SECTION I: TOURO UNIVERSITY NEVADA

Non-Discrimination Policy ................................................................. 1
Mission of Touro College ..................................................................... 1
Vision Statement of Touro University Nevada ........................................ 1
Mission of Touro University Nevada .................................................... 1

SECTION II: TOURO UNIVERSITY NEVADA COLLEGE OF OSTEOPATHIC MEDICINE ........................................................................ 2
Accreditation and Approval .................................................................. 2
Policy on Student Complaints Regarding Institutional Compliance with Accreditation Standards .............................................................. 2
Students Rights & Responsibilities in Reviewing Standards & Policies of Accreditation ................................................................. 2
Degree Awarded ................................................................................. 3
Mission of Touro University Nevada’s Osteopathic Medicine Program ......................................................................................... 3
Synopsis of Curriculum ........................................................................ 3
Licensure ............................................................................................... 4
Internships & Residencies ..................................................................... 5

SECTION III: OFFICE OF STUDENT SERVICES ...................................... 5
Office of the Registrar ........................................................................... 5
Bursar’s Office ....................................................................................... 5
Student Financial Aid .......................................................................... 6
Student Counseling ............................................................................. 6
Faculty Mentors/Advisors .................................................................... 6
OASIS – Office of Academic Services & Institutional Support .................. 6
Student Organizations ......................................................................... 7
Osteopathic Medical Student Government Association (OMSGA) ............... 7
Recognition of Student Organizations .................................................. 7
Renewal of Recognition ...................................................................... 9
Student Organization Stationery Usage Policy ........................................ 8
Extra-Curricular Activities ................................................................... 9
On-Campus Student Events .................................................................. 9
Alcohol Policy for Student Events ........................................................ 9
Publications ........................................................................................ 9
Student Representation ......................................................................... 10
Official Representation ......................................................................... 10
Dress Code .......................................................................................... 10
Dress Code for Clinical Activities ......................................................... 10
Student Health ..................................................................................... 10
Medical Records ............................................................................... 10
Immunization Requirements ................................................................ 10
Student Health Insurance/Health Care ................................................ 10
Crime Awareness & Campus Security Act (CLERY) ................................ 10

SECTION IV: GENERAL ACADEMIC POLICIES .................................. 11
Transfer Students - Touro University Nevada .......................................... 11
Personal Interview ............................................................................. 12
Examination Policies ........................................................................ 12
Examination Schedules ...................................................................... 12
Examination Protocol ......................................................................... 12
Examination Decorum ....................................................................... 13
Course Evaluation Policy ................................................................... 13
Excused Absence Policy ..................................................................... 13
APPENDIX A: ........................................................................................................................................ 40
CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF Touro
University Nevada (TUN)............................................................................................................. 40
Title .................................................................................................................................................. 40
Definition and Basic Concepts...................................................................................................... 40
Student Responsibilities ............................................................................................................... 41
Students Rights ............................................................................................................................ 42
Sanctions ......................................................................................................................................... 43
Amendment of This Code............................................................................................................ 43

APPENDIX B: ....................................................................................................................................... 44
TOURO UNIVERSITY NEVADA BYLAWS AND REGULATIONS OF THE
CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF
TOURO UNIVERSITY NEVADA........................................................................................................ 44
Student Concerns and Grievances ............................................................................................. 44
Conduct Violations ....................................................................................................................... 44
Informal Method of Resolution .................................................................................................... 45
Formal Method of Resolution ....................................................................................................... 46
Procedures for Formal Resolution – Conduct Infractions ......................................................... 46

APPENDIX C: ....................................................................................................................................... 52
GUIDELINES FOR ACCESS TO AND DISCLOSURE OF EDUCATIONAL
RECORDS MAINTAINED BY TOURO UNIVERSITY NEVADA ............................................. 51
I. Definitions .................................................................................................................................... 51
II. Inspection and Review of Education Records ......................................................................... 52
III. Amendment of Education Records .......................................................................................... 55
IV. Disclosure of Personally Identifiable Information from Education Records ....................... 57
V. Annual Notification of Rights.................................................................................................... 60
SECTION I: TOURO UNIVERSITY NEVADA

The Student Handbook contains policies and requirements which govern academic performance and student conduct. These policies are unique to Touro University Nevada, and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the responsibility of all students to be knowledgeable about Touro University Nevada policies. These policies will be applied to all aspects of the student’s academic progress and personal conduct for as long as the student is enrolled.

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

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

Non-Discrimination Policy

It is the policy of the University to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability. To be considered for admission to any program offered by the University, a student must possess the academic credentials and professional attributes deemed essential by the respective program admission’s committee for selection to the program.

Mission of Touro College

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

Vision Statement of Touro University Nevada

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

Mission of Touro University Nevada

The mission of Touro University Nevada is to provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.
SECTION II: TOURO UNIVERSITY NEVADA COLLEGE OF OSTEOPATHIC MEDICINE

Accreditation and Approval

Touro University Nevada College of Osteopathic Medicine (California and Nevada): In 1995, the California Board for Private Postsecondary and Vocational Education authorized Touro to confer the Doctor of Osteopathic Medicine degree. After obtaining both pre-accreditation and provisional accreditation from the Bureau of Professional Education of the American Osteopathic Association (AOA), Touro was authorized to open its doors to students during the 1997-1998 academic year. An accreditation team representing the Commission on Higher Education of the Middle States Association of Colleges and Schools recommended Touro University Nevada College of Osteopathic Medicine for regional accreditation as a Branch Campus of Touro College. The Commission on Higher Education approved that recommendation in December 1997. In April 2001, the AOA awarded full accreditation status to the College of Osteopathic Medicine. In the Spring of 2004, the Commission on Osteopathic College Accreditation (COCA) of the AOA approved the development of a branch campus of Osteopathic Medicine in Henderson, Nevada. In June 2004, the Commission included Touro University Nevada College of Osteopathic Medicine within the scope of Touro College’s accreditation. Regional accreditation was transferred from the Commission on Higher Education of the Middle States Association of Colleges and Schools to the Western Association of Schools and Colleges in February 2005. In addition, Touro University Nevada (TUN) is approved by the Nevada Commission on Postsecondary Education.

Policy on Student Complaints Regarding Institutional Compliance with Accreditation Standards

The Dean of the College of Osteopathic Medicine or other institutional official designated by him will address the expressed informal concerns of students regarding institutional compliance with COCA accreditation standards and procedures. Under most circumstances, a response to those concerns will be made in writing. If the complaints are judged to be valid, the Dean or institutional official designated by him will institute documented changes in institutional policy or procedures to bring the College of Osteopathic Medicine into compliance with COCA standards. Formal complaints filed through the AOA-COCA Assistant Secretary will be managed according to AOA-COCA Accreditation Standards. All records of the proceedings regarding receipt, adjudication and resolution of student formal and informal complaints in these matters will be maintained in the Office of the Dean.

Students Rights & Responsibilities in Reviewing Standards & Policies of Accreditation

Students have the right to review the standards and policies for accreditation of the institution as published by the COCA. Copies of accreditation standards and procedures will be available online through the TUNCOM Library or the Office of the Dean of the College or at www.osteopathic.org and follow the links. Individual students (or their
elected class representatives) may register formal or informal concerns or complaints regarding the compliance of the institution with accreditation standards or procedures as published by the AOA-COCA. Informal concerns should be addressed to the Dean of the College of Osteopathic Medicine, preferably in writing. Formal concerns or complaints should be filed in accordance with the procedures of the AOA-COCA described in the COCA document "Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures", page 75. These concerns must be in writing, signed and should be addressed to the AOA-COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.

**Degree Awarded**

The Doctor of Osteopathic Medicine (D.O.) degree is conferred upon graduates of Touro University Nevada College of Osteopathic Medicine who have fulfilled all of the requirements for graduation published elsewhere in this handbook.

