



**College of Osteopathic Medicine**

**Student Handbook**

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## **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, ethnicity, age, sex, 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 website or the Office of the Dean of the College or at [www.osteopathic.org](http://www.osteopathic.org) and follow the links. Individual students (or the

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 complaints must be in writing and signed by the complainant and then submitted to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario St.; Chicago, IL 60611 or via email to [predoc@osteopathic.org](mailto:predoc@osteopathic.org). Complaints that are received that are not signed by the complainant(s) or are submitted anonymously will not be processed.

### ***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 mission of the Touro University Nevada Osteopathic Medicine program is to prepare 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 program advances the profession and serves its students and society through innovative pre-doctoral and post-doctoral education, research, community service, and multidisciplinary and Osteopathic clinical services.

### ***American Osteopathic Association Core Competencies***

The Touro University Nevada faculty adopted the following American Osteopathic Association (AOA) 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

## **SECTION III: STUDENT AFFAIRS**

The Division of Student Affairs (DOSA) is under the supervision of the Dean of Students. This office coordinates a variety of student support services within the university.

DOSA 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.

### ***Office of the Bursar***

The Office of the Bursar is responsible for managing student accounts and collection of tuition and fees from students on behalf of the University as well as the student health insurance plan. The Office of the Bursar receives and disburses federal aid and private loans. The office also processes refunds for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the University.

The Office of the Bursar is committed to guarding students from unlawful acts of identity theft. We take seriously the privacy rights of our students including the protection of personal credit card and banking account information. All tuition payments should be made directly by students online through the use of TouchNet. Students are billed by the term. Students are expected to pay in full by the due date or apply for a payment plan. Electronic statements are sent once at the beginning of the term. Students can also view payment history, account balance and previous statements on TouchNet.

## ***POLICY ON PROGRAM REFUNDS***

Touro University Nevada's Policy of Program Refunds is in accordance with NRS 394.449. Please consult the University Catalog for more information on this policy. For additional questions, please contact the Office of the Bursar at 702.777.3170 or at [bursar@tun.touro.edu](mailto:bursar@tun.touro.edu).

### ***Financial Aid***

Touro University Nevada participates in various types of financial aid programs to assist students with funding their education related expenses. All students attending TUN are strongly encouraged to complete the financial aid process, regardless if they plan to request federal aid or not. By completing the financial aid process students are in a position to be prepared for unexpected emergencies, to be considered for non-federal financial aid funding from internal and external sources, including scholarships opportunities that become available to TUN students throughout the academic year, and to participate in various work-

study opportunities that may compliment their academic studies and career goals.

### Application Process

Students who wish to apply for financial aid will need to complete the *Free Application for Federal Student Aid (FAFSA)* and the *TUN Graduate Financial Aid Application* by May 1st to provide the Office of Financial Aid enough time to review their application and

to by May 1st determine financial aid eligibility before classes begin. In some situations students may be required to supply additional information as required by federal regulations when determining financial aid eligibility. Student should respond to all inquiries within two weeks of notification. Student must re-apply for financial aid prior to each academic year for which they will be enrolled at TUN and need financial assistance.

Detailed instructions for applying for financial aid are available on the [Office of Financial Aid website](#).

### Types of Financial Aid

Students can fund their education in various ways and often utilize multiple resources. Financial aid programs include, but are not limited to, the following:

Federal Direct Unsubsidized Stafford Loans Federal Graduate PLUS Loans  
Federal Work Study Veteran Benefits Scholarships Private/Alternative Loans

Information regarding the types of financial aid available to TUN students and the awarding process (Policies and/or Procedures) is located on the Office of Financial Aid website at <https://tun.touro.edu/admissions--aid/financial-aid/types-of-financial-aid/>.

### Satisfactory Academic Progress

*\*\*For the purposes of financial aid eligibility\*\**

Federal regulations require Touro University to establish standards of academic progress for students who are the recipients of federal student aid. Touro University has established specific guidelines for satisfactory academic progress for students enrolled in the various Touro University Nevada programs of study. All students who receive federal financial aid must meet federal and institutional standards of satisfactory academic progress in order to retain eligibility to receive federal financial aid.

The standards of satisfactory academic progress measure a student's performance in three areas:

1. Cumulative grade point average.
2. Completion rate based on total credit hours completed compared to total credit hours attempted.
3. Maximum time frame for program completion.

