



# Touro University Nevada

**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 Library 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 their

elected class representatives) may register formal or informal concerns or complaints regarding the compliance of the institution with accreditation standards or procedures as published by the AOA-COCA. Informal concerns should be addressed to the Dean of the College of Osteopathic Medicine, preferably in writing. Formal concerns or complaints should be filed in accordance with the procedures of the AOA-COCA described in the COCA document "Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures", page 78. These concerns must be in writing, signed and should be addressed to the AOA-COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611. Concerns can be emailed to: [awilliams@osteopathic.org](mailto:awilliams@osteopathic.org). The phone number is (312) 202-8096.

### ***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 at <http://tun.touro.edu/current-students/fund-your-education/apply-for-loans/>.

### 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 <http://tun.touro.edu/current-students/fund-your-education/>.

### 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 [http://tun.touro.edu/wp-content/uploads/TUN\\_SatisfactoryAcademicProgress.pdf](http://tun.touro.edu/wp-content/uploads/TUN_SatisfactoryAcademicProgress.pdf). 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 at <http://tun.touro.edu/current-students/fund-your-education/studentcounseling>.***

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 Committee. Students should regularly check exam schedules on Blackboard and in emails to ensure they have the most recent information.

### ***Examination Protocol***

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

1. Students are required to be on time and present for all scheduled examinations.
2. A student who arrives more than 15 minutes after the scheduled exam start time or after the first student has left the examination room will not be given an examination 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.
3. The student unable to attend a scheduled examination for any reason must notify the Dean of Students as soon as possible prior to the start of the exam. The Dean of Students will determine whether the absence is excused or unexcused. Acceptable excused absences are described in the “*Attendance Policies*” section of the handbook. The student should also immediately inform the Course Director and/or instructor of his/her absence from the examination. Contact may be in person or via voice mail or e-mail.
4. An unexcused absence for an exam will result in a 10% deduction from the score achieved on the makeup examination.
5. Make-up examinations for excused and unexcused absences from exams must be accomplished within 3 business days of the scheduled exam. In the case of an illness or extenuating circumstances, the make-up exam must be accomplished within 3 business days of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the course coordinator/director and Senior Associate Dean for Academic Affairs.



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

### ***Examination Decorum***

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

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

### ***Course Evaluation Policy***

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

The online course evaluations are available to students 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.

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

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

Osteopathic medical students are expected to attend and participate in all academic activities. Lectures often enhance one’s understanding of concepts by providing data and in-depth explanations that cannot be gleaned from reviewing lecture notes and textbooks.

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 facility 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.

## **Equipment Policies**

### ***Laptop Computers Issued by Touro University Nevada***

Touro University Nevada issues laptop computers preloaded with academic software to each student. These computers are to be used for TUNCOM computer-based exams and other academic activities. The Touro University Nevada Information Technology department will not support other computers. A student using a computer for an exam or other academic activity that is not the laptop issued by TUN may be referred to the Student Promotion Committee.

### ***Science Equipment/Slides***

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

### ***Clinical Instruments***

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 and COMLEX Level 2-PE 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 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 have received a passing score for COMLEX Level 1, unless given permission by the Senior Associate Dean for Academic Affairs to start clerkships earlier.
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 COMPLEX Level 1.

4. Students must meet the requirements listed below and take COMPLEX Level 2-CE between June 15 and July 31. 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 COMPLEX 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 Clinical Management Review (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 COMPLEX Level 2-CE.

5. The COMPLEX Level 2-PE must be taken between April 15 and December 1 of the OMS IV year for those students on track for degree conferral in June of the OMS IV year. Requests for exceptions to this timeframe must be submitted to the Associate Dean for Clinical Education.

