



**TOURO COLLEGE**

*Where Knowledge and Values Meet*

*Undergraduate*  
**STUDENT**  
HANDBOOK  
2017-20

[www.touro.edu](http://www.touro.edu)

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## IMPORTANT NOTICE

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

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

*This Catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro e-mail assigned to you upon activating your myTouro portal account, it is nevertheless your responsibility to keep current on all College policies, procedures, and practices. Your assigned Touro e-mail address is the official method of contact for all such notices and for all Touro communication.*

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

*Registration and matriculation at Touro after the issuance of this Catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Catalog, which is not resolved through Touro's internal mechanism shall be exclusively resolved through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Arbitration of Disputes" provision for a more elaborate treatment.*

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## Accreditation

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Reaccredited November 2015.

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## MESSAGE FROM THE DEAN OF STUDENTS



Dear Student,

The 2017 – 2019 edition of The Touro College Student Handbook will serve as a useful resource manual during your studies at our College.

The Handbook is designed for undergraduate students enrolled in The Lander College of Arts & Sciences in Flatbush, The Lander College for Men in Queens, The Lander College for Women - The Anna Ruth and Mark Hasten School in Manhattan, the New York School of Career and Applied Studies (NYSCAS), The School for Lifelong Education (SLE), and The Institute for Professional Studies (Machon L'Parnasa).

You will find in this Handbook relevant information about academic policies and College requirements, administrative offices, advisement, counseling and support services, financial aid programs, as well as statements of student responsibilities and rights, as described in the College Code of Conduct and related regulations. You are expected to read this Handbook and become familiar with its content.

A successful student strives to be well-informed. You should refer to the most recent edition of the Touro College Catalog relating to your school / division to learn more about the College's academic programs, its majors and its degree requirements.

Touro College is a student-centered institution committed to providing educational opportunities and access to career advancement for diverse student populations. The journey to achieving your degree goals can be challenging and at times difficult. Our faculty, administrators and staff at various campus locations are sensitive to your needs and are committed to assisting you in reaching your goals. Do not hesitate to seek their guidance and counsel.

I extend to you my best wishes for success in your studies.

Sincerely,

A handwritten signature in black ink that reads "Robert Goldschmidt". The signature is written in a cursive style with a long horizontal line extending to the right.

Dr. Robert Goldschmidt

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# I. UNDERGRADUATE ADMINISTRATION

## A. CENTRAL ACADEMIC ADMINISTRATION

### DEAN OF FACULTIES

The Dean of Faculties supervises the instructional staff of the Undergraduate Colleges of Touro and has oversight responsibilities for the curriculum. Specific duties of the Dean include academic planning, making faculty appointments, preparing the faculty budget and presiding over the Undergraduate Deans Council and the Academic Council.

Student issues and requests which should be brought to the attention of the Dean of Faculties include petitions to add a new course to the curriculum, and grade appeals after departmental channels have been exhausted.

- Stanley Boylan  
Dean of Faculties  
500 7th Avenue  
New York, NY 10018  
(646) 565-6000, ext. 55411, 55412  
[stanleyb@touro.ed](mailto:stanleyb@touro.ed)
- Donne Kampel  
Associate Dean of Faculties  
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- Leon Perkal  
Associate Dean of Faculties,  
NYSCAS  
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New York, NY 10001  
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[leonp@touro.edu](mailto:leonp@touro.edu)

### DEAN OF THE UNDERGRADUATE SCHOOL OF BUSINESS

The Dean of the Undergraduate Business School has overall responsibility for the faculty and curriculum in the areas of Accounting, Economics, Finance, Management, and Marketing. He also serves as a resident senior academic dean at the Lander College in Flatbush.

Barry Bressler  
1602 Avenue J, Room 305  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59235  
Fax: (718) 253-9455  
[bbressler@touro.edu](mailto:bbressler@touro.edu)

### DEAN OF STUDENTS

The Dean of Students has the overall responsibility for student development, including advisement and counseling, orientation, career placement, and student disciplinary procedures. The Dean maintains liaison with student organizations and, as ombudsman, deals with student complaints and concerns.

The Dean also has executive oversight authority for the management of the college's Lander College in Flatbush. Additionally, he serves as the College's accreditation liaison officer to the Middle States Commission on Higher Education.

The senior staff of this office includes the Dean of Advisement and Counseling, the Associate Dean of Students, the Director of the Israel Option Program and the Director of Admissions for the Lander Colleges.

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Robert Goldschmidt  
Executive Dean of Students  
1602 Avenue J, Room 202  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59234  
Fax: (718) 253-9455  
  
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Fax: (212) 414-9249  
[robertgo@touro.edu](mailto:robertgo@touro.edu)

## **DEAN OF ADVISEMENT AND COUNSELING**

The Dean of Advisement and Counseling reports to the Dean of Students. He supervises implementation of advisement and counseling policies, procedures, and services throughout Touro College. He directly supervises the advisement and counseling staff in the Lander College of Arts and Sciences and the School of Career and Applied Studies. He is responsible for the preparation of various publications, handouts, and guides for students. He also coordinates disability services for the undergraduate programs and serves as chair of the Committee on Academic Standing (CAS).

Students who have academic or personal problems should feel free to contact the Dean of Advisement and Counseling. The Dean also supervises preparation of course schedules for the Flatbush branch campus and the administration of final examinations at that location.

Avery M. Horowitz  
1602 Avenue J, Room 202C  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59253  
[averymh@touro.edu](mailto:averymh@touro.edu)

## **DIRECTOR OF LIBRARIES**

The Director of Libraries is responsible for the development and functioning of the College's libraries. Touro College maintains a multi-campus library system, virtual library, and access to multiple academic subscription services. Books and periodical collections, supporting course offerings, are situated at every site. Many other libraries are available to Touro students because of Touro's membership in several cooperative organizations. Touro is a member of METRO, which provides students access to many metropolitan area college and university libraries.

For more information, and for access to library resources, visit  
[www.tourolib.org](http://www.tourolib.org).

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## **OFFICE OF DISABILITIES SERVICES**

The Office of Disabilities Services deals with students who have special needs. It provides both counseling and special services when required.

Joel Dickstein  
Director of Disabilities Services  
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## **B. STUDENT SUPPORT SERVICES ADMINISTRATION**

### **VICE PRESIDENT OF STUDENT SERVICES**

The Vice President of Student Administrative Services supervises the Offices of Admissions, Registrar, Financial Aid, Bursar, and Student Systems. He coordinates all student service related activities across the institution and monitors the College's compliance with relevant federal, state and local laws. He supervises student records functions and ensures that they provide excellent, efficient, timely, and regulatory-compliant services.

Matthew Bonilla  
Vice President of Student Services  
500 7th Avenue, Room 506  
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### **OFFICE OF THE REGISTRAR**

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

- Coordinating semester course registration
- Preparing official transcripts
- Evaluating transfer credits for enrolled students
- Processing Change of Address, Change of Name, Leave of Absence and other forms
- Handling matters pertaining to veterans
- Verifying whether students meet graduation requirements
- Processing certificates of full-

time status for insurance, licensing, etc.

- Issuing diplomas upon graduation
  - Advising foreign students on maintaining student status
- The locations of the Office of the Registrar include:

- Main Campus  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55635
- Flatbush Campus  
1602 Avenue J, Room 217  
(718) 252-7800, ext. 59225, 59248, 59377
- Lander College for Women  
227 West 60th Street, Room 101  
New York, NY 10023  
(212) 287-3500, ext. 3520
- Lander College for Men  
75-31 150th Street, Room 225  
(718) 820-4928

At other Touro locations, please see the site coordinator for referral.