Academic progress is reviewed annually following the posting of spring grades. Students who fail to maintain satisfactory academic progress at the conclusion of the academic year will be placed on suspension, with the option to submit an appeal (see Appeal of Unsatisfactory Academic Progress below). A student's failure to maintain established academic standards of their respective program may result in the cancellation of financial aid eligibility.

This satisfactory academic progress policy applies to all semesters of enrollment at Touro University, regardless of whether financial aid is awarded.

Students are required to be aware of the Satisfactory Academic Progress standards required to be eligible for federal financial aid and to continue eligibility for federal financial aid. Students should also be aware that most private/alternative loans require the same Satisfactory Academic Progress standards to be eligible for their respective loan products.

**A complete description of the Satisfactory Academic Progress standards and requirements are posted on the Office of Financial Aid website at <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>. You may also visit the Office of Financial Aid for more information regarding Satisfactory Academic Progress for the purposes of determining and maintaining financial aid eligibility.**

#### *Withdrawals – Return of Title IV Federal Financial Aid Funds*

Students who withdraw from the University while using federal funds may be required to repay a portion of the financial aid advanced to them for tuition, fees, and other education-related expenses, such as living expenses. Federal law requires the amount of student assistance a student has earned up to the point of withdrawal be calculated using the Federal Return of Title IV Federal Financial aid calculation. The calculation determines the amount of aid a student was eligible to receive for the time in which they were attending classes. Repayment of federal aid is calculated and executed with strict adherence to federal guidelines. In some instances, a student may owe funds back to TUN and/or to the federal programs from which the student received financial assistance. Students who are on a temporary leave of absence are subject to the Return of Title IV Federal Financial Aid Funds process.

If a student withdraws from all of their courses during the 100% refund period, as designated by TUN policy, all financial aid must be returned. If a student receives financial aid and subsequently withdraws from some of their courses later in the semester during a 100% refund period and are enrolled in less than half-time enrollment (less than 6 credits), the student is not eligible for the financial aid funds they've previously received and all financial aid will be required to be returned.

***For additional information about financial aid please visit the [Office of Financial Aid website](#).***

Students may contact the Dean of Students to discuss options for counseling and personal support.

#### ***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.

### ***OFFICE OF STUDENT INVOLVEMENT***

#### ***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.

##### ***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.

##### ***On-Campus Student Events***

All student groups (organizations, classes, etc.) seeking to have an on-campus student event must consult the Director of Student Involvement 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 is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. A student on any form of probation or who has failed any course assignment or exam in the current semester are not in good academic standing and therefore cannot serve as a representative. 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. These items must be submitted to Registrar's office before the student can matriculate into the program, failure to submit the above items may prevent the student from beginning the program. Proof of immunization must be provided to the Registrar and also maintained by the student throughout their program. It is the student's personal responsibility to be aware of all requirements and must maintain a copy of all documents submitted to student health services.

### ***Immunization Requirements***

Students must adhere to the requirements set forth in the TUN University Catalog for required immunizations as they meet the current recommendations of the Advisory Committee on Immunization Practices of the Federal Centers for Disease Control and Prevention (FCDC). Students must meet all the requirements listed below:

- 2 – MMR vaccinations
- 2 – Hepatitis A vaccinations
- 3 – Hepatitis B vaccinations
- 1 – Tdap vaccination
- 2 – Varicella vaccinations or Varicella IgG antibody titer
- 2-step PPD/TB skin test, Chest X-ray or Quantiferon blood test \*Quantiferon blood test is the preferred method of TB testing, highly recommended above other options. This test is done once yearly.
- Polio series
- Annual flu shot is highly recommended

Failure to meet these requirements in a timely manner will result in the student not being allowed to progress in the COM Curriculum.

### ***Student Health Insurance***

Touro University Nevada is concerned for the health and welfare of its students; students are required to have medical insurance. As a registered student at Touro University Nevada, you have the option of enrolling in a student health plan through the University. The Student

Health Insurance Plan (SHIP) is a comprehensive major medical insurance plan, providing medical, counseling, and prescription coverage. To decline the University health insurance coverage, the student must complete a waiver of insurance each year, if comparable coverage is in place with another insurance provider. For more information about SHIP or for questions regarding opting out, please contact the Office of the Bursar at 702.777.3170 or [bursar@tun.touro.edu](mailto:bursar@tun.touro.edu)

