, Touro University will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating on Examinations and Other Class/Fieldwork Assignments

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

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using another learner's audience response device/i-clicker;
- Using materials, devices, or tools not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources or internet sources, unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;

- Working on any form of test or examination beyond the allotted time, which includes any extra time resulting from a documented accommodation (unless the instructor provides explicit permission);
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual’s examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.
- Bringing into the examination room notes in any format and paper, electronics or writings, drawings, etc. that could be used to aid in taking a closed notes/book exam.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Receiving assistance via artificial intelligence (AI) and other emerging technologies without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual’s exam.

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

Research Misconduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005. Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

- (a) fabrication - making up data or results and recording or reporting them;
- (b) falsification - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) plagiarism - the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

Research misconduct does not include honest error or honest differences of opinion.

Touro's Research Misconduct Policy can be found: <https://www.nymc.edu/media/schools-and-colleges/nymc/pdf/policies/PoliciesandProceduresforRespondingtoAllegationsofResearchMisconduct.final6.15.23.pdf>

OTHER UNETHICAL CONDUCT

Misleading or Fraudulent Behavior

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

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Signing in another person's name on any attendance sheet/roster representing them as present when they are not;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another person or computer-generated material via artificial intelligence (AI) and other emerging technologies;
- Omitting relevant information about oneself.

Tampering

Tampering is the unauthorized removal or alteration of college/university documents (e.g., library resources, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including

software and any other non-print media. Individuals, under the legal doctrine of “fair use,” may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically);
- Disseminating an image or video of an artist’s work without permission, including those found on the internet;
- Copying large sections of a book.

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: <https://www.copyright.gov/fair-use>. Also see the library’s guide on frequently asked copyright questions: <https://libguides.tourolib.org/copyright/faqs>.

Please contact your campus librarian to get copyright clearance for required reading materials.

SANCTIONS

The following sanctions may be imposed for violation of this Policy. Informal resolution of violations can be accompanied by Class C sanctions only. Formal resolution can be accompanied by any combination of sanctions from Class A, B, and C. Except in the case of a student’s expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct. (Academic Integrity Plagiarism Tutorial, <https://libguides.tourolib.org/AI>, for an overview on how to avoid plagiarism. Scroll down the page for the link to the Touro University Academic Integrity Test, <https://libguides.tourolib.org/research-101> that will go to the instructor’s email.)

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro University System
- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program’s rules and regulations

- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment or to do an alternative assignment, which may include a grade reduction

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

This Touro University Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student’s school, which may not be less stringent than the requirements and standards set forth in this Policy.

The Dean of each school or the Provost shall designate a member of the school’s administration as Chief Academic Integrity Officer (herein referred to as the “CAI Officer”) to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer of each school will maintain written records of all violations and resolutions, both informal and formal. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President of the Undergraduate Division for schools in that Division.

Each school shall designate a Committee that will adjudicate violations of academic integrity via a formal Hearing process.

The Provost or Vice President shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the “Appeals Dean”). The CAI Officer and the Appeals Dean cannot be the same individual.

REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING

Due to the organizational and administrative differences among schools and programs, each school can determine its own reporting sequence from faculty member to CAI Officer.

Depending on the school or program, faculty or students may report an alleged incident to: Department Chair, Department Deputy Chair, Program Chair, Sequence Chair, Program Director, Department Director, Academic Dean, Preclinical Dean, Dean, or CAI Officer directly.

Each school and program should make its reporting sequence known to its constituencies.

For the sake of clarity, the faculty member’s supervisor will be referred to as ‘Chair’ in the paragraphs that follow.

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the relevant “Chair”. The “Chair” will consult with the faculty member, and if a violation is identified, the faculty member will inform the student. The “Chair” will also report all suspected violations in writing (using the Academic Integrity

Violation Reporting Form) to the CAI Officer, who will advise the “Chair” on whether to pursue an informal or a formal resolution. For first-time suspected violations, CAI Officers and faculty are strongly encouraged to seek an informal resolution with the student. No permanent grade may be entered onto the student’s record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student’s exam and collect all evidence of cheating. The incident should be immediately reported to the “Chair”, who will investigate and report in writing to the CAI officer.