Lidia Meindl  
Director of the Office of the Registrar  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55445  
[lidia.meindl@touro.edu](mailto:lidia.meindl@touro.edu)

Regina Tekmyster  
Senior Associate Registrar,  
Undergraduate Programs  
1602 Avenue J, Room 217  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59225  
[reginat@touro.edu](mailto:reginat@touro.edu)

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## OFFICE OF FINANCIAL AID

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

The main locations of the Office of Financial Aid include:

- Main Campus  
320 West 31st Street  
New York, NY 10010  
(212) 463-0400, ext. 55627
- Flatbush Campus  
1602 Avenue J, Room 215  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59231, 59259
- Lander College for Men  
75-31 150th Street, Room 226  
Kew Gardens Hills, NY 11367  
(718) 820-4930

In addition, many other Touro locations have their own financial aid counselors.

- Aquila W. Galgon  
Executive Director of Financial Aid and Compliance  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55108
- Yelena Volis  
Senior Director of Financial Aid  
1602 Avenue J

Brooklyn, NY 11230  
(718) 252-7800, ext. 59249  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55684  
[yelena.volis@touro.edu](mailto:yelena.volis@touro.edu)

## OFFICE OF THE BURSAR

The bursar issues tuition bills, collects tuition payments, and processes refunds. Candidates for graduation must obtain bursarial clearance before receiving their diplomas. In accordance with college policy, transcripts and diplomas are not issued to students with outstanding tuition balances.

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

The locations of the Bursar's Office are:

- 320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55154
- 500 7th Avenue  
New York, NY 10010  
(646) 565-6000
- 1602 Avenue J, Room 213  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59236
- 75-31 150th Street, Room 226  
Kew Gardens Hills, NY 11367  
(718) 820-4931
- Student Help Desk  
(844) 868-7666
- Inbal Haimovich  
Director of Student Finances and Bursar  
(646) 565-6018, ext. 55718  
[inbal.haimovich@touro.edu](mailto:inbal.haimovich@touro.edu)

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## OFFICE OF CAREER SERVICES

The mission of the Office of Career Services is to (1) prepare students to get an internship, part-time, and/or full-time position, (2) establish connections with employers, and (3) provide the means for students to be able to meet with employers.

Students are advised to meet with Career Services early in their academic career in order to prepare for a job or internship. Preparation is the student's responsibility and includes career selection, resume writing, interviewing, networking, and job search strategies. Securing employment is a process, not an event.

Career Services staff members are located at the Lander College of Arts and Sciences in Flatbush, Lander College for Women in Manhattan, and the Lander College for Men in Queens.

The New York School of Career and Applied Studies' career specialists are located at the Touro College Computer Centers in Brooklyn and Manhattan.

- Ron Ansel  
Director of Career Services  
75-31 150th Street, Room 227C  
Kew Gardens Hills, NY 11367  
(718) 820-4917  
[ransel@touro.edu](mailto:ransel@touro.edu)
- Chaim Shapiro  
Director, Office of Student Success  
1602 Avenue J, Room 203A  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59375  
[chaim.shapiro@touro.edu](mailto:chaim.shapiro@touro.edu)
- Sarri Singer  
Assistant Director of Career Services

227 West 60th Street  
New York, NY 10023  
(212) 287-3514  
[sarri.singer@touro.edu](mailto:sarri.singer@touro.edu)

## C. COMMITTEES DEALING WITH STUDENT ISSUES

### COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing (CAS) deals with the academic problems of students and student appeals. This committee is composed of deans, administrators, faculty, and advisors from the various undergraduate schools of the College. The committee hears student requests for readmission, waivers of academic requirements, acceptance of course equivalents, grade appeals, retroactive withdrawals from courses or leaves of absence from school, and TAP waivers. The committee also hears appeals from students concerning probation and academic dismissals. The committee's decisions are final.

Academic advisors provide assistance in preparing written appeals and then submit these appeals to the committee. For details on how to file an appeal with the Committee on Academic Standing, please see page 35 in this handbook and/or contact an advisor/ counselor for further assistance.

### LIFE EXPERIENCE COMMITTEE

The Life Experience Committee monitors guidelines for awarding credits for life experience and independent learning and evaluates the portfolios sub-



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mitted by applicants for such credits. Please see the information on page 31 in this handbook about how to file a request with this committee.

Ezra Gampel  
Chair, Life Experience Committee  
1602 Avenue J  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59274  
[egampel@touro.edu](mailto:egampel@touro.edu)

For further information, speak to an advisor/counselor at your location.

## **STUDENT AFFAIRS COMMITTEE**

This committee has jurisdiction over all matters pertaining to student life and student activities. The committee may impose disciplinary actions for violations of college rules, and hears appeals from students concerning disciplinary sanctions imposed by the Dean of Students or his designated representatives. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final and non-appealable.

For further information, contact an advisor/counselor at your location.

## **II. ACADEMIC POLICIES**

### **A. ATTENDANCE AND WITHDRAWAL**

#### **CLASS ATTENDANCE**

The classroom experience is considered a vital part of the educational experience at Touro College. To main-

tain satisfactory grades, regular class attendance is necessary. Excessive absence may result in poor or failing grades. Student attendance may be taken into consideration by faculty when assigning final grades.

Absence from class never excuses a student from required assignments and course examinations. Students who are absent must make up the missed work. Students with situations that prevent them from attending class must inform their instructors and the academic advisor at their campus center.

#### **LATENESS**

Classes begin promptly at the time indicated in the schedule. Arriving to class late is disrespectful and disturbs the rest of the class. Latecomers may, at the discretion of the instructor, be denied admission to the class and/or incur an absence.

#### **FINAL EXAMINATION ABSENCES AND OVERDUE COURSE WORK**

Failure to take the originally scheduled final exam, or to submit course work by the semester's end, may result in a grade of incomplete at the instructor's discretion. A student who has not taken a final exam due to illness or other comparable emergency may be allowed to take a make-up final. The student must first obtain the instructor's consent for the make-up final and then submit corroborating documentation attesting to the reason for the missed exam to the Advisement Office at the Flatbush campus, located at 1602 Avenue J, Brooklyn, NY 11230. Approval for the student to take the make-up final exam is rendered

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by the Dean of Faculties, Dean Stanley Boylan. At all other locations this decision is in the hands of the site director and course instructor. Make-up final exams are administered on explicitly specified dates six weeks after the date of the last final exam. Overdue course work must be submitted no later than six weeks after the date of the last final exam. If the make-up final exam is not taken, or the missing course work is not completed and submitted to the instructor by the deadline, the incomplete grade will convert to a failure. The failing grade will become a permanent part of the student's transcript.

### **WITHDRAWAL FROM SPECIFIC CLASSES**

Students may drop courses during the first eight weeks of the Fall or Spring semesters and up to the midpoint of the Summer semester. **Students who withdraw from only some of their classes after the start of the semester will have a full tuition obligation for that semester.**

Courses dropped during the first two official calendar weeks of the Fall and Spring semesters or during the first few days of the Summer semester will not appear on a student's transcript, and do not cause the student to incur financial liability, except for administrative fees. A withdrawal made after this time will appear on the transcript with the notation of W (withdrawn) and incur a financial liability. This notation will not affect the grade point average. All program changes require that the student fill out an Add/Drop Form and obtain an advisor/counselor's signature.

The deadline to withdraw from a

course and submit the form to the Registrar's Office is the end of the eighth week of the semester. Students who leave a course without filing the appropriate form will receive a grade of WU, which is calculated in the GPA as an F. They also incur full tuition liability.

Withdrawal from a course may affect the individual's standing as a full-time student and eligibility for current and future financial aid, which requires a full-time student status. Students should consult with the Office of Financial Aid prior to withdrawing from a course.

Students who experience extenuating circumstances (such as serious illness) after the eighth week of the semester should contact their advisor/counselor as soon as possible. The advisor/counselor will take up the issues with the Dean on the student's behalf.

### **WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the College and does not expect to return should complete a *Leave of Absence* or *Permanent Withdrawal Form*.