**Mission of Touro University Nevada’s Osteopathic Medicine Program**

The Osteopathic Program of the Touro University Nevada College of Osteopathic Medicine prepares students to become outstanding osteopathic physicians who uphold the values, philosophy and practice of osteopathic medicine and who are committed to primary care and the holistic approach to the patient. The college advances the profession and serves its students and society through innovative education, research and community service.

**Synopsis of Curriculum**

The curriculum of Touro University Nevada stresses the interdependence of the biological, clinical, behavioral and social sciences. Emphasis is on the education of physicians for primary care medicine and the specific roles of osteopathic principles in the maintenance of health and treatment of disease. The Touro University Nevada curriculum is a continuously evolving educational program designed and developed by the faculty to meet the ever changing demands of medical education and the mission of Touro University Nevada. New courses and changes in existing course work are initiated by the faculty in their respective departments. New courses must be approved by the Curriculum Committee and the Dean of the College. Please see the university catalog for detailed course descriptions.

The educational program is centered on the basic concepts of osteopathic medicine. The academic program is intended to meet the following goals:

I. To emphasize the role of the patient in the maintenance of health.

II. To recognize and emphasize the inherent capacity within each person to overcome disease and maintain health; to educate physicians to cooperate with this therapeutic capacity in their methods of treatment.
III. To offer a curriculum that will interest students in primary care and prepare them to provide quality, comprehensive health care to their patients.

IV. To provide sufficient academic training to make students analyze health-care decisions, promote wellness, and empower patients to assume responsibility for their own health.

A primary care physician must have expertise in problem solving and diagnosis. In order to achieve the goals, the curriculum adopted at Touro University Nevada emphasizes the integration of basic and clinical science aspects of medical practice. With this approach, practice in problem solving becomes a part of the daily classroom experience. The Touro University Nevada faculty adopted the following AOA COCA core competencies to guide curriculum development and assessment:

- Osteopathic Philosophy and Osteopathic Manipulative Medicine
- Medical Knowledge
- Patient Care
- Interpersonal and Communication skills
- Professionalism
- Practice-based learning and improvement
- Systems-based practice

The curriculum is divided into three phases:

I. Basic Sciences

II. Interrelated systems teaching

III. Clinical experience and clinical clerkships

**Licensure**

Osteopathic physicians are required to be licensed by the states in which they practice. Each state has its own requirements for granting licensure and its own licensing board. Generally, a license can be obtained by successful completion of exams administered by the National Board of Osteopathic Medical Examiners (NBOME), the National Board of Medical Examiners (NBME) or by reciprocity from another state.

The examination given by the NBOME is the Comprehensive Osteopathic Medical Licensing Examination (COMLEX). The COMLEX is divided into three levels. Level I is a written exam and is taken following completion of Year II. Level II is comprised of two levels, a written examination (COMLEX Level 2CE) and a performance examination (COMLEX Level 2PE). The level II exams are usually taken following the completion of all core clerkships. Level 3 consists of a written examination that may be taken during the internship year. Students must pass COMLEX Level I and COMLEX Level 2CE and COMLEX Level 2PE prior to graduation.
Osteopathic medical students are also eligible to be examined by the NBME which administers the United States Medical Licensing Examination (USMLE). This exam, which is not required for graduation, is given in three steps. Some residency programs recommend this exam as part of the application process for Accreditation Council for Graduate Medical Education (ACGME) approved programs.

**Internships & Residencies**

Postdoctoral training in an AOA-approved internship and/or residency is part of the continuum of osteopathic medical education. The training is designed to further students’ medical skills and knowledge in hospital and ambulatory care environments. Osteopathic training programs throughout the country offer carefully supervised internship training, affording the intern-physician practical and realistic indoctrination into the practice of medicine. Students may also secure internship training positions approved by the Accreditation Council for Graduate Medical Education (ACGME).

A 12-month internship is the first post-doctoral training period. It can be secured, with the assistance of the College, by participating in the Intern Match Program (IMP) of the American Osteopathic Association or the National Residency Matching Program (NRMP) of the American Association of Medical Colleges. Residency training programs follow the internship year and are available in all areas of specialty and primary care.

**SECTION III: OFFICE OF STUDENT SERVICES**

The Office of Student Services is under the supervision of the Dean of Students. This office coordinates a variety of student support services within the university.

Student Services interacts with students to develop and offer programs and services that enrich students' experiences on campus.

**Office of the Registrar**

The Office of the Registrar is responsible for creating and maintaining the official academic records for TUN students. The services provided by the Office of the Registrar include course registration, transcript requests, withdrawal requests or a leave of absence from the University, transfer requests, adding or dropping a course and certifying enrollment for student loans.

**Bursar’s Office**

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

**Student Financial Aid**

The Office of Financial Aid provides services for students who need assistance in funding their education; to that end, TUN participates in several financial aid programs involving federal, state, and private sources that may include: Federal Subsidized Loans, Federal Unsubsidized Loans, Federal Graduate PLUS Loans, Private Alternative Loans, Armed Forces Health Professions Scholarship Program, Air Force Health Professions Scholarship Program, Navy Health Professions Scholarship Program, Veterans Administration Benefits, and Federal Work-Study Program.

**Student Counseling**

Students may contact the Dean of Students to discuss options for counseling and personal support. All aspects of mental health care are strictly confidential. Touro University Nevada participates in free services that provide short-term counseling services to individual students.

**Faculty Mentors/Advisors**

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

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

**OASIS — Office of Academic Services and Institutional Support — Learning Resources**

Services are available to assist students experiencing academic difficulties, as well as preparation for professional examinations. In addition to tutoring and study skills enhancement, accommodations for documented disabilities are provided through this office.

**Peer Tutoring**

Through OASIS, Touro University offers students peer tutoring services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material/content.
Students are eligible to apply to tutor a subject if they earned at least a “B” in that subject and are approved by the course director. Tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must have applied to and been approved by OASIS to be eligible for reimbursement of tutoring services. Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are earning a grade of less than 80% in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available through OASIS. Students requesting a tutor must complete and submit a request form to OASIS.

**Student Organizations**

**Osteopathic Medical Student Government Association (OMSGA)**

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

**Recognition of Student Organizations**

To ensure that organizations seeking recognition meet the high standards of Touro University Nevada and its student population, the OMSGA shall have the power to recognize student organizations.

**Role of the student in gaining recognition of student organizations:**

1. The students and faculty advisor seeking group recognition must complete a petition for recognition.

2. The petition must include the organization’s name and goals, proposed charter, name of faculty advisor, and list of charter members.

3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

**Role of the Student Government Association:**

1. The OMSGA will review the petition for recognition.

2. The OMSGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.

3. A majority vote of those OMSGA members voting shall determine the status of the applicant group. Appeal of the OMSGA decision may be made to the Dean of Students.
4. The OMSGA has the right to annually review the status of any organization. The OMSGA may require every approved organization to submit an annual report.

5. The OMSGA will have the discretion to hear objections related to the recognized organization.

6. The OMSGA shall ensure that no action shall be taken concerning the student organization’s status unless the organization in question has an opportunity to hear the charges made against it and present its side of the issue.

7. The OMSGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the OMSGA.

**Role of the Dean of Students:**

1. Review the petition for a new university organization to ensure proper documentation.

2. Recommends approval or denial.

3. Provides support for OMSGA officers, student organization officers and advisors, and provides oversight to ensure expenditure of funds is congruent with university policies.

**Renewal of Recognition**

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

**Student Organization Stationery Usage Policy**

To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved or probationary status and have received approval from the Dean of Students.

**Extra-Curricular Activities**

Students or student organizations wishing to host events involving academic activities, i.e., speakers, mini-courses, drug fairs or non-credit courses, must have the approval of the Dean of Students. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Dean of Students. Request forms are available in the Office of Student Services.
**On-Campus Student Events**

All student groups (organizations, classes, etc.) seeking to have an on-campus student event must consult the Director of Student Activities who will advise the student organizer of the necessary steps to follow in scheduling the event.

