



SCHOOL OF EDUCATION

STUDENT HANDBOOK

2026-2027 ACADEMIC YEAR

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INTRODUCTION

This handbook is a reference intended to provide accurate information to students and others regarding Touro University Nevada's (TUN) School of Education (SOE). The Student Handbook contains policies and requirements which govern academic performance and student conduct for all who are enrolled in the SOE. These policies are designed to promote standards for academic competency, professional discipline and personal responsibility, representing parameters of achievement and behavior expected of students and professionals in education.

The provisions provided within the Student Handbook are subject to changes as a result of official actions of the administration. The SOE reserves the right to make changes at any time in the Student Handbook, or in the requirements for admission, graduation, tuition, fees, and any rules or regulations. The student should not consider this handbook to represent a contract between TUN and the student. The university disclaims any misrepresentations that may have occurred as a result of error in preparation or typing.

Each student must recognize that they are responsible for knowledge of current academic regulations, general and specific requirements, student operational policies contained in this handbook, departmental policies and procedures, and other official announcements and published documents of the programs and university. New and revised policies and procedures will be shared with students via their TUN email as they are adopted. Students are expected to observe the Code of Ethics and Student Code of Conduct as outlined in the University Catalog.

The TUN Catalog contains institutional policies and requirements which govern overall academic performance and student conduct in all programs of study. These policies are unique to TUN, and are designed to promote standards for academic competency, professional discipline and personal responsibility. This handbook represents the achievement and behavior the faculty expects of students. It is the responsibility of all students to be knowledgeable about TUN 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.

Each student must recognize they are responsible for knowledge of current academic regulations, general and specific requirements, student operational policies contained in this Student Handbook, University Catalog, School Policies and Procedures, and other official announcements and published documents with the Academic Integrity policy of TUN.

TUN assumes primary responsibility for appointment of faculty, admission of students, curriculum planning, selection of course content, and granting the degree documenting satisfactory completion of the educational program. TUN is responsible for coordination of classroom teaching, supervised practicum and student teaching practice and for assuring that the practice activities assigned to students in a practicum and student teaching are appropriate to the program and meet the standards of TUN and the SOE. TUN administration, faculty, and staff

are solely responsible for provision of academic practicum and student teaching components of the curriculum in collaboration with schools as outlined in the memoranda of understanding with those specific sites.

NEVADA DEPARTMENT OF EDUCATION

The School of Education programs are approved through the Nevada Department of Education and State of Nevada Commission on Postsecondary Education

DEGREES OFFERED

(refer to admissions for current program offerings)

Doctor of Education (EdD):

- Education Administration and Leadership
Concentration: Jewish Education
Concentration: Higher Education and Learning Management

Master of Education (MEd):

- School Administration
- School Counseling
- Special Education with an Emphasis in:
Applied Behavior Analysis
Autism Spectrum Disorders

ENDORSEMENTS OFFERED

(refer to admissions for current program offerings)

- Adaptive Physical Education (APE)
- Autism
- Computer Science & Technology
- English Language Acquisition and Development (ELAD)
- Gifted and Talented Education (GATE)

CERTIFICATES OFFERED

(refer to admissions for current program offerings)

Advanced Studies Certificate with an Emphasis in:

- Blended Learning
- Differentiated Instruction

MISSION STATEMENT OF THE SCHOOL OF EDUCATION

The mission of the School of Education is to prepare graduates for advancing educational outcomes for all students and to become caring, competent, and collaborative educators. Our graduates gain knowledge in educational theories, practices, and instructional strategies through evidence-based approaches serving the students, community, and the profession.

FACULTY

Patricia Henry, PhD
 Professor, Director of the School of Education
pherry3@touro.edu

SCHEDULES AND ATTENDANCE

ADMINISTRATION HOURS

The School of Education general hours for operations are Monday through Thursday, 8:00 am – 4:00 pm and Friday, 8:00 am- 3:00 pm.

FACULTY AVAILABILITY

Full-time faculty members are available via Zoom to meet the needs of students upon appointment. Faculty do not post office hours but will arrange appointments directly with students for advisement or other student needs.