### **LEAVE OF ABSENCE**

A student's personal situation (employment, health, child care, financial difficulties, etc.) may prevent him/her from attending classes for an extended period of time. Students in such circumstances should contact an advisor/counselor as soon as this situation takes place.

Students who wish to take a leave of absence for a semester or year must complete a Leave of Absence Form and

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file it with the Office of the Registrar. This form must be signed by an advisor/counselor, financial aid officer, the bursar and a dean. Students who have already registered for courses must also file an Add/Drop Form dropping all of their courses prior to the start of the requested leave of absence. A leave of absence is valid for up to two semesters. A second Leave of Absence Form must be submitted to extend the leave of absence for a second year.

Students on leave may not receive transfer credit for courses taken at another institution without prior written permission from Touro.

Students who do not file a Leave of Absence Form must file an Application for Readmission. If accepted, they are then responsible for meeting all academic requirements in place at the time of readmission.

Students who withdraw from the College at the beginning of a semester may be entitled to a partial refund of the total semester's tuition. A schedule of tuition refunds is printed in the Touro College Bulletin.

Students should not assume that filing a Leave of Absence or Permanent Withdrawal Form implies that the requests have been granted. They must receive official notification of approval from the Office of the Registrar.

## **B. COURSES AND CREDITS**

### **COURSE CREDITS**

All courses, except developmental courses, carry a certain number of academic credits. Most classes are 3 or 4

credits. For the bachelor's degree, students need to complete at least 120 credits; the associate's degree requires at least 60 credits. Some majors require more than the minimum number of credits for graduation.

### **COURSE CREDIT LOAD**

Students who have been admitted without any restrictions may register for up to 18 credits per semester in the Fall and Spring. Only under exceptional circumstances will students be allowed to register for more than 18 credits.

Overloads above 18 credits require a dean's approval.

Students who have been admitted on probation, as well as students who have been placed on probation because their college grade point average has dropped below 2.00 (C average), are restricted to a maximum load of 12-13 credits per semester. Students who have been admitted on a non-matriculated basis due to academic deficiencies or who have visiting student status may not register for more than 9 credits per semester (regardless of GPA).

These credit loads include all credits a student is taking in other institutions during the given term.

During the first Summer semester, students are restricted to a maximum of seven credits and during the second Summer semester the maximum credit load is six credits.

### **CORE COURSES**

Each Touro division requires students to complete a set of core courses in the liberal arts specific to that division. These courses are designed to provide students with exposure to a broad

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range of subjects.

In addition to the specific subject matter of the core courses, students are expected to develop core competencies in such skills areas as reading, writing, vocabulary, speaking, listening, mathematics, information retrieval, and critical thinking.

Students are required to take core writing courses during their first semesters on campus. In addition, students are urged to take core courses each semester and not to leave all their core requirements for the end of their college stay. This is especially true for core courses that are prerequisites for more advanced study in many majors.

Core requirements in various divisions are changed from time to time. Students must meet the requirements in effect when they first begin taking courses at a Touro College location.

## **DEVELOPMENTAL COURSES**

Poor communication skills often hinder students from succeeding in college. Students who demonstrate through a placement examination the need for intensive instruction in language may be required to complete Developmental English or ESL courses before taking Introduction to College Writing.

Developmental courses are designed to help students improve reading, writing, speaking, listening, thinking, and study skills. Developmental classes do not carry academic credits. However, developmental courses count toward the credit load required to qualify for financial aid.

The College also offers developmental courses in mathematics.

## **DEAN'S LIST**

A student is eligible for the semester's Dean's List if he/she completes 12 credits or more at Touro with a GPA of 3.4 or higher. Courses completed abroad or outside of Touro College do not count towards the Dean's List.

## **DROPPING AND ADDING COURSES**

Students who wish to add or drop a course must fill out and submit an Add/Drop Form. These forms must be signed by an advisor/counselor and must be filed with the Office of the Registrar. Students who stop attending a class without submitting an Add/Drop Form will receive a failing grade in that class.

Students may add courses to their program only within the first two official calendar weeks of the Fall or Spring semesters and within the first two days of the Summer semester.

The policy for dropping classes is as follows:

Classes dropped through the second week of the Fall and Spring semesters and through the add/drop period of the Summer semesters will not appear on the student's official transcript. Students do, however, incur a financial liability.

Courses dropped from the third week through the eighth week of the semester (or Summer session equivalent) are shown on the transcript as a W (Withdrawal).

After the eighth week of the Fall or Spring Semester, and the midpoint of the Summer semester, students may withdraw from a course only for the most urgent reasons and only with the

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written permission of the Dean of Faculties or his designated representatives.

The effective date of the program change is the day that the Add/Drop is received by the Office of the Registrar. Since dropping courses can affect financial aid eligibility, students are urged to consult with the Office of Financial Aid and with an advisor/counselor before withdrawing to make sure that they retain their eligibility for financial aid in both the current and future semesters.

## **FULL-TIME STATUS**

During the Fall and Spring semesters, students must take at least 12 credits or semester hours to be considered full-time. Students taking less than 12 credits are considered part-time. Many financial aid programs require that the student be enrolled full-time.

Dropping a class during the semester may affect the full-time status of a student and may make the student ineligible for government grants in the following semesters. Non-credit developmental courses can count toward a student's full-time status for financial aid eligibility.

Courses taken at other institutions, even with valid permission, may not count toward full-time status for financial aid purposes. Credits earned through CLEP examinations or other challenge examinations do not count toward full-time status for financial aid purposes.

## **ONLINE COURSES**

The College offers a limited number of courses. No more than two courses can be taken online per semester. You

can only register for an online course if you satisfy all of the following:

- You are not on probation
- You have completed at least one full-time semester at Touro College
- You have at least a 3.0 (B) cumulative grade point average earned at Touro College
- You are not in an associate's degree or certificate program

The academic computing department issues a handbook with additional information about online courses, including a "self-test" to determine if taking such courses is in your best interest.

## **PASS/FAIL OPTION**

The following policy applies to students who are interested in taking a course on a Pass/Fail basis (without the standard A-F letter grades).

Baccalaureate degree candidates may register for one course on a Pass/Fail basis each semester of their sophomore, junior, and senior years, up to a maximum of six Pass/Fail courses.

Students who are on probationary or provisional status may not take a Pass/Fail course.

Required courses and courses within one's major cannot be taken on a Pass/Fail basis.

Students must arrange to take a Pass/Fail course by filling out a Pass/Fail Request Form and submitting it to the Office of the Registrar before the end of the second week of classes. Please check with the Registrar that your application has been approved.

The Pass/Fail election may not be

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removed after the second week of the Fall and Spring semesters and the first few days of each Summer session.

Students should note that graduate schools often recalculate student GPAs on their own and may count a “P” as a C or even a D.

## **PLACEMENT EXAMINATIONS**

Placement examinations in English and mathematics are given to entering degree students in the Fall and Spring semesters during orientation or at other times with departmental permission.

Baccalaureate students who register at Touro for the first time in the Summer semester should take these examinations in September.

The English Placement Exam, required for all students, determines whether a student is required to register for developmental courses, Introduction to English Composition, English Composition I or English Composition II. It is also required if an exemption from the English Composition requirement is to be granted. In the baccalaureate program, the placement test must be taken even if a student has already completed a college-level composition course at another college.

The Mathematics Placement Test is also used for counseling and advisement purposes. This test measures proficiency in the field of mathematics. On the basis of scores earned, students may be placed into Developmental Mathematics, College Mathematics, Pre-Calculus, or Calculus I.

Many majors offered at Touro, including majors in accounting and business, as well as the biological and physical sciences and the Special Edu-

cation major, require courses in mathematics. Students with these majors who fail to demonstrate basic proficiency on the placement examination must complete a course in Developmental Mathematics and/or College Mathematics. (Note that Developmental Mathematics is not offered in all divisions.) Students are urged to complete their mathematics requirement as early in their college career as possible.