**Alcohol Policy for Student Events**

The University will not authorize the use of general student fees or other funds collected and administered by a University office or agency for the purchase, supply or serving of any alcoholic beverage. See the “Alcohol Policy for Student Events” in the University Catalog to request permission to plan an event in which alcohol will be served. This policy does not apply to approved functions which are directly sponsored and organized by the University.

**Publications**

Yearbooks and other sanctioned student publications may be published only under the auspices of the University.

**Student Representation**

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

**Official Representation**

Touro University Nevada students may officially represent the University and/or its colleges or any institutional committees on any local, state or national student-oriented organization only if approved in advance by Touro University Nevada. The student must be in good academic standing in order to serve as an official representative of TUN.

**Dress Code**

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

A conservative use of jewelry, hair color, and clothing selection is encouraged. Baseball caps, t-shirts, and torn jeans are examples of inappropriate, unprofessional attire. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire that is subject to review and action by the Dean of Students.
**Dress Code for Clinical Activities**

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

**Student Health**

**Medical Records**

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

**Immunization Requirements**

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

**Student Health Insurance/Health Care**

Because the University is concerned for the health and welfare of its students, a program of student health insurance is required.

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

**Crime Awareness & Campus Security Act (CLERY)**

As required by federal law, Touro University Nevada makes information available to students about policies and procedures to report criminal actions on campus; current policies concerning security and access to facilities on campus; and statistics concerning incidents of campus crime. Students interested in this information should contact the Office of Student Services.
SECTION IV: GENERAL ACADEMIC POLICIES

University-wide academic policies are described in the Touro University Nevada catalog.

Transfer Students - Touro University Nevada

Touro University Nevada accepts applications of transfer students from other U.S. osteopathic medical colleges as long as these students are in "good academic standing", meet prerequisite requirements, and have acceptable reasons for seeking a transfer. Approval is typically granted only to those desiring to transfer in as second or third year students. Touro University Nevada will only consider transfer applications from students at other colleges of osteopathic medicine. Candidates for transfer must be eligible for re-admission to the previously attended college of osteopathic medicine.

Transfer applicants must provide the following information no later than February 1 to allow appropriate review preceding the semester of intended enrollment:

1. A letter to the Director of Admissions indicating why the student wishes to transfer.
2. A Supplemental Application, with the non-refundable application fee, clearly marked and highlighted FOR TRANSFER ONLY.
3. Official score reports for all attempts at the Medical College Admission Test (MCAT).
4. Official copies of transcripts from all post-secondary school and colleges.
5. Official copy of the most current osteopathic medical school transcript.
6. A letter from the academic dean at the osteopathic medical college in which the student is currently enrolled, stating that the student is in good academic standing and outlining any history of disciplinary action.
7. A letter of recommendation from a faculty member at the osteopathic medical college in which the student is currently enrolled.
8. The technical standards document for the program signed by the applicant.

All required material (see above) must be directed to the attention of the Director of Admissions and must be submitted in a timely manner. Qualified transfer applicants will be recommended to the Dean, who will consult with the Associate Dean for Academic Affairs and Curriculum and/or the Associate Dean for Clinical Education. Acceptance of transfer students will be dependent upon the student's qualifications, curricular compatibility and available space. Additional course work may be required to satisfy academic deficiencies.
**Personal Interview**

The Director of Admissions, at the direction of the Dean, may invite the transfer candidate to Touro University Nevada for an on-campus interview.

**Examination Policies**

**Examination Schedules**

The responsibility for developing, coordinating, and communicating these schedules rests with the Senior Associate Dean of Academic Affairs in coordination with the Curriculum Committee. Students should regularly check exam schedules on Blackboard and in emails to ensure they have the most recent information.

**Examination Protocol**

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

1. Students are required to be on time and present for all scheduled examinations.

2. A student who arrives more than 15 minutes after the scheduled exam start time or after the first student has left the examination room will not be given an examination. The finish time for late arrivals to the examination will be the same as for the students who arrived on time.

3. The student unable to attend a scheduled examination for any reason must notify the Dean of Students as soon as possible prior to the start of the exam. The Dean of Students will determine whether the absence is excused or unexcused. Acceptable excused absences are described in the “Attendance Policies” section of the handbook. The student should also immediately inform the Course Director and/or instructor of his/her absence from the examination. Contact may be in person or via voice mail or e-mail.

4. An unexcused absence for an exam will result in a 10% deduction from the score achieved on the makeup examination.

5. Make-up examinations for excused and unexcused absences from exams must be accomplished within 3 business days of the scheduled exam. In the case of an illness or extenuating circumstances, the make-up exam must be accomplished within 3 business days of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the course coordinator and Senior Associate Dean for Academic Affairs.

6. Failure to make up the examination within the specified time period will result in a grade of “Zero” for that examination.
**Examination Decorum**

Upon entry into the examination site, the student must place all phones, books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Students are expected to uphold the Code of Student Conduct of Touro University Nevada. Any student engaging in dishonest acts during an examination is subject to disciplinary action. Both sharing and receiving information are violations of the conduct code.

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

**Course Evaluation Policy**

One aspect of professionalism required of physicians is to provide their opinion and feedback to members of the healthcare team in order to aid in continually improving healthcare delivery. This aspect of professionalism begins in medical school and continues throughout a physician’s career. An important mechanism for improving medical education is analysis of course evaluations completed by medical students.

The online course evaluations are available to students during the two weeks preceding the last day of instruction each semester. Each medical student is expected to complete the online course evaluations during the time they are made available. Though it is expected that students complete the course evaluation, course evaluation completion is not required to receive a grade for a course. The computerized evaluation system employed by TUN maintains the anonymity of the evaluators.

Students in the clinical coursework phase of their education should consult the TUNCOM Student and Faculty Manual for Clinical Coursework for information concerning the Evaluation of Clinical Assignment.

**Excused Absence Policy**

Students are required to attend all laboratory activities, clinical clerkships, elective courses, audited courses, and required lectures. Departments and/or individual courses may establish more specific attendance requirements.

When circumstances necessitate that a student cannot attend an exam, a required lecture, or a laboratory session, the student may request an excused absence from the Dean of Students. Except in a true emergency, students must notify the Dean of Students in advance of the absence in order to receive an excused absence. Documentation will be required when students return and before faculty members are notified that the absence is excused.

Excused absences will be granted for the following: 1) a documented medical situation for the student or an immediate family member; 2) jury duty or court proceedings; 3)
bereavement; or 4) approved off-campus conferences and events as described in a following section of the handbook. Other personal situations for which excused absences are requested will be reviewed on a case by case basis.

A student who does not have an excused absence and misses a quiz, laboratory session, clerkship session, or other graded activity will receive a “0”. The policy for unexcused absences for exams is described under the “Examination Protocol” section of this handbook. Students requiring an excused absence for an exam or a laboratory class should notify the Dean of Students as soon as possible prior to the session to allow for any necessary accommodations. Students requesting extended excused absences may be required to provide additional verification to the Dean of Students. Failure to attend elective or audited courses and/or laboratories may result in the removal of the elective credit or audit from the student's record. Absences from any instructional session for any reason do not relieve the student from responsibility for covered material. Chronic unexcused absences will be viewed as violations of the Code of Student Conduct.

**Attendance Policy: Preclinical (1st & 2nd year students)**

Osteopathic medical students are expected to attend and participate in all academic activities. Lectures often enhance one’s understanding of concepts by providing data and in-depth explanations that cannot be gleaned from reviewing lecture notes and textbooks. However, attendance at course lectures is not mandatory under most circumstances.