Resolution of Academic Integrity Violations

Incidents of academic integrity violations are reported to the department Chair, and a report by the Chair is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated the Touro University System’s Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer or the Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing. It is the responsibility of the student to work with their program to make up any time missed from clinical assignments.

Informal Resolution

After consulting with the Chair and the CAI Officer (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution to the department Chair for approval. The faculty member, in consultation with the Chair, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student to avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

If the student is found to have committed an academic integrity violation, the outcome of the informal resolution should be reported in writing by the Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career. NOTE: Some Touro schools may be required to report the violation to outside licensing agencies.

The informal resolution process is not available to individuals who have previously committed an academic integrity violation.

Formal Resolution

In the event that (1) the accused student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been previously found guilty of a similar

infraction, or (4) for any other reason for which informal resolution is not appropriate as determined by the CAI Officer, then the matter shall be submitted for formal resolution.

To institute formal resolution, the following procedures shall be followed:

- The Chief Academic Integrity Officer receives a written statement from the instructor, proctor, student, or any other complainant, as the case may be.
- The written statement must include the name of the involved student(s), the name and position of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after notification that informal resolution was unsuccessful or not pursued.
- The hearing shall take place before the designated Committee on Academic Integrity of the School. If the hearing involves a student in a dual-degree or joint-degree program, then the Hearing Committee should have representatives from both programs.
- The Committee shall receive the written statement, and any documents submitted by the student or reporting person.
- All persons involved in a hearing shall be given notice of all hearing dates, times and places. Such notice, which will be sent by e-mail will be given at least two (2) business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made at the discretion of the Committee Chair. Either party may be granted a postponement only if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a one-month period and any delay may affect the student's ability to progress in the program.
- The accused student and the accuser will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member or proctor, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, videos, papers, screen shots, social media posts, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference, and may not be the faculty member of the course in question.

- All decisions shall be made by majority vote.
- The student has the right to appear before the Committee, in person or via video conference, in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other representative at the hearing is not permitted. However, the student may bring a support person to accompany them and be present in an anteroom, but not participate, in the hearing.
- Audio recordings of the hearing are not permitted and transcripts are not required.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of the matter by submitting to the Committee information that he/she chooses to submit to support their stance or position. The CAI Officer, his or her designee, Office of Institutional Compliance or other members of the faculty and Administration may also meaningfully participate in this information exchange. Pursuant to the Touro University Code of Conduct, the student is expected to conduct themselves harmoniously so as not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting shall generally be held immediately after the hearing or within one Touro business day (a Jewish Day of Observance as delineated on the Touro calendar does not count as a business day).
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two (2) Touro business days, and reconvene the hearing within five (5) Touro business days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.

The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom. In the event the case involved a student in a dual-degree or joint-degree program, the CAI Officer of each relevant school should be informed of the decision.

APPEAL PROCESS

- Following a Formal Resolution Hearing and notification of the Committee decision, either party may appeal the decision. An appeal may only be granted on the basis of: 1) evidence

of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.

- The appellant has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the appellant's position and substantiate the reason(s) for their appeal.
- The Appeals Dean may request to meet with the appellant.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision, that is discretionary in nature, to the Chief Academic Officer (CAO) (i.e., Provost) or his/her designee. In the event the CAO decides to consider the matter, the CAO may only sustain the appeal on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may, at his/her discretion, conduct interviews and review materials. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

NOTE: The complete Touro University Academic Integrity Policy can be found at www.touro.edu/students/policies/academic-integrity/

ALTERNATIVE DISPUTE RESOLUTION

For purposes of this policy, "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro; any other matter related to or concerning the relationship between the student and Touro including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United

States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro University.

Touro's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes between Touro, and Touro's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro. The policy provides the exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this handbook.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as his or her consideration and consent to these terms.

All Disputes (as defined below) between Touro, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall first be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. The student shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Mediation.

If upon completion of the Mandatory Mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall proceed to binding arbitration (the "Mandatory Arbitration"), as described below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall be exclusively conducted and heard by a single arbitrator, affiliated with JAMS or another reputable ADR organization, who shall be an attorney or judge. The arbitrator and location of the Mandatory Arbitration shall be selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. The student shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Arbitration. The results of the Mandatory Arbitration shall be binding and final.

The Mandatory Mediation and Mandatory Arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon

the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy.

For the avoidance of doubt, this policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute. The student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as a knowing and voluntary waiver by the student of the student's right to seek judicial relief in any manner inconsistent with this policy.