## **PROBATIONARY STATUS**

Students who are admitted on probation may be removed from probation upon completing 12 credits with a grade point average of 2.5 or by completing 24 credits with a grade point average of 2.0.

Probationary students who fail to achieve the 2.0 grade point average within the designated time may be dismissed from the College.

Students are placed on probation when they fail to maintain a 2.0 grade point average. Probationary students are given one semester to raise their GPA to 2.5 or two semesters to raise their GPA to 2.0. Probationary students who do not achieve a GPA of 2.0 within the designated time may be dismissed from the College.

Some departments within the College may require students to maintain a GPA that is higher than 2.0. Students who fail to meet the departmental standard may be required to change their concentration or major.

## **PURSUIT OF PROGRAM (FOR FINANCIAL AID ELIGIBILITY)**

A student who receives a Tuition Assistance Grant award from the

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New York State Tuition Assistance Program (TAP) is required to complete at least 6 credits or hours each semester of the first year in which he/she receives an award, 9 credits in each semester of the second year, and 12 credits in each semester of the third and fourth years with a grade other than W or WU.

Students who withdraw from courses in any semester may become ineligible to receive grants from TAP for the subsequent semester unless they receive a one-time TAP waiver. To request a waiver, students need to file an appeal, supported by appropriate documentation, with the Committee on Academic Standing. To be eligible for TAP after the third year, students must be matriculated toward a bachelor's degree.

## **REMEDIAL COURSES**

Students enrolled in remedial or developmental courses based on academic deficiencies are expected to demonstrate continued satisfactory progress in their remedial courses. A remedial course may be repeated only once. A student who fails the same remedial course twice is not considered to be making satisfactory progress and may be dismissed from the College. A student who withdraws from a remedial course after five weeks of the semester may be considered to be repeating the course upon his/her next attempt at the course.

## **REPEATING A FAILED COURSE**

A student may repeat any failed course without obtaining special permission. However, both courses will

appear on the official transcript and both grades will be counted in calculating the student's grade point average.

## **REPEATING A PASSED COURSE**

A student who has taken and passed a course and wishes to repeat the course may do so only once in his/her career at Touro. After this, the same course or any other passed courses may not be repeated. A student may only repeat a course in which a grade of B through D has been received and if the overall grade point average in that semester is at least 3.0, excluding the course being repeated. Both courses will appear on the student's permanent record. The first course will have its credit value (e.g., 3.0) changed to 0.0 (no credit), but the grade will remain on the record.

The grade for the repeated course will appear with the credit earned. Only the second grade earned will be counted in the grade point average. The repeated passed course will not count towards the student's minimum credit load for financial aid purposes.

The student must fill out a Request to Repeat a Passed Course Form and submit it to the Office of the Registrar at the time of registration. Failure to submit this form may result in the loss of credit for the second grade earned.

In cases where the student has received permission to take a course at another college and/or submits a transcript to the Office of the Registrar that indicates passing transferable grades (i.e. C or better), the course(s) may not be repeated at Touro College. If repeated at Touro, credit will be denied

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for the repeated course, although the grade for that course will be allowed to remain on the student's record.

### **RESTRICTED ENTRY MAJORS**

Both the Accounting/CPA major and the Special Education major are restricted to those students who have achieved superior results in their basic courses. Consult with departmental faculty advisors for the specific requirements for entry into these programs.

### **SATISFACTORY PROGRESS**

In order to maintain good academic standing, a student must also demonstrate satisfactory progress toward completing his/her certificate or degree. This progress is measured in terms of the Academic Standard Charts (see page 73).

When an undergraduate transfer student is admitted to Touro, he/she is placed on Academic Standard Chart A in accordance with the number of transfer credits he/she receives. Transfer students are expected to progress along the chart from that point. Transfer students should consult the Office of the Registrar to ascertain their position on the Academic Standard Chart.

### **STUDENT REVIEW OF GRADED FINAL EXAMINATIONS**

Copies of final examination answer booklets are held by the Office of the Dean of Advisement and Counseling for the Lander College in Flatbush, by the Associate Dean of Faculties or the Director of Academic Services for NYSCAS, and by the respective Deans and Directors for other divisions. Booklets are held for one semester.

### **SUMMER SESSION**

Touro College offers a limited number of courses at various locations during the Summer. Students should not assume that the courses needed for graduation will be offered during the Summer. A student may take a maximum of two courses (up to seven credits) during a single Summer session. As during the Fall and Spring semesters, courses taken at other institutions count toward these maximums.

### **TAKING LOWER-LEVEL COURSES**

A student may not take a course at a level lower than one the student has successfully completed. For example, a student who has passed Pre-Calculus may not go back and take College Math. Likewise, a student will not receive credit for two courses that greatly overlap. For example, a student who has successfully completed Principles of Biology may not go back and take Human Biology. Students who have completed several Psychology courses without taking Introduction to Psychology should consult with the department chair about substituting an extra elective from the suggested courses.

### **TOURO STUDENT RECORDS WEBSITE**

Students can access their grades and other information in their Touro record online at any time by logging onto their TouroOne Portal account at [touroone.touro.edu](http://touroone.touro.edu) from any computer. The Portal is updated in real time, so data is always current.

To access personal records, a student must use his/her Portal username and



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password. Students who forget their usernames or passwords should click on the appropriate link at the bottom of the webpage. Additional instructions, resources, and support are available at [help.touro.edu](http://help.touro.edu).

## TRANSCRIPTS

Students who wish to order official copies of their transcripts complete a Request online (on the Academic tab of the TouroOne Portal, find the link labeled "Order Official Transcript" and follow instructions). The fee for transcripts is \$10 per copy for the first five official copies in an order and \$5 per copy for any additional, payable by money order or credit card (Visa or MasterCard). Students are also entitled to one unofficial copy per official copy ordered. Those who submit their requests in person must first pay the fee to the bursar and receive a clearance. *(Note: If a request is denied by the bursar because of an outstanding balance, the registrar will inform the student.)* The standard processing time is 5 to 7 business days from receipt in the registrar's office, longer during peak periods. Rush one-day service is available for an extra fee. Students who would like Federal Express overnight delivery *once their order is processed* may pay the \$15 fee.

## UNOFFICIAL TRANSCRIPTS (GRADE REPORTS)

Students who want only unofficial or "student" copies of their transcripts should use the quicker and easier alternative to submitting a transcript request: downloading an unofficial grade report from the Touro Portal.

# C. REGISTRATION

## REGISTRATION PROCESS

Students sign up for courses during designated registration periods in the Fall, Spring, and Summer by registering online through the Touro Portal. Students who attend classes without having completed registration, including New York State-required proof of immunization, will *not* receive credit for work done.

The registration schedule and the list of courses offered are available before the registration period. Touro College reserves the right to revise the schedule, including course instructors, and to cancel classes due to insufficient enrollment or other scheduling issues. Students should study the list of course offerings and consult with their advisors/counselors and/or faculty advisors prior to working out their program for the semester. Students should be certain that the program for which they sign up meets their needs and educational goals.

The "smorgasbord" approach, choosing courses from several disciplines, often works well for freshmen who have not decided upon a major. There are a number of required core courses that all students must take.

In mapping out a program students should bear in mind the following considerations:

**Course Scheduling:** Not all courses are offered every semester. Some programs of study and majors are highly structured and courses must be taken in sequence. Missing a course in sequence, such as an introductory chem-

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istry course in the Fall semester, will prevent you from taking more advanced courses in the field the following semester. Disciplines such as accounting, management, mathematics, computer science, and the natural sciences have a rigid sequence of courses. Other majors have fewer prerequisites.

**Scheduling:** How are the hours of your day/evening taken up? Consider breaks between classes, student activities, personal responsibilities, and commitments.

**Class Hours:** How many hours of class attendance are required for each course? Science courses have additional hours for recitation and laboratory work.

**Work Load:** How much work do the courses require? Think about term papers (how many), exams, projects, programming assignments, etc.