The following is the attendance policy for preclinical courses:

- Attendance is **mandatory** for all laboratory and laboratory preparation classes, small group sessions, problem based learning (PBL) sessions, and team-based learning sessions (TBL). The consequences for one or more unexcused absences are at the discretion of the course coordinator and may include a failing grade. Students may request an excused absence ONLY if it meets one of the criteria stated in the “Excused Absence Policy”.

- Attendance at lectures may be required under special circumstances, e.g., visiting lecturers or special programs. Every effort will be made to inform the student body of these special lectures/programs in advance. Failure to attend such a session may result in disciplinary action unless a request for an excused absence is submitted in a timely fashion and in accordance with the written Excused Absence Policy.

- Quizzes or other graded activities may be scheduled during lecture times. Every effort will be made to inform students of such graded activities well before they are given. Failure to attend those sessions may result in a failing grade on those quizzes and examinations unless an excused absence is obtained.

- Lecture attendance may be tracked for academic counseling purposes.

- Although attendance at course lectures is not required under most circumstances, a student may be required to attend lectures for academic reasons. The Academic
Dean in consultation with the Student Promotions Committee will determine the guidelines for students in this situation on an individual basis.

**Attendance Policy: Clinical/Experiential Departments**

See the *TUNCOM Student and Faculty Manual for Clinical Coursework* for details of the clerkship attendance and scheduling policies.

1. 100% attendance is mandatory. Students are expected to be present at their clinical clerkship sites for the entirety of all scheduled shifts.

2. Students may be scheduled to work on weekends, but must be free of all clinical responsibilities for at least two (2) calendar days out of each consecutive fourteen (14) days. These days off may not necessarily be consecutive or on weekends.

3. Students are limited to sixty (60) clinical work hours per week averaged over any consecutive four-week period. Didactic or independent study time is not included in this maximum.

4. Students are not to work more than twenty-four (24) consecutive hours. Extenuating circumstances (e.g. emergent patient care matters) may, on rare occasion, necessitate exceeding this maximum, but responsibilities must not exceed thirty (30) consecutive hours.

**Student Absences to Attend Off-Campus Conferences & Events**

1. A student in the preclinical curriculum who wishes to attend a professional conference or event must first submit a written request to the office of Student Services at least one month prior to the activity. Academic probation, an “incomplete” recorded for any course, one or more failed exams in the current semester, or an outstanding bill are among the reasons that Dean of Students will deny a student’s requests.

2. Students on clinical clerkships who wish to attend off-campus activities must have prior approval from the preceptor to whom they are assigned, the facility to which they are assigned, and the Associate Dean for Clinical Education. Requests for off-campus conferences must be submitted at least two weeks prior to the beginning of the clerkship during which the conference will occur.

Students approved for attending off-campus conferences or events remain fully responsible for all presented information from missed lectures, laboratories, clinical courses and/or other course assignments. Any missed examinations must be promptly resolved in coordination with the appropriate instructor/coordinator as described in the Examination Protocol section of this handbook.
**Leave of Absence and Suspension**

The Touro University Nevada catalog defines a leave of absence and describes the process for requesting one. Various categories of suspensions are also described in the Touro University Nevada catalog. The College of Medicine has an additional policy related to both the leave of absence and suspensions:

A student who has been on leave of absence or any type of suspension for 90 days or more and is scheduled for a clerkship upon return to TUNCOM must pass an OSCE exam overseen by the Assistant Dean for Clinical Skills Training.

**Withdrawal from the University**

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

Students contemplating withdrawal are advised to discuss this issue with their faculty advisor and/or the dean prior to making a decision. Students considering withdrawal are subject to the policies governing withdrawal from the University.

**Withdrawal Procedures**

A student wishing to withdraw from Touro University Nevada is required to meet with the respective Dean or designate. The student must inform the Dean in writing of the decision to voluntarily withdraw and relinquish his/her position in the program. To complete an official withdrawal, students obtain a form from the Registrar. The student must complete the official withdrawal form complete with all required signatures and deliver this form to the Office of the Registrar. The withdrawal process includes the clearing of all financial obligations to Touro University Nevada, completion of all administrative procedures, and completion of an exit interview with the respective Dean or designate. The student receives one of the following grades: W (withdrew) or WU (withdrew unsatisfactory). “W” is defined as withdrawal in good academic standing. “WU” is defined as withdrawal not in good academic standing. The withdrawal tuition refund schedule is described in the Touro University Nevada catalog.

**Lecture Policies**

Lectures are recorded, and most recordings will be made available to those students registered for the given class. The following policies apply to lecture recordings:

- Students have access to the recorded lectures of the TUN courses for which they were registered for up to 48 months after the lecture. Access to recorded lectures is terminated upon graduation.
Faculty members may withhold access to lectures or portions of lectures during which questions or cases were discussed.

If a lecture does not get recorded (e.g. due to recording equipment malfunction, scheduling error, etc.), students are still responsible for the material that was presented in that lecture.

Copying and distribution of any recorded lecture material is a violation of the student honor code and may result in severe disciplinary action.

**Note Pool**

Note pools are developed, coordinated, and managed by the students for the exclusive educational use of Touro University Nevada students. The note pool must abide by copyright laws, and material presented by a visiting faculty member may be included in the note pool only if the faculty member provides written permission.

**Equipment Policies**

**Laptop Computers Issued by Touro University Nevada**

Touro University Nevada issues laptop computers preloaded with academic software to each student. These computers are to be used for TUNCOM computer-based exams and other academic activities. The Touro University Nevada Information Technology department will not support other computers.

**Science Equipment/Slides**

Students will be provided with access to microscopes and histology and pathology slides. They will be shared by students who will be jointly responsible for them.

**Clinical Instruments**

Information regarding the purchase of instruments will be provided during the orientation program. Students are advised to ask questions of faculty, students at other schools, and salespeople before purchasing any equipment.

**Visitors**

Only registered students are permitted in the Touro University Nevada buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the Dean of Students. No visitors are permitted in the anatomy lab without the permission of the Basic Sciences Department Chair. These regulations are strictly observed.

Students wishing to bring a visitor to campus must arrange in advance for a special visitor’s pass, which may be obtained from the reception desk.
SECTION V: GENERAL ACADEMIC STANDARDS

Grading

At the end of each course a grade for each student will be submitted to the Registrar. The work of all students at Touro University Nevada shall be reported in terms of grades as described in the Catalog. Calculations of grades for 3rd and 4th year clinical courses are also described in the TUNCOM Student and Faculty Manual for Clinical Coursework.

Policies Regarding the Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

Students can register for COMLEX level 1 up to six months in advance of the desired test date. However, TUNCOM can rescind permission to take COMLEX level 1 if the student has not completed all necessary requirements as described below.

Promotion to Year IV requires that a student has passed Level I of the COMLEX. Students must have taken and passed all components of COMLEX Level I and COMLEX Level II to be eligible for graduation.

Students are responsible for maintaining an awareness of registration requirements and deadlines. Test registration, as well as any fees, travel costs, or accommodations are also the students’ responsibility. Information on COMLEX is available at: http://www.nbome.org.

Attempts and passage of the United States Medical Licensing Examination (USMLE) series is optional. Students again maintain responsibility for registration, deadlines, and costs. Information on USMLE is available at: http://www.usmle.org.

TUNCOM policies regarding COMLEX are as follows:

1. Students are required to take COMLEX Level 1 prior to the start of their third clinical course (this includes vacation months). Under typical circumstances, this will be September 1 of the third year. Students not scheduled 30 days in advance of their exam deadline risk being removed from clinical coursework.