ADR PROCEDURES

To initiate ADR, the student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, the Student shall indicate his/her desire to proceed to the Mandatory Mediation. As described above, to the extent any Dispute remains thereafter, the Dispute shall proceed to the Mandatory Arbitration.

FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro University. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro University makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro University's liability (as well as that of its faculty and staff, and including liability for action by, through or on its behalf by third parties) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

TOURO POLICY ON BIAS-RELATED CRIMES

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old
- Menacing (1st, 2nd and 3rd Degree)
- Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree) Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny
- Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate

crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to the Campus Security Director, Kevin Paynter at 50 W 47th Street 14th Floor New York, New York 10036; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

This policy applies to all members of the Touro University (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

TITLE IX GRIEVANCE POLICY

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

TITLE IX COORDINATOR

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
50 W 47th Street 14th Floor
New York, New York 10036
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

WHEN TITLE IX APPLIES

The Title IX process will apply when *all* of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro’s education program or activity;
and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see:

https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

SEXUAL MISCONDUCT

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately.

When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at

<https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at

https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education

Office for Civil Rights

32 Old Slip, 26th floor

New York, NY 10005

Phone 646-428-3800

Fax 646-428-3843

Email: OCR.NewYork@ed.gov

STUDENT COMPLAINTS

Touro is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with Touro's policies and procedures. Touro does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the University, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to Touro student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by

another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of Touro.

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below.

When a complaint concerns an administrative function of Touro, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

LIMITATION PERIOD

Claims under this policy may only be brought within sixty (60) calendar days of the alleged misconduct.

EXCEPTION TO POLICY

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; Touro currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

COMMISSION ON DENTAL ACCREDITATION COMPLIANCE

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

POLICY ON DRUGS AND CONTROLLED SUBSTANCES

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal law and New York State law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty, and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal laws, New York State laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential counseling and referral services to students, faculty, and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality.

Touro University also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro students, faculty, and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty, and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>.

Students are urged to view pages 28-30 in the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

STUDENT RESPONSIBILITIES AND RIGHTS

CAMPUS CITIZENSHIP

Students of Touro University are expected to be considerate of all individuals at the College – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the college community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with college officials by observing the rules and regulations of the college, and by exercising respect for college values and property.

STANDARDS OF CLASSROOM BEHAVIOR

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor. To ensure a clean and healthy environment for all students at the college, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have obtained specific authorization in advance from the dean of their division/school.

Additionally, please see Touro’s Policy on Weapons in the 2023 Annual Security and Fire Safety Report, https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

POLICY ON FILMING, VIDEOTAPING, PHOTOGRAPHY, AND VISUAL OR AUDIO RECORDINGS

It is the policy of TCDM to require advance written permission from Touro University’s Communications Department and/or New York Medical College’s Office of Public Relations (hereinafter collectively referred to as “Appropriate Office”) prior to the taking, publication or dissemination of any photograph, film, videotape or recording of Touro buildings, facilities, property, student, faculty or employee. No commercial filming, videotaping, photography or visual or audio recording is permitted without the express written permission of the appropriate office. Permission for still photography (film or digital) will be granted only for the personal use of students, parents, alumni, faculty, staff and trustees of Touro. Photography, videotaping or recording authorized by Touro which is intended for public affairs purposes will be coordinated with the appropriate office and in accordance with Touro policies. Similar photography, videotaping or other recording which is intended for educational purposes will be coordinated by the Office of Academic Affairs for TCDM or the appropriate Dean for the other schools, in consultation with the appropriate office.

It is also the policy of Touro to prohibit the taking, publication or dissemination of any photograph, film, videotape, digital image or other visual or audio recording of any cadaver donated or otherwise provided to or by the College. These human remains are to be treated with respect for their humanity and gratitude for their contribution to the advancement of medical education; to act otherwise serves no educational or scientific purpose.

Furthermore, it is the policy of Touro to prohibit the taking, publication or dissemination or other use of any photography, videotape, digital imaging or other visual or audio recording of any patient without the prior written consent of such patient. This protects the privacy of patients and is consistent with the *Health Insurance Portability and Accountability Act* ("HIPAA") standards and codes.