**Outside Responsibilities:** What responsibilities do you have other than your college studies? Do you work part-time or full-time? Do you have to support yourself and/or a family? Do you have children you are responsible for? Can you handle it all?

**Overall Hours:** In general, colleges assume that each hour of classroom activity should be matched by two hours of additional work, including preparing, studying, and homework.

Registration is not considered complete until the student has satisfied his/her financial obligation and the courses are entered into the College's computer database by the student via the Touro Portal.

Students may not attend classes/sections for which they are not registered.

## **CANCELLED COURSES**

The College reserves the right to cancel classes due to insufficient enrollment.

## **CLOSED COURSES**

Courses are “closed” when the College determines that the course has reached optimal enrollment. That number is determined with the expectation that several students will typically drop a course and that there might be a need for several additional students to get into the course even after it is closed. If the course you wish to register for is closed, you are expected to pick a different course/section in its place. Students should register on time in order to avoid getting closed out of needed courses.

Students cannot register for a closed course without the permission of a dean and/or the department chairperson.

## **PREREQUISITES AND CO-REQUISITES**

A prerequisite is a course that must be successfully completed before the student can take the next, or an advanced, course. It is required because it is considered as necessary background for taking certain courses.

A co-requisite is a class that must be taken at the same time that the student takes a given related course.

Students may not take (and will not receive credit for) two versions of the same course. For example, students will not receive credit for both BIO 101 (Principles of Biology) and BIO 111 (Human Biology). Students may not take a course lower than one they have successfully completed. For example,

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students who passed Pre-Calculus (or placed out of College Math) cannot go back and take College Math.

## **TAKING COURSES IN OTHER DIVISIONS**

Students who wish to take courses in Touro divisions in which they are not enrolled must receive special permission in writing from both their home division and the division in which they wish to take a course. They will have a lower priority for registering for those classes than do students for whom it is their home division.

## **INDEPENDENT STUDY**

Independent study courses are generally offered in the special circumstance where a student wishes to work on a special project not covered in a regular class.

A student of high academic standing (3.333 GPA or higher) may take an independent study course. Students must present a specific plan and obtain written approval from the instructor, the department, and the Dean of Faculties or his designated representative. An independent study course requires an appropriate number of meetings with the faculty mentor, readings, and a major report or term paper. A student may not take more than one independent or directed study course in each semester.

## **DIRECTED STUDY**

Directed study courses are generally offered in the special circumstance where a student needs a specific course for graduation that is not being offered as a classroom course by the College.

A student of high academic standing (3.333 GPA or higher) may take a directed study course. He/she must obtain written approval from the instructor, the department, and the Dean of Faculties or his designated representative. A directed study course requires an appropriate number of meetings with the faculty member, readings, a report, term paper(s), and/or a midterm, and/or midterm examination and a final examination. A student may not take more than one directed or independent study course in each term.

## **CHOOSING A MAJOR**

The major is the subject area in which a student wishes to specialize. Selecting a major is one of the most important decisions that students need to make. Among the factors to consider in choosing a major are your interests in a subject, your aptitudes, goals, and experiences, as well as career objectives. Assistance in making this important choice is available from advisors/counselors and from faculty members in different disciplines.

## **CHOOSING A MINOR**

In addition to a major, some students choose a minor to complement their major. Minors are currently offered in art history, childhood education, early childhood education, economics, English literature, finance, history, information technology, international business (for business majors), management/marketing (for non-management majors), mathematics, political science, psychology, art therapy, sociology, and visual arts. Consult with an advisor/counselor for details.

Not all majors and minors are offered in every Touro division and location.

## D. GRADES

### GRADING POLICIES

Instructors assign grades that represent their evaluation of the work performed and the level of scholarship and competence of the student, based on a composite of the elements that went into the course. Individual academic departments may set up policies with respect to minimum essentials and the relative weight of the different components of the course.

The course outline typically includes, a list of requirements for the courses including a breakdown of how grades are determined. College grades are awarded for academic achievement and not for effort.

<b>Excellent</b>	A+ = 4.000
	A = 4.000
	A- = 3.667
<b>Good</b>	B+ = 3.333
	B = 3.000
	B- = 2.667
<b>Average</b>	C+ = 2.333
	C = 2.000
	C- = 1.667
<b>Poor but passing</b>	D+ = 1.333
	D = 1.000
	D- = 0.667
<b>Failing</b>	F = 0

**F** Student did not achieve passing grades on examinations and/or assignments.

**WU** Student stopped attending class before the end of the eighth week of the semester, but did not officially withdraw. WU counts as an F in the calculation of GPA. Other grades are P, N, WNA, and W.

**P** May be assigned when a student chooses to take a course on a Pass/Fail basis.

**N** Grade is assigned when the instructor has not submitted a grade.

**WNA** Student never attended class. Grade does not count in student's GPA.

**W** Assigned when the student has officially withdrawn from a course (only appears on the transcript after the second week of classes). W grades do not count in a student's GPA.

Many of these grades have financial aid implications. Consult with the financial aid office for details.

### TENTATIVE GRADES OF INCOMPLETE (INC)

Tentative grades are given at the discretion of the instructor when a student has not completed a required assignment or examination and has a valid excuse. Students cannot receive credit for work that has not been completed. Therefore, when determining a tentative grade, the incomplete or missing work is graded as a zero.

The original T grade becomes the

permanent grade unless a Change of Grade Form has been submitted by the instructor within that period of time. Any requests for extension of time past the six weeks must be submitted in writing to the Dean or Associate Dean of Faculties. In the rare case where an extension might be approved after six weeks, the maximum grade a student may earn in the course is a B.

### GRADE POINT AVERAGE (GPA)

The GPA, also called the Index, is obtained by dividing the total number of quality points earned at Touro College by the total number of course credits completed.

Example: A student receives the following credits and grades:

4 credits	B-	$4 \times 2.667 = 10.668$
3 credits	A-	$3 \times 3.667 = 11.001$
3 credits	B-	$3 \times 2.667 = 8.001$
3 credits	C+	$3 \times 2.333 = 6.999$
3 credits	C-	$3 \times 1.667 = 5.001$
3 credits	W (not averaged)	

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16 credits                      41.67

$$41.67 / 16 \text{ credits} = 2.604$$

Rounded to two places the GPA is 2.60.

### GRADING SYSTEM FOR NON-CREDIT COURSES

Pass/Fail grades of four types are assigned to developmental English classes:

- P** Student is ready to move to the next course level.
- F** Student's work was unsatisfactory; demonstrated insufficient effort; student must repeat course.

**R** Student demonstrated progress, but must repeat course.

**PE** Student may move to next course level on the condition that he/she receive tutoring.

*Each developmental English course may be repeated only once.*

### GRADE APPEALS

A student who wishes to appeal a grade should speak first with the course instructor. If the faculty member rejects the student's request for a change of grade, an appeal can be made to the departmental chairperson.

The student's appeal to the chairperson must be typed or clearly handwritten and include the following:

- A statement identifying the course, the course number, the semester the course was taken, and the instructor.
- The exact grade being appealed, the reason for the appeal, and appropriate documentation.

A copy of the student's appeal should also be submitted to the Office of the Dean of Faculties.

The chairperson will respond to the student, in writing, within 30 days of receipt of the student's written appeal. If the chair rejects the appeal the student may appeal to the Dean of Faculties and the Committee on Academic Standing. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

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## E. EARNING OUTSIDE CREDITS

### TRANSFER CREDITS

To receive transfer credits for college-level work completed at another institution, students must submit an official transcript to the Office of Admissions (for an entering student) or to the Office of the Registrar (if the student is already enrolled at Touro). Credits can only be granted for appropriate coursework completed with a grade of C or better.

Transfer students seeking credit for previous academic work may make an appointment, to review the assessment of their transfer credits.