A student can apply for an extension beyond the deadline by submitting a written request to the Student Promotion Committee. The Student Promotion Committee may accept or decline the request. A student who schedules COMLEX level 1 after the beginning of the third clinical course without prior permission from the Student Promotion Committee will be removed from all academic and clinical activity and will not earn academic credit. The student will be referred to the Student Promotions Committee and could be subject to dismissal.
2. Students may register for COMLEX Level 1 up to six months in advance of the desired test date. However, TUNCOM can rescind permission to take COMLEX Level 1 if the student has not completed all necessary requirements. The TUNCOM requirements that must be met in order to sit for COMLEX Level 1 include the following:

- A student must pass all year 1 and year 2 courses with no incompletes or remediation exams pending;
- A student must successfully complete all other academic requirements for year 1 and year 2;
- A student must take the Comprehensive Osteopathic Self-Assessment Examination (COMSAE) form provided by TUNCOM, and TUNCOM must receive the official score from the NBOME;
- A student must achieve a score of 400 or greater on the COMSAE form provided by TUNCOM the first time the student takes the exam;
- A student must re-take the COMSAE form provided by TUNCOM two weeks or more after the first attempt if the first score is below 400. TUNCOM must receive the official score for the second attempt before the student will be permitted to schedule the COMLEX Level 1.

3. Students are required to take COMLEX Level 2-CE and Level 2-PE by the start of the sixth clinical course of their fourth year (this includes vacation months). Under typical circumstances, this will be December 1 of the fourth year. Students not scheduled 30 days in advance of their exam deadline risk being removed from clinical coursework.

A student can apply for an extension beyond the deadline by submitting a written request to the Student Promotion Committee. The Student Promotion Committee may accept or decline the request. A student who schedules COMLEX Level 2-CE or Level 2-PE after the beginning of the sixth clinical course of the fourth year without prior permission from the Student Promotion Committee will be removed from all academic and clinical activity and will not earn academic credit. The student will be referred to the Student Promotions Committee and could be subject to dismissal.

4. Students must bear in mind that exam results may take as long as 12 weeks to report, and if evidence of a passing score on these exams is not available well in advance, graduation may be delayed.

5. Any student failing COMLEX Level 1 or Level 2-CE must take a minimum of one month off from clinical clerkships.

6. Following official notification to TUNCOM of a student’s examination failure, the student will be contacted by the Office of the Dean. The student will be referred to the Office of Academic Services and Institutional Support (OASIS) and the Student Promotions Committee for assistance and guidance in preparing for a retake.

7. If the contact from the Office of the Dean occurs on or before the 15th calendar day of the month, the student will complete the current month’s assignment and be
withdrawn from clinical assignment for the following month and placed on leave. Vacation time, if available, will be used.

8. If the contact from the Office of the Dean occurs after the 15th calendar day of the month, the student will complete the current month’s assignment, and maintain the following month’s assignment. If that following month’s assignment is a clinical course, the student will be placed on leave for the subsequent month. Vacation time, if available, will be used. (Example: contact from the Office of the Dean on September 20, clinical course maintained for October, on leave in November).

9. If a first failure on COMLEX Level 1 or Level 2-CE, the student may return to clinical coursework after retaking the exam. If a subsequent failure, the student may return only after receipt by the College of documentation of a passing score.

10. Following a COMLEX Level 1 or Level 2-CE retake, a student may undertake a core clerkship if eligible (see #9) to return to clinical activity by the fifth workday of the clerkship.

11. Following a COMLEX Level 1 or Level 2-CE retake, a student may undertake an elective clerkship if eligible (see #9) to return to clinical activity by the tenth workday of the clerkship.

12. If a re-exam is scheduled more than ten days after the beginning of a clerkship, vacation time may be used. Fourth-year vacation may be moved into the third year to accommodate such needs. Time off in excess of allotted vacation may delay graduation.

13. A student is permitted a maximum of three attempts to pass COMLEX Level 1. A student who fails COMLEX Level 1 three times will be referred to the Student Promotions Committee and may be dismissed.

14. A student is permitted a maximum of three attempts to pass COMLEX Level 2-CE. A student who fails COMLEX Level 2-CE three times will be referred to the Student Promotions Committee and may be dismissed.

15. Under typical circumstances, a failed exam must be retaken within three months of the student’s notification of failure by the Office of the Dean. Exceptions may be made in extraordinary circumstances, with the permission of the Dean. Taking more than two months off of clinical coursework to prepare for a COMLEX Level 1 or Level 2-CE re-exam may risk delaying graduation.

16. Any student failing the COMLEX Level 2-PE will be referred to the Office of Academic Services and Institutional Support (OASIS) and the Student Promotions Committee for assistance and guidance in preparing for a retake. The student may continue clinical coursework while preparing for the re-exam.

17. A student is permitted a maximum of two attempts to pass COMLEX Level 2-PE. A student who fails COMLEX Level 2-PE two times will be referred to the Student Promotions Committee and may be dismissed.
**Student Promotion Committee**

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

After a thorough review of student performance, the Committee recommends an action to appropriate Associate Dean. The Committee may recommend actions including, but not limited to, promotion, dismissal, academic probation, or remediation of a course or term of study. These recommendations are communicated to the Associate Dean by the Chair of the Committee. The Associate Dean has the authority to accept, modify, or reject their recommendations and will communicate his or her decision to the student and the committee. Students may appeal the school decision to the College Dean.

**Academic Probation**

Students who do not meet the minimum standards and requirements set by the institution in order to remain in good academic standing are placed on academic probation, as described in the Touro University Nevada catalog.

**Terms of Probation – Touro University Nevada College of Osteopathic Medicine**

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

2. When a student is placed on academic probation, following approval by the Dean of the College, he/she will be notified in writing by the Dean and the reasons will be stated. When the terms of academic probation have been satisfied the Student Promotion Committee will notify the Dean that probation has been rescinded and a letter will be provided to the student.

3. A student on academic probation may not serve as an officer of any official University club or organization. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office or on University committees. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.
**Remediation of Year I and Year II Courses**

Remediation is to be regarded as a privilege. Permission to remediate must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to him/her.

The Student Promotion Committee makes recommendations to the Dean regarding remediation. These recommendations are made on an individual basis after considering all pertinent circumstances in each case. Final decisions regarding remediation will be made by the Dean or his/her designee, who will notify the student.

A remediation examination for any course failed in Year I will be administered no sooner than 30 days following the completion of the first year spring semester. Remediation must be completed by July 15 immediately following that academic year.

A remediation examination for any course failed in Year II will be administered no sooner than 30 days following the completion of the second year spring semester. The timeframe for completion of remediation for any course failed in Year II will be determined by the Student Promotion Committee in consultation with the student and the course coordinator of the failed course.

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

1. A re-examination of failed subject material. The examination is constructed by the course coordinator and administered by the Student Promotion Committee. Upon passing the re-examination the student is issued a grade of “U/P” for the course. The “U” denotes the initial grade of unsatisfactory and the “P” represents the final recorded grade for any course in which a student has been re-examined which will not exceed 70. Eligibility for re-examination is limited by the following stipulations: A student must have passed 85% or more of the credit hours attempted for the academic year. A student may be reexamined in no more than three courses which together comprise a maximum of eight credit hours.

   Students who fail a re-examination will be reviewed by the Student Promotion Committee and may be dismissed.

2. Repeat the course during the intersession at an accredited institution which offers comparable course content and curriculum as reviewed and approved by the relevant course coordinator and the Associate Dean for Academic Affairs and Curriculum. The student will receive the grade earned for each offering of the course. The off-site credit hours will be transferred accordingly. Any student who earns a failing grade in a repeated course may be placed in a category of dismissal.
3. Repeat the academic year. The student will be required to repeat all course offerings. This option is advised for students who demonstrate extenuating circumstances, who do not fit the criteria for re-examination and/or fail more than 15% but less than 33% of the credit hours attempted for the academic year. The grade earned by the student in each offering of each course is used to calculate the student’s cumulative grade point average. Any student who earns a failing grade in a repeated course will be recommended for dismissal.