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

7. Any student failing COMLEX Level 1 or Level 2-CE must take a minimum of one month off from clinical clerkships.
8. A student failing COMLEX Level 1 for the first time will be contacted by the Office of the Senior Associate Dean for Academic Affairs and will be required to meet with the Senior Associate Dean to assist with developing a plan for success on the re-take of the exam.
9. A student failing COMLEX Level 2-CE for the first time will be contacted by the Office of the Associate Dean for Clinical Education and will be required to meet with the Associate Dean to assist with developing a plan for success on the re-take of the exam.
10. A student failing COMLEX Level 1 or COMLEX Level 2-CE for a second time will be required to meet with the CSTARC to assist with developing a plan for success on the third attempt.
11. If the contact from the TUNCOM official regarding a COMLEX failure occurs on or before the 15th calendar day of the month, the student will complete the current month's assignment and be withdrawn from clinical assignment for the following month and placed on leave.
12. If the contact from the TUNCOM official occurs after the 15th calendar day of the month, the student will complete the current month's assignment, and maintain the following month's assignment. If that following month's assignment is a clinical course, the student will be placed on leave for the subsequent month. (Example: contact from the Office of the Dean on September 20, clinical course maintained for October, on leave in November).
13. If a first failure on COMLEX Level 1 or Level 2-CE, the student may return to clinical coursework after retaking the exam. If a subsequent failure, the student may return only after confirmation is received from the NBOME of a passing score on the exam.
14. Following a COMLEX Level 1 or Level 2-CE retake, a student may participate in a clerkship, if eligible to return to clinical activity (see #12), no later than the fifth calendar day of that month.
15. A student is permitted a maximum of three attempts to pass COMLEX Level 1. A student who fails COMLEX Level 1 three times will be referred to the Student Promotion Committee and may be dismissed.
16. A student is permitted a maximum of three attempts to pass COMLEX Level 2-CE. A student who fails COMLEX Level 2-CE three times will be referred to the Student Promotion Committee and may be dismissed.
17. Under typical circumstances, a failed exam must be retaken within three months of the student's notification of failure by the TUNCOM official. Exceptions may be made in extraordinary circumstances, with the permission of the TUNCOM official. Taking more

than two months off of clinical coursework to prepare for a COMLEX Level 1 or Level 2-CE re-exam may risk delaying graduation.

18. Any student failing the COMLEX Level 2-PE will be referred to the Associate Dean for Clinical Education for assistance and guidance in preparing for a retake. The student may continue clinical coursework while preparing for the re-exam.

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

20. A student with three failures on COMLEX-USA Level 1, Level 2CE, and Level 2PE or a **COMBINED** five failing scores will be referred to the Student Promotion Committee and may be dismissed.

### *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.

### *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. When the terms of academic probation have been satisfied, the Student Promotion Committee will notify the Senior Associate Dean for Academic Affairs will notify the student that probation has been rescinded.
3. A student on academic probation may not be selected, elected, appointed or serve as an officer of any official University club or organization. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office or on University committees. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.

### ***Remediation of Year I and Year II Courses***

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

Students will take a remediation exam within the first week of the spring semester for one failed course that meets the following criteria:

- the course ends prior to the last two weeks of the fall semester;
- the final grade earned for the course is at or above 60%.

The specific time and day of the remediation exam will be determined by the course director.

The Student Promotion Committee (SPC) makes recommendations to the Senior Associate Dean for Academic Affairs regarding permission to remediate a failed course that does not fit the criteria listed above. 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.

Contingent on remediation being approved by the Senior Associate Dean for Academic Affairs, The remediation exam will be in the summer following the academic year for a failed course in each of the following situations:

- the second course failure when two courses are failed that both end prior to the last two weeks of the fall semester, and for which the final grade earned in both courses is at or above 60%;
- a fall course failure ending in the last two weeks of fall semester;
- all spring semester course failures;

- all courses for which the final grade earned is below 60%.

A student who fails more than two courses in an academic year will be reviewed by the SPC. The SPC will recommend either that the student be dismissed or repeat the academic year with the following cohort. This SPC recommendation is made to the Senior Associate Dean for Academic Affairs, who 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. Eligibility for re-examination is limited by the following stipulations: A student must have passed 85% or more of the credit hours attempted for the academic year. A student may be reexamined in no more than three courses which together comprise a maximum of eight credit hours.

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

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

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

The policies followed when a student fails a clinical course in Year III or Year IV are described in the *TUNCOM 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 33% percent or more of the credit hours for any one academic year.
3. A student earns a failing grade in a repeated course or repeated clinical clerkship.
4. A student fails a re-examination under a remediation plan.
5. A student fails two clinical clerkships.
6. A student exceeds the limit for completion of the prescribed curriculum as defined by the program.
7. A student does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
8. A student has not demonstrated continued academic and professional growth and achievement.
9. A student fails to successfully complete COMLEX Level 1, COMLEX Level 2-CE, or COMLEX Level 2-PE 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, COMLEX Level 2-CE, and COMLEX Level 2-PE.
5. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of Osteopathic Medicine.
6. Has complied with all the legal and financial requirements of Touro University Nevada.
7. Attends the graduation ceremony in person, unless special permission has been granted by the Dean.
8. Has completed the academic requirements within six years following matriculation (excluding non-academic approved leaves of absence).
9. A student who has completed and passed all clerkships but has been on LOA or any type of suspension for 90 days or more prior to graduation must pass an OSCE exam.