Part-time and adjunct faculty members may not be available during traditional 8:00 am – 5:00 pm schedules. Some adjunct faculty members are full-time practicing educators. This requires teaching responsibilities as well as time to meet with individual students and can be scheduled with the instructor in afternoon-evening hours, by phone, email, or Zoom.

SCHOOL SCHEDULE

The School of Education is comprised of programs that are delivered predominately in an asynchronous online format. Students that attend courses on campus for the weekday program

generally attend courses from 5:00 pm to 8:00 pm. Students that attend courses for Sunday program courses are generally from 9:00 am until 2:00 pm. However, there are also student teaching or practicum experiences that may be scheduled for evening and weekend hours to provide students with additional experiences that cannot be completed on campus.

ACADEMIC YEAR

The School of Education is on a Trimester schedule and is modeled on a cohort-based system of admissions. Refer to the university catalog for holidays and semester beginning and end dates.

Attendance

All students are expected to log into their course by the end of the first week of class and, at a minimum, twice weekly to complete assignments, review announcements, and check for any communication from the faculty. Missing multiple weeks of assignments or failing to log in regularly may result in failure of the course. Grading policies will be strictly adhered to as noted in each course syllabus.

ACADEMIC GRADING POLICIES

The School of Education follows the grading system of Touro University Nevada as described in the Catalog. Student grades will reflect the quality and content of work the student produces as part of items such as course assignments and examinations within the curriculum and the student's performance in student teaching, internship, and practicum assignments.

Course failure is identified as a course grade less than 83%. If a course is repeated in its entirety, the student will receive the actual grade earned for the repeated course, and the previous grade will be replaced with the new grade.

FINAL GRADE APPEAL PROCEDURES

A student who believes that a course final grade has been assigned inappropriately must follow the steps in the appeal process as stated in the Touro University Nevada Catalog. The student must observe the stated time limits for completion specified within the policy.

ACADEMIC PROGRESSION POLICY AND PROCEDURE

The faculty of the SOE are charged with the responsibility for educating students as well as determining the capacity of every student for professional competency and responsibility in the knowledge, behavior, and skills of an educator. The SOE does not guarantee succession through the curriculum as it is the responsibility of the student to successfully progress through the curriculum based on performance factors including grades and professional behaviors. The SOE adheres to the stipulations and guidelines for Academic Progression as described in the Touro University Nevada Catalog. Students should be aware of the policies listed in the Catalog related

to Academic Probation, Remediation, Progression, Dismissal/Termination of Enrollment, and the Academic Appeal process.

Academic Success

The following stipulations guide decisions and actions of the course faculty and the School of Education Student Progression Committee:

- The student is expected to earn 83% or higher in course grades.
- A procedure for notification of academic jeopardy after the first course grade below 83% is outlined elsewhere in the Student Handbook.
- The student will not progress in the program if he/she accumulates more than 6 course credits of a grade below 83%.
- The student will successfully pass student teaching, internship, or practicum if applicable.
- The student may repeat the failed course one time. Progression in the curriculum may be suspended until that course is offered again in the following year and the student successfully repeats the course. The student must seek permission in writing to retake the course through the School of Education Student Progression Committee.
- The student may not have repeated semesters in which course failures have occurred. This will be reviewed by the Student Progression Committee and may result in termination from the academic program.
- The student will be placed on extended probation if his/her semester GPA falls lower than 3.0 (83%) “Extended Probation” lasts throughout the rest of the curriculum

Notification of Academic Grades/Course Failure

Evaluations of semester and cumulative grade point averages and course performance are completed on each student. Doctoral and Master’s students who have not met the required standards for satisfactory academic progress (83% or higher) are notified through final grade submissions. The notification advises the student of the nature of his or her academic status. Copies of the notification are also forwarded to the Office of the Registrar.

ACADEMIC DISMISSAL/TERMINATION OF ENROLLMENT

A student is subject to dismissal/termination of enrollment if she/he has failed to meet the minimum standards of progress as defined above and as stipulated in the academic regulations of the School and University. The School and University may require dismissal at any time it deems necessary to safeguard its standards of scholarship, to conduct orderly operations, and to ensure the safety of fellow students. Termination from the School of Education will occur if any one of the following occurs:

- Student accumulates more than six (6) credits of a grade below 83%

- Student's semester GPA falls below 3.0 in two semesters (need not be consecutive semesters)
- Student re-takes a course and fails to earn a grade of 83% or higher in that repeated course
- Student's cumulative GPA is less than 3.0 at the end of the didactic portion of the curriculum
- Student displays behaviors in violation of standards outlined in the Catalog

Should a student fall within any of these instances, the SOE Student Progression Committee (SPC) will convene to examine all pertinent information. The SPC recommendation will be provided to the School Director. Should the School Director recommend academic dismissal based upon the reviewed documents the College of Health and Human Services Dean would then be notified. Students are advised to review the Academic Dismissal procedures in the TUN University Catalog.