**Remediation of Year III and Year IV Clinical Courses**

The policies followed when a student fails a clinical course in Year III or Year IV are described in the *TUNCOM Student and Faculty Manual for Clinical Coursework*.

**Dismissal from the College**

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that Touro University Nevada, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action. The academic reasons for dismissal include but are not limited to the following:

1. A student's cumulative curriculum weighted average for any one academic year is less than 70%.
2. A student earns failing grades in 33% percent or more of the credit hours for any one academic year.
3. A student earns a failing grade in a repeated course or repeated clinical clerkship.
4. A student fails a re-examination under a remediation plan.
5. A student fails two clinical clerkships.
6. A student exceeds the limit for completion of the prescribed curriculum as defined by the program.
7. A student does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
8. A student has not demonstrated continued academic and professional growth and achievement.
9. A student fails to successfully complete COMLEX Level I, COMLEX Level IICE, or COMLEX Level IIPE as stated in the section of the handbook titled “Policies Regarding the Comprehensive Osteopathic Medical Licensing Examination (COMLEX)”.

23
Decisions regarding dismissal are made on an individual basis after considering all pertinent and extenuating circumstances relating to the case. The Student Promotion Committee recommends dismissal to the Dean. The Dean issues a letter of decision to the student.

**Academic Appeal Process**

The TUN Catalog describes the mechanisms and policies for a student to appeal a decision for dismissal and to appeal other academic decisions.

**Graduation Requirements - Touro University Nevada**

A student will be recommended by the Faculty Council of the College of Osteopathic Medicine for the degree of Doctor of Osteopathic Medicine provided the candidate:

1. Has completed at least four years in an accredited osteopathic college or its equivalent.

2. Has been enrolled in the Touro University Nevada College of Osteopathic Medicine during the final two academic years.

3. Is not on probation, has completed all prescribed academic requirements with a cumulative curriculum weighted average of 70% or higher, has no outstanding grade which is incomplete, and has a passing grade for all clinical clerkships.

4. Has taken and passed all components of COMLEX Level I and COMLEX Level II.

5. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of Osteopathic Medicine.

6. Has complied with all the legal and financial requirements of Touro University Nevada.

7. Attends the graduation ceremony in person, unless special permission has been granted by the Dean.

8. Has completed the academic requirements within six years following matriculation. (excluding approved leaves of absence).

9. A student who has completed and passed all clerkships but has been on LOA or any type of suspension for 90 days or more prior to graduation must pass an OSCE exam overseen by the Assistant Dean for Clinical Skills Training.
**Student Academic Integrity and Ethics**

**Responsibility of the Administration & Faculty**

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

**Responsibility of the Student**

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

**Code of Conduct/Professional Promise**

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

**Code of Professional Ethics for Osteopathic Physicians - Touro University Nevada**

From the American Osteopathic Association Code of Ethics

1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.

2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.
4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

5. A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

9. A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.
15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

17. The use of a product or service based solely on the receipt of a gift shall be deemed unethical.

**Student Academic Ethics: A Guide to Academic Honesty**

**What is Academic Dishonesty?**

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

**Cheating**

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

Clarification:
1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others) are prohibited unless specifically allowed by the instructor.

2. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions well away from your seat).

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

4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.
A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Dean of Students (see appendix B). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.
Fabrication
Definition:
Intentionally falsifying or inventing any information or citation in any academic exercise.
Clarification:
1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses.

2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.

Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism
Definition:
Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.
Clarification:
1. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.

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

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

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.
Facilitating Academic Dishonesty
Definition:
Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
Clarification:
A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments and term papers.

Student Discipline Procedures
See Appendix B Bylaws and regulations of the code of responsibilities and rights of the students of Touro University Nevada.

SECTION VI: UNIVERSITY COMPUTER SERVICES
The Information Technology (IT) Department is responsible for all computing services on-campus and the University’s website. Students benefit, directly and indirectly, from the work of the IT Department in a variety of ways.

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

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

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

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

Disabled students’ rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Touro University Nevada to insure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event.

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

Touro University Nevada has developed a set of technical standards that are required of all graduates. These standards are found in the Touro University Nevada catalogue.

Rights and Responsibilities of the University

Rights

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

Responsibilities

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

Rights and Responsibilities of Students

Rights

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

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.

- The responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation.

- The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations and the need for specific accommodations.

- The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.

- The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self advocates.

Rights and Responsibilities of the Faculty

Rights

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

Responsibilities

- The responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.

- The responsibility to select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.

- The responsibility to evaluate students in a non-discriminatory manner.
Procedures

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

Procedures and Information Regarding Requests for Accommodations:

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum, however, if granted, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances, with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations (including request during clinical clerkships, clerkships, internships or any other off-campus programs that are part of the students’ required college/program curriculum).

A student requesting an accommodation for a disability under the ADA must meet with the Dean of Students. An application for accommodation of a disability can be filled out in this office.

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

1. Students must fill out the Request for Accommodations of Disability Application (RADA) prior to consideration of such requests. To expedite the process, students are encouraged to have this form prior to their meeting with the Dean of Students. The form is available in the Office of Student services.

2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of Student services before any accommodation can be granted. It is the student’s responsibility to make sure that all required documentation is forwarded to the Office of Student services. Documentation should include:

   a. A cover letter from the physician, clinical psychologist or other certified individual.

   b. Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students’ program of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.

   c. Test results must be within the last five years prior to the request.
Accommodations
The following is a list of accommodations that may be provided for, given the student has provided the appropriate documentation:

- extra time on timed examinations and/or quizzes
- extra time on in-class assignments
- provisions to take examinations and/or quizzes in a quiet, separate room
- tape recording of lectures
- note taker services
- front row access in classes with assigned seating
- other accommodations will be considered as presented.

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

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

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

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

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

Once a letter requesting accommodations has been sent from the Dean of Students to the Department Chair, it is the students’ responsibility to arrange the approved accommodations with course instructors. Students must do this prior to having the accommodation made available.

It is the students’ responsibility to approach the specific instructor of the class they wish to be accommodated and discuss what works best for, him/her, within the parameters of the requested accommodation(s). Students, while having a specific disability and requesting accommodations for one course, may or may not want special accommodations for other courses within their program of study. The wording provided in the written letter from the Dean of Students to Department Chairs will state, "If requested, the following accommodations are recommended…"

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

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

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

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

Students who wish to request accommodations for board examinations or other certifying examinations are urged to contact the governing body or institution responsible for the administration of such examinations. Requirements for requesting accommodations under the ADA for these examinations will be determined by the respective governing body or institution and may be different from requirements established by Touro University Nevada.

**Glossary of Terms Related to Disabilities**

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

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

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

Smoking
Smoking is not permitted inside any campus building, in any of our health care facilities where patient care is delivered or inside University vehicles. The University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain a healthy and safe environment for its faculty, students, employees and guests. Touro University Nevada is committed to the promotion of good health, wellness and the prevention of disease. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University Nevada. Smokers are required to dispose of all cigarette butts in a safe manner.

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

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

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

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

Students of Touro University Nevada, including all enrolled students in the College of Osteopathic medicine and any other student enrolled at another academic institution while serving as internship, affiliation or similar association on the premises of a clinical facility affiliated with Touro University Nevada will be required to be drug screened.

Criminal Background Check

This policy applies to all applicants accepted for admission to the College of Osteopathic Medicine who come into contact with patients/clients as part of their educational program requirements. All students enrolled in the College of Osteopathic Medicine must pass a Level I criminal background check.

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

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

Sexual Harassment

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

Examples of sexual harassment include but are not limited to: pressure (subtle or overt) for sexual favors accompanied by implied or overt threats concerning one’s job, grades or letters of recommendation; inappropriate display of sexually suggestive objects or pictures; unnecessary touching, pinching, patting or the constant brushing against another’s body and/or use of sexually abusive language (including remarks about a person’s clothing, body or bodily movement or sexual activities).
Any member of the University community must report such harassment to the appropriate program director, Dean of Students or other member of the Touro University Nevada administration.