***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 Student Affairs.

## 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 may consult with the Senior 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 and Assessment Department. Students should regularly check exam schedules on the Google calendar and on the schedules posted in each course in Canvas 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. Students are required to enter the exam password at the time it is provided and to begin the exam immediately.
3. 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 and will be referred to the Academic Success Committee (ASC). The finish time for late arrivals to the examination will be the same as for the students who arrived on time.
4. A student who does not (1) download the exam or (2) notify the Director of Assessment of any issues in writing by the download deadline will be referred to the Academic Success Committee (ASC). The finish time for students with late downloads of the examination will be the same as for the students who arrived on time.
5. The student unable to attend a scheduled examination for any reason must notify both the Director of Assessment and 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.
6. An unexcused absence for an exam will result in a 10% deduction from the score achieved on the makeup examination.
7. 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/director and Senior Associate Dean for Academic Affairs.

8. 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 for a fixed period near the end of 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 first- or second-year 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.

The policies for anticipated and unanticipated absences from third and fourth year clerkships are described in the TUNCOM *Clinical Clerkship Manual*.

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.

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.

### ***Unexcused Absence Policy***

Unless specifically noted otherwise, in-person attendance is required for the following curricular activities during the curricular course of the program at TUNCOM leading to the D.O. Degree:

1. Clinical Integrative Sessions (“CIS”);
2. Osteopathic Manipulative Medicine (“OMM”) skills sessions;
3. Anatomy laboratory sessions;
4. Specified lectures and skills preparatory sessions; and
5. All examinations.

The students are required to be present at the beginning and through the entire assigned length of the particular in-person activity as noted above, with the exception of the examinations where the student can complete the examination before the allotted time.

An absence is deemed to be unexcused when a student is unable to procure an official excused absence from the Dean of Students through the formal procedural process and one or more of the following situations, among others, arises or arise:

The student is:

1. 10 or more minutes late for the particular mandatory course session, or
2. misses the particular course session in its entirety or to a large degree (e.g. leaves early) or
3. other non-participation as deemed insufficient by the assigned faculty

An unexcused absence represents a lapse of professionalism since the professional engagement that occurs when attending required sessions is an important aspect of the overall educational experience.

A student's first unexcused absence will be reported to the Senior Associate Dean for Academic Affairs and will be noted in the student's records.

Additional unexcused absences will result in a meeting with the Student Promotion Committee (SPC), which will make a recommendation to the Senior Associate Dean for Academic Affairs for potential further action including dismissal from the D.O. program.

Should the unexcused absence(s) or a history of unexcused absences during the student's course of study be of such severity that the SPC recommends dismissal of the student, and the Senior Associate Dean were to uphold the dismissal recommendation, the standard appeals process remains in place.

Unexcused absences may be noted in the narrative summary for the MSPE.

A student with an unexcused absence for a graded, non-examination activity will receive a score of "0" (zero credit) for that particular activity and will not have the opportunity for a make-up session or remediation.

The "Examination Protocol" section of the COM Student Handbook has additional policies concerning unexcused absences for exams.

### ***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.

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/director 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.

- A student may be required to attend lectures for academic reasons. The Academic Success Committee or the Student Promotion Committee will determine the guidelines for students in this situation on an individual basis.

### ***Attendance Policy: Clinical/Experiential Departments***

See the *TUNCOM Clinical Clerkship Manual* for details of the clerkship attendance and scheduling policies.

### ***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 Dean of Students 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 faculty to which they are assigned, and the Associate Dean for Clinical Education. Requests for off-campus conferences must be submitted at least 30 days 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.

### ***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.

### ***Clinical Instruments***

Students will be required to purchase certain medical instruments. Information regarding the purchase of instruments will be provided by TUNCOM faculty.

### ***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 course director and the program director/Senior Associate Dean for Academic Affairs. No visitors are permitted in the anatomy lab without the permission of the Director of Gross Anatomy and 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 OMS III and OMS IV year clinical courses are also described in the *TUNCOM Clinical Clerkship Manual*.