This policy applies to all faculty, staff, employees, students, student organizations, residents in a College-sponsored or directed graduate medical education program, interns, volunteers and authorized visitors. This policy applies to any device or format including the use of cameras, cellphones, smartphones or other visual or audio recording devices.

INTERNET SERVICES AND USER-GENERATED CONTENT POLICY

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as apply offline.

Students are urged to read the entire policy at <https://touro.app.box.com/v/InternetService-UserGenContent>.

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be seen at <https://touro.app.box.com/v/AcceptableUsePolicy>.

DRESS CODE

1. Students must maintain a professional appearance at all times while on campus in order to convey a positive image to faculty, other students, patients, and the public. Therefore, attire should be clean, pressed and appropriately fitted. personal hygiene should be maintained whenever the student is on College grounds, in a clinical setting, or attending any college related program.
2. The TCDM identification badge must be worn and made clearly visible at all times while on campus. ID cards are issued at new student orientation sessions and replacements for lost ID's may be obtained from the NYMC Office of Public Safety.
3. On-campus, the mode of dress is determined by each student's professional judgment and the setting which they are in. Clothing having caricatures, messages, or symbols that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is always unacceptable and will always be considered unprofessional in any setting. Attire in any setting that demonstrates inappropriate professional judgement is subject to review and possible action by the Office of Student Affairs.
4. Clinical dress (scrubs and closed shoes) is required at all times while in any clinical setting, including the simulation laboratory. TCDM branded scrubs are the official uniform of students, faculty and staff in all clinical settings. Therefore, only authorized scrubs may be worn, including the approved brands, styles and colors designated by the Office of Student Affairs. Non-conforming scrubs are considered to be unacceptable attire, and will be subject to review and action by the Office of Student Affairs.
5. Casual business attire may be worn in the classroom setting on non-clinical lab days. However, students are reminded that attire should be appropriate for a professional setting.
6. Students inappropriately dressed or groomed may be asked to address these concerns. Failure or inability to do so immediately may require them to leave the campus. Questionable or disputed cases of dress or grooming shall be presented to the Office of Student Affairs for discipline and/or censure. Its decision shall be final and non-appealable.

ANTI-HAZING POLICY

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

NO-SMOKING POLICY (INCLUDING THE USE OF ELECTRONIC CIGARETTES OR VAPOR DEVICES)

Touro University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the college and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside University vehicles. 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.

POLICY ON PROFESSIONAL CONDUCT

Touro College of Dental Medicine is dedicated to high standards of education and a respect for the dignity of the individual. The College is concerned about preventing faculty-student, resident-student or student-student relationships that are perceived as injurious to the mental or physical well-being or academic freedom of any of its students. The College is committed to the principle that students and teachers have a duty to respect each other and promote a professional environment in which the educational, research and clinical missions of the university are pursued. This policy has been developed to define the standards of conduct in teacher-student and student-student relationships at Touro College of Dental Medicine, specify mechanisms for the prompt handling of complaints, and provide for education methods aimed at preventing student mistreatment and abuse.

- Treat others with the same respect and dignity you would wish them to show you. This includes patients, colleagues, students, teachers, administration, staff and other health professionals.
- Do not harass others physically, sexually, verbally or psychologically.
- Do not discriminate on the basis of race, creed, color, religion, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation, gender identity or citizen status.
- Be truthful and honest in all communication. Acknowledge errors of omission and commission with colleagues and patients. Do not take credit for or plagiarize others' work.
- Do not use offensive language. Do not belittle patients, students or colleagues in any way, either in or out of their presence. Be aware of personal limitations and areas in which you lack knowledge. Know when to ask for and whom to go to for help. Know when and from whom appropriate supervision is necessary.
- Maintain a high level of confidentiality on matters relating to colleagues, students and patients. Know when, where, and with whom such matters should be discussed.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro University policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro University or a party acting on behalf of Touro University, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at Touro University and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester

- | | |
|---------------------------|--|
| • Name | • Dates of enrollment |
| • Address | • Enrollment status |
| • E-mail address | • Classification (freshman, etc.) |
| • Telephone listing | • Honors and awards |
| • Date and place of birth | • Degrees and dates of conferral |
| • Photograph | • Most recent prior educational agency or institution attended |
| • Major field of study | |

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

AUTHORIZATION FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed “Authorization for Non-Disclosure of Directory Information” form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.