**HIV/AIDS**

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

**Impairment of Life Safety Devices/Systems**

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

**Eating and Drinking In Classrooms/Laboratories**

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

**Parking**

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

**Vehicle Towing**

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

**Lockers**

Upon matriculation, students may be issued lockers for personal use while enrolled at the University. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office Student services for locker assignment.
APPENDIX A:

CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY NEVADA (TUN)

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

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

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

Title

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

Definition and Basic Concepts

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

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

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

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

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

The "OMSGA" is the university student governance structure. The leadership of the OMSGA is elected by the entire student body. The OMSGA is composed of all the class officers and student organization officers. All students are invited to participate in OMSGA meetings.
"Student services" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

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

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

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

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

**Student Responsibilities**

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

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

To be familiar with this code and the bylaws regulated.

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

To work toward better relations with the general public on behalf of all programs of Touro University Nevada and their respective profession.

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

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

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

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

**Students Rights**

Every student shall have the following rights:

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

- to be informed of academic progress

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

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

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

To exercise academic freedom as defined above.

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

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

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

To be represented in the determination of university or college policy as it directly affects a student’s educational endeavor. There shall be student representation to the extent of at least one voting member on the following college standing committees: Admissions Committee, Curriculum Committee, Financial Aid Committee, Library Committee, Food Services Committee and Student Life Committee and the various class Liaison Committees. Students may serve on ad hoc and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate.
Student appointment to the standing committees shall be made by the OMSGA. Appointment of students as student representatives to any committee or group other than the above named standing committees shall be made by the OMSGA. Students on standing committees shall be appointed for the same term as faculty members. Substitutes for student committee members may not be sent without prior approval of the committee chairman involved. At any time that a committee deems appropriate, it may seek additional students to serve as resources.

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

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

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

**Sanctions**

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

**Amendment of This Code**

Amendment of this code may be made by recommendation of the Touro University Nevada CEO to the University President and Board of Trustees.
APPENDIX B:

TOURO UNIVERSITY NEVADA BYLAWS AND REGULATIONS OF THE CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY NEVADA

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of Touro University Nevada.

Student Concerns and Grievances

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

Conduct Violations

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

- Cheating: Unauthorized use of a text, notes or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration.

- Plagiarism: Presenting as one’s own the work of another without proper acknowledgment; deceitful practice – utilizing a substitute or acting as a substitute in any academic evaluation, or knowingly permitting one’s work to be submitted by another person without the instructor’s authorization.

- Unauthorized collaboration: Working together on an exam, project, or report when expressly prohibited from doing so by an instructor.

- Knowingly furnishing false information to the University

- Forgery, alteration or misuse of university documents, records, identification, etc.

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

**Informal Method of Resolution**

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

1. Upon written notification that a violation of the Student Code of Rights and Responsibilities has taken place the Dean of Students will contact the student involved to request an appointment to discuss the alleged violation.

2. After investigating the incident and meeting with the student, the Dean of Students will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the student of the disciplinary action.
3. Should a student accept the decision of the Dean of Students the disciplinary action will be effective immediately.

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

**Formal Method of Resolution**

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

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

**Procedures for Formal Resolution – Conduct Infractions**

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

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
   a. the involved student, and
   b. Dean of Students.

2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. The written statement must be sent to the involved student by registered or certified mail or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met.

3. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend Touro University Nevada, the student may be temporarily suspended from the college on recommendation of the Dean of Students. Any temporary suspension may continue until such a time as:
   a. the issue in dispute is resolved or
   b. the formal hearing process is completed.

4. The student, after being notified of an allegation, will meet with the Dean of Students.
5. The Dean of Students shall arrange a hearing which is to take place no earlier than three calendar days and no later than ten calendar days after the decision to proceed with the formal method has been reached.

6. The hearing shall take place before a hearing committee composed of

   a. two regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean of Students and

   b. two student committee members and one alternate student committee member appointed by the OMSGA President. The hearing body shall be chaired by an independent, nonvoting student moderator appointed by the applicable OMSGA President. Committee members are to serve for the term of one academic year. Prior involvement in some aspects of the issue under study by a hearing committee member shall not bar a committee member from serving on the committee. However, a committee member will be disqualified if he/she has participated in filing the charge under review.

7. All persons involved in a hearing shall be given adequate written notice of all hearing dates, times and places. Such notice will be given at least 36 hours prior to any hearing unless waived by the parties involved.

8. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if information or pertinent interested parties cannot for good cause be present at the time set. Any postponement may not extend beyond a three-month period except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.

9. The student charged and the person making the charges will be accorded the following rights:

   a. To review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee moderator.

   b. To challenge the seating of one hearing committee member. Any challenge must be made at least 36 hours in advance. The challenged member may rebut the challenge and ask for a decision as to his service from the other members of the committee.

   c. To present fully all aspects of the issue before the hearing committee.

   d. To be accompanied by an advocate. Legal counsel will not be allowed.
10. Committee hearings will proceed under the following guidelines:

   a. All committee hearings and meetings are to be closed sessions unless all parties mutually agree in writing to open sessions.

   b. A recording secretary is to be appointed by the committee moderator. Verbatim transcripts of the proceedings may be made at the request and expense of any party.

   c. All issues in dispute shall be orally presented by the committee moderator.

   d. The complainant will first present all information supporting the charges made against the student.

   e. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee study all information which he/she chooses to submit.

   f. At the completion of all discussion, the complainant and the student may each make a summary statement.

   g. At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.

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

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

   a. The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.

   b. If the hearing committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days and reconvene the hearing within five school days of the conclusion of the original hearing. The hearing committee’s final decision must be made within seven school days of the conclusion of the original hearing.

   c. A decision to find the student guilty of the accusations will need at least three affirmative votes. The moderator may not vote in case of a tie.

   d. The committee decision will be presented in writing to the Dean of Students who then will inform the applicable Dean of Students. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved. Any penalties must conform to Section on Sanctions of
the Code of Responsibilities and Rights of the Students of Touro University Nevada.

e. The applicable Dean of Students, after reviewing the decision of the hearing committee, has the authority to affirm, negate, and/or modify the decision. The applicable Dean of Students shall then notify the student who allegedly violated acceptable student conduct of the committee decision and the Dean of Students’ decision and shall inform the student of his/her right to appeal the decision.

f. The university will institute the recommended disciplinary action of the applicable Dean of Students unless some pertinent factor such as legal ramification precludes such action or the student involved appeals the decision.

12. An appeal may be instituted by the following methods:

   a. The student may request an appeal to the President within five school days of notification of the committee’s decision.

   b. At the time of request for appeal, the student must submit in writing to the President the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.

13. The President will act upon the appeal by

   a. confirming the Dean of Students’ decision,

   b. modifying the decision, or

   c. ordering a new hearing.

14. The decision of the President is final.

15. Records of the above proceedings shall be kept in accordance with the following guidelines:

   a. If the committee finds no merit in the allegation under discussion, all records of the proceedings shall be sealed and secured in the office of the Dean of Students until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed records, the University President shall be notified. At the applicable college Dean of Students’, CEO’s, or President’s discretion, an order to open the record shall be issued by him/her. These records will not go into a student’s personal disciplinary file.

   b. If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered
exclusively in the student’s personal disciplinary file located in the office of the Dean of Students.

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

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

GUIDELINES FOR ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS MAINTAINED BY TOURO UNIVERSITY NEVADA

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

I. Definitions

As used herein:

1. "University" means Touro University Nevada

2. "Directory information" includes the following information relating to a student: The student’s name, address (permanent and present), telephone number, date and place of birth, undergraduate institution attended and degree, registration number, class level, marital status, home state, dates of attendance, degrees and awards received, the most recent previous educational institution attended and other similar information.