### ***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 COMLEX Level 1. Students must have taken and passed COMLEX Level 2-CE 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 take COMLEX Level 1 after successful completion of the OMS II academic year. The specific date in mid-July by which students must take COMLEX Level 1 will be communicated by administration prior to scheduling the exam. A student can petition for an extension of this deadline by submitting a written request to the Associate Dean for Clinical Education at least two weeks prior to the deadline. A student who schedules COMLEX Level 1 after the deadline without prior permission from the Associate Dean for Clinical Education will be referred to the Student Promotion Committee (SPC) and will be subject to disciplinary action. The deadline dates may be different for students who are not on track to have their degree conferred in June of the fourth year.
2. Students cannot begin clinical clerkships until they sit for COMLEX Level 1.
3. 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. Students will be informed of the required timeline for when this COMSAE must be taken;
  - A student must achieve a minimum cut score on the COMSAE form provided by TUNCOM the first time the student takes the COMSAE. Administration will notify the student cohort of the required cut score;
  - A student who does not achieve the cut score on the COMSAE must meet with the Clinical Student At-Risk Committee (CSTARC) or other appropriate committee and re-take the COMSAE form provided by TUNCOM two weeks or more after the first attempt. TUNCOM must receive the official score for the second attempt before the student will be permitted to schedule the COMLEX Level 1.
  - A student is eligible to sit for COMLEX Level 1 a minimum of 10 days after an approved COMSAE attempt.
4. Students must meet the requirements listed below and take COMLEX Level 2-CE by the end of the student's Clinical Management Review (CMR) block. This date may be different for students who are not on track to have their degree conferred in June of the

fourth year. Requests for exceptions to this timeframe must be submitted to the Associate Dean for Clinical Education. The TUNCOM requirements that must be met in order to sit for COMLEX Level 2-CE include the following:

- A student must pass all OMS III clerkships and end-of-clerkship exams with no incompletes or remediation exams pending;
  - A student must have taken and passed the CMR course;
  - A student must take the COMSAE Phase 2 form provided by TUNCOM, and TUNCOM must receive the official score from NBOME. Students will be informed of the required timeline for when this COMSAE must be taken;
  - A student must achieve a minimum cut score on the COMSAE form provided by TUNCOM the first time the student takes the COMSAE. Administration will notify the student cohort of the required cut score;
  - A student who does not achieve the cut score on the COMSAE must meet with CSTARC or other appropriate committee and re-take the COMSAE form provided by TUNCOM two weeks or more after the first attempt. TUNCOM must receive the official score for the second attempt before the student will be permitted to schedule the COMLEX Level 2-CE.
  - A student is eligible to sit for COMLEX Level 2-CE a minimum of 10 days after an approved COMSAE attempt.
5. Any student failing COMLEX Level 1 or Level 2-CE must take a minimum of one block off from clinical clerkships.
  6. A student failing COMLEX Level 1 or Level 2-CE for the first time will be contacted by a representative of TUNCOM, will be removed from clerkships immediately, will receive a “Withdrawal” for that clerkship and will be required to meet with CSTARC.
  7. A student failing COMLEX Level 1 or Level 2-CE for a second time will be contacted by a representative of TUNCOM and will be required to meet with SPC.
  8. For any COMLEX Level 1 or Level 2-CE failure, the student may return to clerkships only after receiving a passing score on the exam.
  9. 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 dismissed.
  10. 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 dismissed.
  11. A failed exam must be retaken within 90 days of the student’s notification of failure by NBOME.
  12. A student with a total of five failing scores on COMLEX-USA Level 1 and Level 2CE will be dismissed.

## **TUNCOM policies regarding USMLE are as follows:**

The ability to register and/or sit for USMLE Step 1 and Step 2CK requires approval from the Senior Associate Dean.

### ***Academic Success Committee (ASC)***

The ASC is a student advocate committee in the preclinical years one and two. The ASC meets with students during the semester who are struggling academically or who have exhibited unprofessional behavior. The ASC makes recommendations to the student and directs the student to advisors, learning specialists, course directors for additional assistance and or other resources at TUN. The committee may also refer to the Dean of Students Office, SPC, other offices as needed. A student with repeated ASC referrals may be referred to SPC.

### ***Clinical Student At-Risk Committee (CSTARC)***

The CSTARC is a student advocate committee for the clinical years three and four. The CSTARC meets with students who exhibit unprofessional behavior or who fail a clerkship or end-of-clerkship exam, or who have a second failure on COMLEX Level 1 or Level 2-CE. The CSTARC makes recommendations to students and, when appropriate, directs them to resources for additional assistance.

### ***Student Promotion Committee***

The Student Promotion Committee is the academic progress committee of the osteopathic program in the College of Medicine. The roles and actions of the Student Promotion Committee are described in the “Academic Progress Committees” section of the University Catalog.