## **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.

## **APPENDIX A:**

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

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

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

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

#### ***Title***

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

#### ***Definition and Basic Concepts***

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

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

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

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

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

The "OMSGA" is the university student governance structure. The leadership of the OMSGA is elected by the entire student body. The OMSGA is composed of all the class officers and student organization officers. All students are invited to participate in OMSGA meetings.

"Student Affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

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

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

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

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

### ***Student Responsibilities***

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

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

To be familiar with this code and the bylaws regulated.

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

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

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

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

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

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

## ***Students Rights***

Every student shall have the following rights:

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

to be informed of academic progress

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

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

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

To exercise academic freedom as defined above.

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

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

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

To be represented in the determination of university or college policy as it directly affects a student's educational endeavor. There shall be student representation to the extent of at least one voting member on the following college standing committees: Admissions Committee, Financial Aid Committee, and other committees as they are developed. Students may serve on ad hoc and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate. Student appointment to the standing committees shall be made by the OMSGGA or the appropriate University office. Substitutes for student committee members may not be sent without prior approval of the committee chairperson involved. At any time that a committee deems appropriate, it may seek additional students to serve as resources.

*Amendment of This Code*

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

**APPENDIX B:**  
**STUDENT CONDUCT CODE**

To see a complete copy of the Student Conduct Code, <https://tun.touro.edu/current-students/university-catalogs/>. It will be found in Appendix C of this year's University Catalog.

***Guidelines for Access to and Disclosure of Educational Records***

This information is located in Appendix A of the Touro University Nevada Catalog.

The Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.), as amended, was designated to protect the privacy of educational records of students. To learn more about the guidelines for access to and disclosure of educational records maintained by Touro University Nevada, please see Appendix A in the University Catalog, <http://tun.touro.edu/wp-content/uploads/2010/07/TouroUniversityNevada2014-2015Catalog.pdf>.

***II. Inspection and Review of Education Records***

1. Education records maintained: The University shall maintain the following types of education records:
  - a. Personal data which identifies each student enrolled in the university, including full legal name, address, race, sex, date and place of birth, marriage status, names of spouse, name of parent or guardian.
  - b. Description of student academic status including grade level completed, grades, standardized test scores and clinical evaluations of work competency and achievement.
  - c. Scores on standardized professional examination boards.
  - d. Systematically gathered academic and clinical evaluations.
  - e. Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.
2. Retention and security of records
  - a. The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Dean of Students.

- b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Dean of Students.
- c. With the exception of records of disciplinary and criminal proceedings, the above-enumerated records of subsection 2.a. shall be kept for at least 6 years after the student leaves the school. Records of disciplinary and criminal proceedings shall be reviewed upon graduation to determine whether the record shall be maintained for professional certification or legally related reasons. If there is not sound legal or professional reason for such maintenance, the records shall be destroyed upon order of the Dean of Students.
- d. The Registrar shall at any time deemed appropriate, review any and all records for which he/she shall have responsibility. Such review shall be done to eliminate those records which no longer have meaning in determining the educational accomplishments of the student or which are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

### 3. Right to inspect and review education records

- a. The university shall, permit a student who is or has been in attendance at the institution to inspect and review the education records of that student. This right to inspect and review includes the right to a response from the university to reasonable requests for explanations and interpretations of the records, and the right to obtain copies would effectively prevent a student from exercising the right to inspect and review.
- b. Students shall not be permitted to inspect and review the following records:
  - i. Financial records and statements of their parents or any information contained therein.
  - ii. Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that: (1) the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality, and (2) the letters and statements are used only for the purposes for which they were specifically intended.
  - iii. Confidential letters and confidential statements of recommendation placed in the education records of a student after January 1, 1975, with respect to university admission, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived in writing his or her right to inspect and review those letters and statements of recommendation.



In the event of such a waiver: (1) the applicant or student shall be, upon request, notified of the names of all individuals providing the letters or statements; (2) the letter or statements shall be used only for the purpose for which they are originally intended; and (3) such waiver shall not be required by the university as a condition of admission to or receipt of any other service or benefit.. Such a waiver may be revoked at any time with respect to any actions occurring after the revocation.