Zakira Tsofina

Transfer Credit Advisor, Office of  
the Registrar

(212) 463-0400, ext. 55654

[zakira.tsofina@touro.edu](mailto:zakira.tsofina@touro.edu)

It may be necessary to schedule a conference with department chairpersons if transfer credits are being offered to fulfill major concentration requirements.

Credits are usually awarded after evaluation for business, education, computer science, Jewish studies, and liberal arts and sciences courses which were completed at an accredited institution with a minimum grade of C. Students who have completed an associate's degree at an accredited institution will receive up to 60 credits, but they must meet the individual course and liberal arts requirements of their selected certificate and/or degree program. **All transferred courses are posted on a Touro College transcript without grades.**

Transfer students may request in writing that all prior college work completed at (a) particular school(s) not be evaluated. This decision is irrevocable. **Students who elect this option should be advised that repeated courses already passed at another institution will not count toward the minimum credit load for full-time status (for financial aid purposes).**

### OFF-CAMPUS CREDITS

Students wishing to take courses at another institution while attending Touro must obtain official permission in advance by completing the Permit to Attend Another College Form. The specific courses to be taken must be approved by the relevant departmental chair or deputy. [Students are cautioned that course approval is generally based on the nature of the course, the institution where it is offered, and the length of the semester (for Summer sessions). It is the student's obligation to see that the outside course satisfies a specific Touro College requirement and does not duplicate a course already completed at Touro College or elsewhere.] This form and instructions are available in the Office of the Registrar.

Failure to obtain official permission to take courses at another institution or to take outside examination may result in either a delay in, or complete disapproval of, the granting of transfer credits for those courses. Courses in which passing transferable grades (i.e., C or better) were received may not be repeated for credit at Touro College. After completing the courses at another school, you must arrange for an official transcript to be submitted by the other

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institution to the Touro College Office of the Registrar.

In general, credit is not granted for upper-level courses taken at a community college.

## **LIFE EXPERIENCE CREDITS**

The Life Experience Committee monitors guidelines for awarding credits for life experience learning and evaluates the portfolios submitted by applicants for such credits.

Credit is given only for work that is comparable to courses offered in Touro College and is relevant to a particular degree. For a copy of the *Instruction Manual for Preparing a Life Experience Portfolio*, please call the Office of the Dean of Faculties or contact your advisor/counselor.

Stanley Boylan  
Dean of Faculties  
500 7th Avenue  
New York, NY 10018  
(646) 565-6000, ext. 55411, 55412

## **CREDITS THROUGH OUTSIDE EXAMINATIONS**

Students may earn college credits towards a degree, without registering for classes, in one of the following ways:

- The Advanced Placement Program (AP) administered by the College Board
- The College-Level Examination Program (CLEP)
- Excelsior College (formerly Regents College) Examinations (ACT PEP outside New York State)
- NYU Foreign Language Proficiency Examinations

- DANTES Examinations
- The Jerusalem Examination
- The ADP Brooklyn College test when generated on a Brooklyn College transcript
- The Yeshiva University Test in Jewish History

In each case, permission must be granted by Touro College before the exam is taken.

The maximum number of credits accepted in any single category is twelve, except for APs, for which a student may earn up to 30 credits. *The maximum total number of credits by examination that Touro College accepts is 30 credits.* As with all other categories of transfer credit, these credits may not count toward the 45-credit residency requirement (for the bachelor's degree). Decisions as to which, if any, of these credits may apply toward the major and whether credit shall be general or equivalent to specific Touro courses are at the discretion of individual academic department chairs.

Excelsior College Examinations Pass/Fail are not accepted. (See entries for APs and CLEPs below.)

## **ADVANCED PLACEMENT EXAMS (AP)**

Advanced Placement (AP) Exams are typically taken by juniors and seniors in high school after completion of a specific course in the discipline. A student may earn up to 30 credits in Advanced Placement examinations.

AP scores of 4 and 5 only will be accepted for transfer credit; credits are awarded only at the discretion of the department.

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## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College Level Examination Program (CLEP) tests are standard exams offered by the Educational Testing Service on a national level for basic courses. Current students who wish to take CLEP exams must fill out the Permit to Attend Another College Form and get approval of the appropriate department chair or deputy, who will indicate the course equivalency. The form is then submitted to the Registrar's Office, which holds it until the CLEP has been taken.

Scores must be the equivalent of a C or better on CLEP subject exams for transfer credit to be awarded; no CLEP general examinations are accepted. CLEP subject examinations are not accepted in education, speech, biology, business or composition. CLEPs are not to be used to satisfy core requirements or requirements for any majors or minors.

Please consult with the Registrar's Office or your advisor/counselor for further information about specific CLEP courses.

## **NYU FOREIGN LANGUAGE PROFICIENCY EXAMINATIONS**

Touro College grants credits to students who successfully complete the (12-point) Foreign Language Proficiency Examinations offered by New York University. A maximum of nine credits in one language can be earned. Hebrew or Yiddish credits earned in that manner do NOT count towards satisfying the LAS Judaic Studies requirement. Credits cannot be earned for languages in which a student already has

college credit. No more than six credits can be earned for a language a student studied in high school. So, for example, a student who studied French in high school would earn three credits for scoring 9 points on the NYU test and 6 credits for scoring 12 points.

## **TOURO DEPARTMENTAL CHALLENGE EXAMINATIONS**

Students who can demonstrate proficiency in a particular subject may receive permission to earn credits by taking a departmental challenge examination at Touro. Interested students should contact the appropriate department chairperson for further details. Students can discuss the matter with the Advisement and Counseling department before contacting the department chair.

## **YESHIVA AND SEMINARY CREDITS**

Touro College awards a maximum of 48 credits for post-high school yeshiva and seminary studies. Thus, students may enter the College with sophomore standing. Students who have completed one year of intensive Jewish Studies in Israel may earn the equivalent of one year of college credit. No more than six credits of Talmud may be applied to college requirements in any given semester.

Students must document their yeshiva and seminary work by submitting official transcripts to Touro College for evaluation. Credits are granted only in accordance with Touro's academic policies and regulations.

**No yeshiva or seminary credits are awarded for Summer session study.**



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## **STUDY ABROAD**

Students who wish to receive transfer credits for Jewish studies completed at seminaries or yeshivas in Israel, Canada, England, or other foreign countries must submit official transcripts for evaluation to the Office of the Registrar.

Students who are registered in their first year in the Touro College Israel Option have their coursework automatically recorded on Touro's system.

## **F. GRADUATION**

### **GRADUATION APPLICATION FORM**

This form should be submitted to the Office of the Registrar when students register for their last semester at Touro. However, students who expect to graduate in September should hand in the form at the Spring registration. In the Lander Colleges and in NYSCAS, the fee is added to the student's bill. It covers all graduation-related expenses, including caps and gowns, hall rental, and diploma.

### **GRADUATION CHECK CONFERENCE**

The purpose of this conference is to review the student's readiness for graduation and to determine whether all degree requirements have been satisfied or are likely to be met by the expected date of graduation. Graduation checks are conducted by advisors/counselors at each location. In the School for Lifelong Education, the conference is with the Assistant Dean.

Students should schedule this con-

ference at the end of their junior year or at the start of their senior year. Students who plan to graduate in June or September should have the Graduation Check Conference by October; January degree candidates should schedule their conference by April of the previous year. Students in the Lander College in Flatbush should contact the Office of Advisement and Counseling to schedule a conference. In each respective division, an advisor or counselor is available for a Graduation Check.

### **GRADUATION REQUIREMENTS**

Every student is enrolled in a specific Touro school or division, and must satisfy the graduation requirements of that division.

Students who have been admitted without a high school diploma or its equivalent must demonstrate that they have obtained this credential before being awarded a degree by the College. Consult an advisor/counselor about possible pathways to a high school diploma or an equivalent.