### ***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. Subsequently, when a student has successfully satisfied the requirements of probation, this is also noted in the student's file.
2. When a student is placed on academic probation, following approval by the Senior Associate Dean for Academic Affairs, he/she will be notified in writing by the Senior Associate Dean and the reasons will be stated.
3. A student on academic probation may not:
  - Be selected, elected, appointed or serve as an officer of any official University club or

- organization.
  - Serve as a representative of the College in the operations of the Admissions Office or on University committees.
  - Serve as a representative of the College at off-campus conferences or sponsored events.
  - Participate in research activities.
4. For Dual-Degree students, being placed on academic probation in one program may preclude continuation in the other program.

### ***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 (SPC) makes recommendations to the Senior Associate Dean for Academic Affairs regarding permission to remediate a failed course. Each recommendation is made on an individual basis after considering all pertinent circumstances in each student's case. The Senior Associate Dean for Academic Affairs may follow the recommendation or may decide on a different course of action. The following policies apply when a student is permitted to remediate a failed course.

When the final grade for a failed course is between 60% and 70%, the remediation exam for the course will be administered at the following times:

- During the fall break for first-year courses that have final grades posted by that time;
- Within the first week of spring semester for courses completed prior to the last two weeks of the fall semester;
- In the summer following the academic year in the following situations:
  - the second course failure when two courses are failed in the same academic year;
  - a fall semester failure for courses ending in the last two weeks of fall semester;
  - all spring semester course failures;

Remediation exams are in the summer following the academic year when the final grade earned is below 60%. This applies to all first- and second-year courses.

The specific dates and times of remediation exams are determined by the Curriculum and Assessment Department.

**A failed course that is successfully remediated still counts towards the total number of failed courses for the academic year.**

A student who fails three courses during the preclinical years will be reviewed by the SPC, which will make a recommendation to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean will decide on the course of action.

Summer remediation examinations for Year I courses will be administered no sooner than 14 days following the completion of the first-year spring semester. Remediation must be completed by July 15 immediately following that academic year.

Summer remediation examinations for Year II courses will be administered no sooner than 14 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 SPC in consultation with the student and the course coordinator/director of the failed course.

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

1. A re-examination of failed subject material. 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. 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/director and the Senior Associate Dean for Academic Affairs. Any student who earns a failing grade in a repeated course will be recommended for dismissal.
3. Repeat 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 Clinical Clerkship Manual*.

### ***Dismissal from the College***

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 may 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 three or more courses in the preclinical years.
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 exhibits repeated and/or severe professionalism transgressions.
10. A student fails to successfully complete COMLEX Level 1 or COMLEX Level 2-CE as stated in the section of the handbook titled “Policies Regarding the Comprehensive Osteopathic Medical Licensing Examination (COMLEX)”.

The Academic Dismissal policy, and the procedure for appealing a decision of academic dismissal, are described in the TUN Catalog in the Academic Standards Policy section.

### ***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 COMLEX Level 1 and COMLEX Level 2-CE.
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.
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.

### **Student Academic Integrity and Ethics**

#### ***Responsibility of the Administration & Faculty***

The faculty should clearly inform students of grading requirements and performance expectations for each assignment.

#### ***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. Students are expected to know and follow the Academic Integrity Policy which can be found in the University Catalog.

## ***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. For more information, please consult the Academic Integrity Policy which can be found in the University Catalog. Students are expected to follow this policy at all times.

## ***Cheating***

Cheating includes, but is not limited to:

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 the University Catalog Student Conduct Code and or Academic Integrity Policy). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

## **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 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.

## **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.

### ***Students with Disabilities***

Students with disabilities rights are protected under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendments Act of 2008.

If you would like to find out about the process for receiving an accommodation please see Appendix B of the University Catalog.

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.

## **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 illicit 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***

All TUNCOM students are required to be drug screened. Students from other institutions who are completing a clerkship or internship at Touro University Nevada are also 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 as well as students from other academic institutions completing a clerkship or internship at Touro University Nevada. The University reserves the right to have any student evaluated 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 Student Affairs.

### ***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***

In order to park on campus at any time, a student must have obtained a TUN Parking Pass and have it appropriately adhered to their vehicle. For more information on TUN's Parking Policies and Procedures, please go to <https://tun.touro.edu/about-touro/parking/>.

### ***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 Affairs for locker assignment.