- c. The procedure for inspection and review of records shall be as follows:
  - i. A student desiring to inspect and review his/her records shall submit a written request directly to the person in charge of the desired records.
  - ii. Such request must specify the records requested.
  - iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.
  - iv. The student will be notified by mail as to when and where he/she may inspect the requested records.
  - v. Inspection of records will be made in front of the responsible administrator or designee.
  - vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.
- d. A student may request copies of his/her education records from the official in charge of keeping those records in accordance with the following:
  - i. A transcript of the student's academic record will be made at a charge of \$5.00 per copy to students. \$10.00 per copy to alumni. All other records shall be reproduced at a charge of 50 cents per page.
  - ii. Requests for reproduction of a transcript must be made in writing to the University Registrar on the appropriate form to be obtained from the Office of the Registrar.
  - iii. Requests for reproduction of other records must be made in writing to the appropriate official holding the desired records.

- iv. All reproduction requests must be accompanied by the payment of record reproduction charges.
- v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

### ***III. Amendment of Education Records***

#### **1. Request of education records**

- a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.
- b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.
- c. If the custodian of the disputed record, after consultation with the Dean of Students of the individual college, refuses to amend the record in accordance with the student's request, he/she shall immediately notify the student in writing of such refusal and advise the student of the right to a hearing under subsection III.2 below.

#### **2. Right to and conduct of hearing**

- a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request a hearing in order to challenge the content of the records to insure that information therein is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.
- b. The hearing shall be conducted before a review board composed of one member of the faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the CEO of the University) who has no direct interest in the outcome of the hearing and, at the option of the student requesting the hearing, one student representative of the OMSGGA.
- c. The hearing shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record. The student shall be given notice of the date, place and time of the hearing at least 21 days prior thereto.
- d. The student shall have a full and fair opportunity to present all evidence relevant to the issues, and may be assisted or represented at the hearing by an individual of his/her choice at his/her own expense, including an attorney.

- e. The decision of the review board shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. The review board shall render its decision in writing within a reasonable period of time (not exceeding 60 days) after the conclusion of the hearing.
3. Results of hearing. If, as a result of the hearing, the university decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the university. Any explanation placed in the education records of the student hereunder shall be maintained by the university as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.

#### ***IV. Disclosure of Personally Identifiable Information from Education Records***

1. Prior consent for disclosure required
  - a. Except as provided in subsection IV.2 below and except with respect to directory information, the university shall obtain the written consent of a student before disclosing personally identifiable information from the education records of the student.
  - b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.
  - c. Whenever a disclosure is made pursuant to the written request of a student, the university shall, upon request, provide a copy of the disclosed record.
2. Prior consent for disclosure not required. The university may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:
  - a. To the student himself/herself, or to anyone who has the written permission of the student.
  - b. To university officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official.
  - c. To authorized representatives of: The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in legal requirements relating to such programs. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials hereunder shall be protected in a manner which will not permit the personal identification of the student by other than those officials, and the personally identifiable data shall be destroyed when no longer need for such audit, evaluation or enforcement of or compliance with federal legal requirements.
  - d. In connection with financial aid for which a student has applied or which student has received, provided that personally identifiable information from the education records of a student will be disclosed only as may be

necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions which will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.

- e. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer need for the purposes for which the study was conducted.
- g. To accrediting organizations in order to carry out their accrediting functions.
- h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date and of the university's intention to comply.
- j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.

### 3. Record of disclosures

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

made; disclosures to university officials under subsection IV.2.b above; or disclosures of directory information under subsection IV.5 below.

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

#### 4. Limitation on re-disclosure

- a. The university will disclose personally identifiable information from the education records of a student only on condition that the party to whom the information is disclosed will not disclose the information to any party without the prior written consent of the student, except that such information disclosed to an institution, agency or organization may be used by its officers, employees and agents for the purposes of which the disclosure was made.
- b. Notwithstanding subparagraph IV.4.a above, the university may disclose personally identifiable information under subsection IV.2 above with the understanding that the information will or may be re-disclosed to other parties under that section, provided that the record keeping requirements of subsection IV.3 above are met with respect to each of those parties.
- c. Except for the disclosure of directory information under subsection IV.5 below, the university will inform the party to whom a disclosure is made of the requirement of subparagraph IV.4.a above.

#### 5. Disclosure of directory information

- a. The university may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "Directory information" as defined in subsection I.2 above. It is provided, however, that any student may refuse to permit the designation of any such information with respect to him/her as directory information by serving written notice to that effect on the university's Registrar within 30 days after the commencement of any academic year.
- b. The university may disclose directory information from the education records of an individual who is no longer in attendance at the university without following any procedures under subparagraph IV.5.a above.

### ***V. Annual Notification of Rights***

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

- a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated there under, and the policies of the university adopted herein;
- b. The location where copies of these Guidelines may be obtained; and
- c. The right to file complaints concerning alleged failures by the university to comply with the requirements of FERPA and regulations promulgated there under, with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

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