GOOD STANDING STATUS

Students are considered in Good Standing and making acceptable progression towards graduation when the following items are present:

- GPA cumulative average of 83.0% or higher
- Current record of up-to-date immunizations (for those students coming to campus)
- Absence of Professional Behavior sanctions

PROFESSIONAL BEHAVIOR

Evaluations of a wide range of behaviors commonly called Professional Behaviors are incorporated into student progression and often course grading. Students may receive feedback regarding professional behaviors from their instructor as well as from the program director.

Examples of acceptable professional behavior include, but are not limited to:

- Consistent attendance and punctuality to class
- Attentiveness and appropriate interaction in class
- Proper use of electronic technology (e.g., during class and fieldwork)
- Appropriate dress
- Non-conflictual interpersonal relations
- Submission of ORIGINAL work in accordance within style guidelines
- Work submission prior to or at deadlines
- Adequate and thorough preparation for class
- Respect toward faculty, administration, staff, and peers

- Academic integrity and honesty
- Appropriate verbal, non-verbal, and written communications
- Tolerance of others in personal and professional values

ATTENDANCE/SUBMISSION POLICIES

GENERAL ATTENDANCE

Monitoring of attendance is mandated by Nevada law as stipulated by the Nevada Commission on Postsecondary Education. The curriculum of the School of Education is intensive. Online course and on campus course attendance for all programs is considered an aspect of professional behavior, professional responsibility and individual dependability. Students are expected to attend and participate in all scheduled sessions of courses (lectures, laboratory activities, student teaching, and practicum) in which a student is enrolled as well as additional co-curricular events as required. Classes are intended to enhance the student's understanding of concepts by providing data and in depth explanations that cannot be gleaned from reviewing lecture notes and textbooks. As graduate level students, the responsibility for attendance at educational and professional activities is expected to be a high priority in the student's time management. The faculty course director does recognize that students have other responsibilities in their lives.

When a student is unable to be present in class (or complete the assignments in the online courses) the policy is for the student to notify the faculty or the School of Education through Canvas or email **prior** to the start of class or due date of the assignment. Notification does not indicate an excused absence. Students who fail to notify the faculty will be subject to the consequences of an unexcused absence/missing assignment.

Students who miss a class/assignment in which a graded activity has been planned by the faculty will receive a zero for the grade (e.g., in-class activity, quiz) following the guidelines in the syllabus. It will be the responsibility of the student to make up the missing work and activity based on prior communication and approval from the faculty member. In the event of a medical absence it is the responsibility of the student to obtain a medical release form from their health care provider and submit to the faculty member for an excused absence. Each faculty member will indicate student notification policies for specific courses in the syllabi.

Students should reach out to OASIS for support in obtaining medical leave of absences and the Registrar for academic leave of absences.

EXCUSED ABSENCES

An excused absence may be requested when circumstances require a student to miss a scheduled class session. An excused absence may be given by the School of Education for attendance at professional, community, or institutional events considered beneficial to the student's education

or for extenuating personal circumstances. Excused absences will not be considered as a reason for lowering a final course grade for professional behavior or other punitive grading actions if missed work is submitted based on the procedure established by the faculty course director and student. Examples of events which may be considered excused absences include but are not limited to: documented medical situation for the student or an immediate family member, attendance at professional conventions, jury duty or court proceedings, birth of a child, bereavement, participation in pre-approved community service event, observance of religious/cultural events. Each request for excused absence will be considered separately and on its own merit. Students must provide a written request for consideration of excused absence to the faculty course director for review.

Students are responsible for making up all work missed as a result of excused absences. The student is responsible for contacting each faculty course director for work missed and expected completion dates for missed work. Missed work not completed according to the established plan with the faculty course director will result in an assignment grade of zero. Students should contact the faculty course director(s) the week before a scheduled excused absence and within three academic days after returning from an excused absence.