3. "Disclosure" means permitting access to or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing or by electronic means, or by any other means to any party.

4. "Education records" means those records which are directly related to a student and are maintained by the university, or by a party acting for the university, as a part of its official records of a student’s university work. The term does not include:

   a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute (for the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position);

   b. Records of a law enforcement unit of the university which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction;

   c. Records relating to an individual who is employed by the university which are made and maintained in the normal course of business, relate
exclusively to the individual in that individual’s capacity as an employee, and are not for use for any purpose (this sub-paragraph does not apply to records relating to any individual in attendance at the university who is employed as a result of his or her status as a student);

d. Personal health records of a student, which are created or maintained by a professional acting in his or her professional capacity, used only in connection with the provision of treatment to a student, and not disclosed to anyone other than individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice); and

e. Alumni records compiled after graduation.

5. "Personally identifiable" means that the data or information includes:

   a. The name of a student, the student’s parent or other family member;

   b. The address of the student

   c. A personal identifier, such as the student’s social security number or student number;

   d. A list of personal characteristics which would make the student’s identity easily traceable; or

   e. Other information which would make the student’s identity easily traceable.

6. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm and microfiche.

7. "Student" means any person who has matriculated at the university and commenced classes, for whom the university maintains education records. The term does not include an individual who has applied for admission to but had not been in attendance at the university, nor does it include alumni status. "Student" status terminates at the time a student ceases to attend classes and leaves the institution.

II. Inspection and Review of Education Records

1. Education records maintained: The University shall maintain the following types of education records:

   a. Personal data which identifies each student enrolled in the university, including full legal name, address, race, sex, date and place of birth, marriage status, names of spouse, name of parent or guardian.
b. Description of student academic status including grade level completed, grades, standardized test scores and clinical evaluations of work competency and achievement.

c. Scores on standardized intelligence and aptitude tests.

d. Scores on standardized professional examination boards.

e. Records of extracurricular activities.

f. Health data relevant to educational assignments.

g. Systematically gathered academic and clinical evaluations.

h. Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.

2. Retention and security of records

a. The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Dean of Students.

b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Dean of Students.

c. With the exception of records of disciplinary and criminal proceedings, the above-enumerated records of subsection 2.a. shall be kept for at least 6 years after the student leaves the school. Records of disciplinary and criminal proceedings shall be reviewed upon graduation to determine whether the record shall be maintained for professional certification or legally related reasons. If there is not sound legal or professional reason for such maintenance, the records shall be destroyed upon order of the Dean of Students.

d. The Registrar shall at any time deemed appropriate, review any and all records for which he/she shall have responsibility. Such review shall be done to eliminate those records which no longer have meaning in determining the educational accomplishments of the student or which are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

3. Right to inspect and review education records

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

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

i. Financial records and statements of their parents or any information contained therein.

ii. Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that: (1) the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality, and (2) the letters and statements are used only for the purposes for which they were specifically intended.

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

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

i. A student desiring to inspect and review his/her records shall submit a written request directly to the person in charge of the desired records.

ii. Such request must specify the records requested.

iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.

iv. The student will be notified by mail as to when and where he/she may inspect the requested records.
v. Inspection of records will be made in front of the responsible administrator or designee.

vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.

d. A student may request copies of his/her education records from the official in charge of keeping those records in accordance with the following:

i. A transcript of the student’s academic record will be made at a charge of $5.00 per copy to students. $10.00 per copy to alumni. All other records shall be reproduced at a charge of 50 cents per page.

ii. Requests for reproduction of a transcript must be made in writing to the University Registrar on the appropriate form to be obtained from the Office of the Registrar.

iii. Requests for reproduction of other records must be made in writing to the appropriate official holding the desired records.

iv. All reproduction requests must be accompanied by the payment of record reproduction charges.

v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

III. Amendment of Education Records

1. Request of education records

   a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.

   b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.

   c. If the custodian of the disputed record, after consultation with the Dean of Students of the individual college, refuses to amend the record in accordance with the student’s request, he/she shall immediately notify the student in writing of such refusal and advise the student of the right to a hearing under subsection III.2 below.
2. Right to and conduct of hearing

a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request a hearing in order to challenge the content of the records to insure that information therein is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

b. The hearing shall be conducted before a review board composed of one member of the faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the CEO of the University) who has no direct interest in the outcome of the hearing and, at the option of the student requesting the hearing, one student representative of the OMSGA.

c. The hearing shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record. The student shall be given notice of the date, place and time of the hearing at least 21 days prior thereto.

d. The student shall have a full and fair opportunity to present all evidence relevant to the issues, and may be assisted or represented at the hearing by an individual of his/her choice at his/her own expense, including an attorney.

e. The decision of the review board shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. The review board shall render its decision in writing within a reasonable period of time (not exceeding 60 days) after the conclusion of the hearing.

3. Results of hearing. If, as a result of the hearing, the university decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the university. Any explanation placed in the education records of the student hereunder shall be maintained by the university as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.
IV. Disclosure of Personally Identifiable Information from Education Records

1. Prior consent for disclosure required
   
a. Except as provided in subsection IV.2 below and except with respect to directory information, the university shall obtain the written consent of a student before disclosing personally identifiable information from the education records of the student.

b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.

c. Whenever a disclosure is made pursuant to the written request of a student, the university shall, upon request, provide a copy of the disclosed record.

2. Prior consent for disclosure not required. The university may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

   a. To the student himself/herself, or to anyone who has the written permission of the student.

   b. To university officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official.

   c. To authorized representatives of: The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in legal requirements relating to such programs. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials hereunder shall be protected in a manner which will not permit the personal identification of the student by other than those officials, and the personally identifiable data shall be destroyed when no longer need for such audit, evaluation or enforcement of or compliance with federal legal requirements.
d. In connection with financial aid for which a student has applied or which student has received, provided that personally identifiable information from the education records of a student will be disclosed only as may be necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions which will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.

e. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer need for the purposes for which the study was conducted.

g. To accrediting organizations in order to carry out their accrediting functions.

h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date and of the university’s intention to comply.

j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.

3. Record of disclosures

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

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

4. Limitation on re-disclosure

a. The university will disclose personally identifiable information from the education records of a student only on condition that the party to whom the information is disclosed will not disclose the information to any party without the prior written consent of the student, except that such information disclosed to an institution, agency or organization may be used by its officers, employees and agents for the purposes of which the disclosure was made.

b. Notwithstanding subparagraph IV.4.a above, the university may disclose personally identifiable information under subsection IV.2 above with the understanding that the information will or may be re-disclosed to other parties under that section, provided that the record keeping requirements of subsection IV.3 above are met with respect to each of those parties.

c. Except for the disclosure of directory information under subsection IV.5 below, the university will inform the party to whom a disclosure is made of the requirement of subparagraph IV.4.a above.

5. Disclosure of directory information

a. The university may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "Directory information" as defined in subsection I.2 above. It is provided, however, that any student may refuse to permit the designation of any such information with respect to him/her as directory information by serving written notice to that effect on the university’s Registrar within 30 days after the commencement of any academic year.

b. The university may disclose directory information from the education records of an individual who is no longer in attendance at the university without following any procedures under subparagraph IV.5.a above.
V. Annual Notification of Rights

1. Notice requirement. The university shall give students in attendance at the institution annual notice of the following:

   a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated there under, and the policies of the university adopted herein;

   b. The location where copies of these Guidelines may be obtained; and

   c. The right to file complaints concerning alleged failures by the university to comply with the requirements of FERPA and regulations promulgated there under, with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

Form of notice. The notice required under subparagraph V.1 above shall be given annually and shall be published in the student handbook or school catalog, or posted on bulletin boards at the university, or any other means reasonably likely to inform students of the aforesaid rights.