Candidates for the baccalaureate degree must complete at least 120 credits of college-level work with 60 credits of liberal arts and sciences required for the Bachelor of Science degree and 90 credits of liberal arts and sciences for the Bachelor of Arts. Candidates for the associate's degree must complete at least 60 credits of college-level work with 45 credits of liberal arts and sciences for the Associate in Arts degree and 30 credits of liberal arts and sciences for the Associate in Science degree. No student may take all classes for a degree at an extension site.

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Students pursuing a baccalaureate degree must take a minimum of 45 credits in residence at Touro. Credits completed in joint programs in Freshman Centers, in Israel, or online do not count toward this requirement. At least 50% of the coursework in the major must be completed at Touro. Associate's degree and certificate students must take at least 24 credits in residence at Touro. Students must earn an overall grade point average of 2.00 (a C average) for courses taken at Touro; within the major or concentration an average of 2.3 (C+ average) must be achieved.

## **RESIDENCY REQUIREMENT**

Students cannot complete an entire program at an extension center or site. Baccalaureate degree candidates must complete a portion of their program at the Touro College Main Campus in Manhattan or at the Flatbush Branch Campus at which the program is registered. All baccalaureate students admitted after September 2000 must earn at least 45 credits in residence at Touro College in New York in order to graduate. Courses taken online do not satisfy the residency requirement.

## **GRADUATION CEREMONIES**

Graduation ceremonies are held separately in various Touro divisions once a year, either at the end of May, in June, or in September. Students who complete their degree requirements in January, June, or September may participate in these commencement exercises.

*Note: Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation*

*is certified officially by the Office of the Registrar only after auditing the student's record for completion of all certificate or degree requirements.*

## **GRADUATION HONORS**

Only baccalaureate degree candidates who have completed at least 60 credits at Touro are eligible for honors.

Each division maintains its own standards for honors. In the Lander Colleges, honors for general academic excellence are awarded at graduation as follows:

- Summa Cum Laude (Highest Honors): grade point average of 3.8 or higher
- Magna Cum Laude (High Honors): grade point average of 3.6 to 3.79
- Cum Laude (Honors): grade point average of 3.4 to 3.59

The highest honors at Commencement are bestowed upon those students who are chosen to be valedictorians and salutatorians. The valedictorians in each division of the College are chosen from among those students who have achieved the highest cumulative grade point averages. Associate's degree candidates are also recognized for honors at graduation in accordance with the College's established policies.

## **CATALOG RULES**

For a detailed description of additional graduation requirements, students should consult the Catalog for their respective divisions. Students who maintain continuous enrollment may choose to graduate under the Catalog requirements in effect at the time they

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began their studies at Touro College or under the Catalog in effect at the time of graduation. They may not mix and match requirements between Catalogs.

It is the student's responsibility to become familiar with the rules and requirements listed in the Touro College Catalog, which are available online at [www.touro.edu](http://www.touro.edu).

## **MAJOR/CONCENTRATION FORM**

The Major/Concentration Form is a checklist that must be completed with an advisor/counselor or department chairperson during the junior year. The checklist provided for each major indicates the required and elective courses for the degree program in that major. The completed form is submitted to the Office of the Registrar where it becomes part of the student's official file (the student should retain a copy for his/her records). The files of degree candidates will not be processed without this form.

Major/Concentration Forms are available in the Office of Advisement and Counseling at each Touro location.

## **DUAL MAJORS**

A student may major in two fields that are substantially different only if both majors lead to either a Bachelor of Arts or a Bachelor of Science. The same course may not be used for both majors unless it is a required course in both.

## **DEGREE DATES**

Associate's and bachelor's degrees are conferred by Touro College three times a year: in January, June, and Sep-

tember. Students who finish all their degree requirements at any time may request a letter from the Registrar's Office verifying their graduation status.

# **G. OTHER ACADEMIC POLICIES**

## **ACADEMIC FORGIVENESS**

Touro College has a policy of academic forgiveness of poor grades earned for students who wish to resume their education after a long absence and who can show that they now have a reasonable chance for academic success in college. Consult an admissions officer for details.

## **CHANGE OF NAME AND/OR ADDRESS**

Students who move or change their telephone numbers should fill out a Change of Address Form in the Office of the Registrar. In order to change your name in your Touro record, you must complete a Change of Name Form and submit appropriate documentation, (e.g., for women who want their married name to be the name of record, a copy of the marriage certificate). Contact the registrar's office for information about other types of name changes.

## **COMMITTEE ON ACADEMIC STANDING PROCEDURES**

The Committee on Academic Standing (CAS) deals with the academic problems of students and appeals from students relating to:

- Student requests for readmission
- Waivers of academic

- requirements
- Acceptance of course equivalents
- Retroactive withdrawals from courses
- Leaves of absence from the College
- TAP waivers
- Probation and academic dismissals.
- requests for extension of time to complete courses
- The Committee may review grade appeals, provided all other means for resolving grade disputes have been exhausted.

The committee's decisions are final.

A student who wishes to file an appeal with the Committee on Academic Standing should follow these procedures:

1. Consult with an advisor/counselor for assistance in completing a Student Appeal Form. The appeal should:
  - a. include the student's name, Touro ID number, and address;
  - b. specify the course(s) and/or semester(s) in question;
  - c. explain clearly the reason for making the appeal in a detailed letter;
  - d. include documentation to support the appeal;
  - e. include the signature and recommendation of an advisor/counselor or dean.
2. If the reference in the petition is to a medical or personal hardship, the student must submit documentation such as medical notes, notices of hospitalization, and birth or

death certificates to support the appeal.

3. The signed appeal should be forwarded by the advisor to:  
Dean Avery Horowitz,  
Chairperson, The Committee on Academic Standing  
Touro College  
1602 Avenue J  
Brooklyn, NY 11230

The student will receive a written response from the Committee stating its decision. The Committee may respond by detailing sanctions or listing conditions under which the appeal is to be granted. Determinations by the Committee may be made in the absence of the student, as long as adequate notice is provided.

Students who have questions or who wish to follow up on the status of an appeal should consult with their advisor. Students will be notified by mail of the Committee's decision. Decisions of the Committee are final.

## **DATES AND DEADLINES**

Students should make certain that they are aware of important academic dates which affect them. Each semester has a beginning and ending date, and deadline dates apply to adding and dropping courses, to making up tentative grades from previous semesters, and to filing for graduation. Students should request a copy of the academic calendar for the current semester at the time of registration. Copies of the academic calendar are also available from the Office of the Registrar throughout the year. Academic calendars vary for the various undergraduate and graduate divisions.

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Students should also review the syllabus or course outline for each class as often as possible so they can be alert and prepared for upcoming quizzes, examinations, and other requirements. Employers are quick to judge a worker's performance by the manner and timeliness with which he/she meets deadlines. Your experience here at Touro thus becomes a preparation for this important job requirement.

## H. GLOSSARY OF ACADEMIC TERMS

**Academic Year** – A period of time used to measure a quantity of study, typically a Fall and a Spring semester. Used for financial aid eligibility.

**Advisor/Counselor** – A member of the Dean of Students' professional staff; advises students about academic programs, career plans, job placement, student activities, transfer information, and personal concerns.

**Admission** – The process of accepting students into a specific certificate, associate's degree, or bachelor's degree program. Admission does not involve the choosing of specific courses, which is done at registration.

**Business Base (Core Course Requirements)** – Courses required of all business students regardless of whether they major in Accounting, Economics, Finance, Marketing, or Management.

**Challenge Exam** – When standardized College Proficiency Examinations or College Level Examination Program subject examinations are not available to test prior learning which is equivalent to a course or subject offered at

Touro, the student may request and the College may agree that a special Challenge Examination be administered.

**Change of Level Form** – Used by advisors when newly admitted students have their placement level in English writing changed by the recommendation of the instructor. These forms must be approved by the Dean of ESL or the appropriate English Department Chair.

**College Proficiency Examinations and the College-Level Examination Program (CLEP)** – Standardized tests covering many of the basic subjects and courses at Touro. Students who believe they have achieved, on their own, the learning normally accomplished by completing a particular college course may, with permission, attempt to earn credit for the course by taking one of these examinations. CLEP examinations may not be used to satisfy core or major requirements.