An unexcused absence is any absence not deemed an excused absence by the criteria above.

STUDENT REQUESTING SUPPORT/ACCOMODATIONS

The university has resources to support students. These resources include the Jay Sexter Library for research support and the OASIS department who help with any additional support and assistance for sickness, health, family and writing tutors, etc - students can reach them at tun.oasis@touro.edu. Our student counseling team can help with any additional support students need. They can be contacted at scs@tun.touro.edu. Reach out to these support teams if you ever need assistance throughout your program.

COMMUNICATION

All communications are to occur using Touro University Nevada email addresses. Student communications posted on the Canvas Learning Management Systems must be professional. An attitude of respect for other persons and appropriate communication is expected among peers, faculty, and staff. This is intended to promote an atmosphere of constructive and free interpersonal communications. Although freedom of speech is maintained, the manner and direction of that speech must be appropriate. "Texting" language is not professional and should not be utilized in email communications with faculty and staff. All postings must demonstrate professional language without abuse or intentionally inflammatory purpose. Posted and distributed communications at TUN are to inform, query for information, or provide constructive criticism. Any abuse of these guidelines will not be accepted.

COURSE POLICIES

ASSIGNMENT SUBMISSION POLICY

Students are to refer to the individual course syllabus for specifics regarding assignment submission guidelines and requirements. NOTE: APA 7th Edition guidelines and the use of Standard American English must be adhered to in all coursework.

Student Conduct Rules

- Show respect to those who are presenting in class.
- During class, computers are to be used only for the purpose of class content. Computers are not for instant messaging, checking of emails, writing of papers, or other non-class-related activity.
- Students are expected to contribute to class discussions. Without your participation, the class will not be as effective and productive. Your input is important for the learning process.
- Students must come to class prepared, having read class assignments before class begins, and having papers ready for submission.
- Students must not only come to class on time, but also return from breaks on time. Students must be prepared to stay for the duration of the scheduled class period.
- Video or audio taping of a faculty member must be pre-approved and can only be for personal use for study. No classroom video or audio taping is authorized for upload to social media websites even for the intent of study.

IDENTIFICATION BADGES

All faculty, staff, and students are issued photo-identification (ID) badges. This badge must be displayed in a manner that is readily visible while the person is on campus. If the badge is not available the person must contact the Department of Technology for assignment of a new badge. All guests of the University must sign-in at the front desk reception area and receive a temporary visitor badge.

PARKING

Parking on campus is free after 4:30 PM and on weekends. Students, faculty, and staff are required to obtain a parking decal to park on campus. A fee is charged for parking before 4:30 PM and you must properly obtain the paid parking permit. The individual to whom the permit is issued is responsible for all violations related to the use of that permit (regardless of the driver). If the Parking Permit is lost, it is the responsibility of the person to whom the permit was issued, to report this to Student Services.

PROGRAM & COURSE EVALUATIONS

The School of Education supports a continuous self-evaluation process. Input is considered from a variety of sources and stakeholders in order to offer the educational program and community service of high quality and value to our consumer groups. It is the expectation of multiple accreditation agencies that a process be in place to gather information in order to critically assess the effectiveness of the instructor and the course presentation.

Course and faculty evaluations will be completed by each student upon completion of each course throughout the curriculum. The results of the evaluations will be made available to the School Director and course faculty member(s) after grades are submitted. Confidentiality of the evaluation data will be maintained through the process. The information obtained from the evaluations will be considered for potential course and curriculum improvements and accreditation purposes. It is the goal of course and faculty evaluations that students would provide feedback that could enhance the course.

RECOMMENDATIONS OR REFERENCE LETTERS

Faculty may be requested in writing (letter or email) by a student to write a Letter of Reference or Recommendation for scholarship programs, honors, or employment. Students should provide as much detail about the intended purpose or recipient of the letter in order to assist faculty in completing the request. No actual grade point or letter grade indications will be made within the correspondence. Faculty has the right to keep the contents of such letters confidential and not disclose the contents to the student or provide the student with a copy. Faculty members have the option to decline to write a Letter of Reference or Recommendation.