**Concentration** – A group of courses in a specific area that do not form a major. An example is the Psychology concentration completed by many Special Education majors at Touro.

**Continuing Student** – A currently enrolled student who has been in attendance at least one semester.

**Continuous Enrollment** – A student who attends every semester (excluding Summer sessions) or who is on an official leave of absence is considered to be continuously enrolled and may follow the graduation requirements in place at the time of first enrollment.

**Core Course Requirements** – Required courses that all students take

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regardless of their major or concentration. Certain core requirements must be satisfied by specific courses, while others offer students a choice (for example, any science course or any mathematics course). Each Touro division has its own core course requirements.

**Co-requisite** – A course that should be taken either before or, ideally, during the same semester as another designated course.

**Credit** – A shorthand method of measuring student achievement and progress toward graduation. Typically, at least 60 credits are required for an associate's degree and 120 credits for a bachelor's degree.

**Credit Hour** – A measure of instructional time spent in class. A three (3)-credit-hour course, for example, would require three hours of classroom attendance per week during the course of one semester. Some courses requiring laboratory or studio time may require more time spent in class.

**Cumulative Grade Point Average (Cum GPA)** – The total grade point average based on all the courses taken while a student is at Touro College. Courses transferred from other colleges are not included in the cumulative grade point average.

**Elective (Restricted)** – Any type of course, required by certain curricula, which must be chosen in accordance with catalog specifications.

**Elective (Unrestricted)** – A type of course, required by certain curricula, which may be chosen from all course offerings at the College.

**Enrollment, Full-Time** – 12 or more credits per semester. Credits taken

on permit (at another college, a yeshiva, or a seminary) cannot count toward determining full-time status for the TAP portion of a student's financial aid award. Credits by examination (CLEP, departmental challenge examinations, et al.) do not count toward full-time status under any circumstances.

**Enrollment, Part-Time** – 11 or fewer credits per semester.

**Faculty Advisor** – A teaching faculty member or related professional staff member who advises students on matters related to academic planning and course selection. Students are assigned automatically to faculty advisors through the choice of a major.

**Faculty Rank** – Faculty members hold rank according to their educational background, number of years of professional experience, and accomplishments as instructor, assistant professor, associate professor, and professor, respectively.

**Financial Aid Counselor** – Advises students about financial aid.

**Financial Aid Package** – The total amount of financial aid (federal, state, and institutional) that a student receives. This package may consist of a combination of grants, loans, and work-study.

**Grade Point Average (GPA)** – Computed by dividing the total number of quality points earned during the semester by the number of credit hours earned that semester. Used to determine honors standing, academic probation, and dismissal.

**Humanities** – Courses in specific areas of liberal arts, typically including Language and Literature, Judaic Studies, Ethnic Studies, Art History, and

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Philosophy.

**Liberal Arts and Sciences** – Programs, majors, or courses providing a general education in the humanities, social sciences, natural sciences, and mathematics.

**Life Experience** – Credit given for learning that is comparable to courses offered at Touro obtained through work/volunteer or personal experience. See portfolio assessment (below) and page 31.

**Matriculation** – Formal admittance into a degree program, which binds the College to the student's curriculum as outlined by the College at the time of acceptance.

**Matriculated Student** – One who is accepted and enrolled in a degree or a certificate program. A student must be matriculated to be eligible for financial aid or for graduation.

**Matriculation, Bachelor's** – Formal admittance from a two-year Touro program into a four-year degree program.

**Natural Sciences** – Courses in specific areas of science, typically including Biology, Chemistry, Physics and Astronomy.

**Orientation** – The process of introducing new students to the regulations and requirements of Touro College. This is done through a combination of meetings and handouts created by the Office of Advisement and Counseling. Students are urged to take advantage of the orientation sessions, and to read the relevant brochures.

**Portfolio Assessment** – Process by which students may be granted credit for prior learning by submitting a report documenting specific learning experi-

ences that correspond to college courses.

**Prerequisite** – A course that must be taken and passed as a requirement before taking another course. Prerequisite courses provide fundamental background for advanced courses.

**Probation** – That time period designated for a student to meet certain academic or college regulations-related stipulations in order to improve student status. A student on probation for more than two consecutive semesters is subject to dismissal.

**Professional Courses** – Courses in disciplines such as accounting, business, computer science, desktop publishing, education, human services, studio art, and other fields that do not count toward the overall liberal arts requirement.

**Quality Points** – Determined by multiplying the credit hours of a course by the value of the letter grade earned (for example: A = 4, A- = 3.67, B+ = 3.33, B = 3). Therefore, a three (3)-credit course with a grade of B would yield nine (9) quality points.

**Required Courses in the Major** – Every department has certain courses that are required for its majors. These are usually offered by the major department, but may be related skills courses in other departments, as well. (For example, the Psychology department requires all its students to take Introduction to Psychology, Experimental, Biological, and Advanced Topics in Psychology, as well as Statistics, which is offered by the Mathematics department.)

**Registration and Transcript Holds** – Students with outstanding tuition bal-

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ances will not be allowed to register for the next semester until financial obligations are satisfied. The Office of the Registrar will not release transcripts for students with outstanding tuition balances. Students may not attend classes/sections for which they are not registered.

**Registration** – Time designated for students to select specific courses and time slots for the following semester. This process aids the institution in planning courses according to student curriculum needs. Students are urged to register at the appropriate time.

**Registration, New Students** – Time designated for newly admitted students to select courses for the following semester. In LAS, this includes students who have attended summer school, a Freshman Center, or the Touro joint program in Israel. Students may not register until after they have been admitted to the College.

**Restricted Majors/Concentrations** – Majors or concentrations for which students must meet additional qualifications for admittance besides the general admissions requirements for the College. Examples at Touro are Accounting and Education.

**Satisfactory Academic Progress** – For financial aid purposes, the minimum number of credits that must be completed and minimum GPA that must be maintained for a student to be making adequate progress toward a degree or certificate, as indicated on the Academic Standard Chart (see page 73). Students who fail to make adequate progress as defined in this chart lose their eligibility to receive federal

and state financial aid. For federal financial aid, please refer to the SAP policy, which can be found at

<http://www.touro.edu/students/policies/satisfactory-academic-progresspolicy>.

**Social Sciences** – Courses in specific areas of liberal arts, typically including Economics, Political Science, Psychology, Sociology, and Anthropology.

**Track** – A group of specialized courses within a major. Examples at Touro include the Communications track within the Management Information Systems major, and the Childhood and Early Childhood tracks within the Special Education major.

### III. STUDENT SERVICES

#### A. ADVISEMENT AND COUNSELING SERVICES

##### ACADEMIC ADVISEMENT

The main purpose of academic advisement is to help students select courses to satisfy degree requirements and to achieve their professional goals. Specifically, faculty advisors and specialized advisors/counselors can assist with the following:

- Choosing the right courses before registering for the next semester
- Showing the sequence in which courses should be completed
- Information about graduation requirements



- Information about a major, minor, or concentration
- Adding and dropping courses during the semester
- Problems encountered in a particular course
- Referrals to other support offices within the College

Students are urged to meet with academic advisors on a regular basis, and not just for registration. The sooner the student makes us aware of a problem, the easier it is for the advisor to assist in dealing with the issue.

## **ADVISEMENT STAFF SERVICES**

Advisors/counselors provide various types of assistance to students. One key area is career guidance. They help students explore different career/job options and show students how to link a plan of studies at Touro to their career goals.

The first responsibility of the counseling staff is to ease the students' adjustment to college life. Advisors/counselors can and will discuss with students such matters as:

- College expectations, regulations and degree requirements
- Functions of various college offices
- Strategies for managing time effectively

The second responsibility is career guidance and choice of majors.

- What major should I pursue?
- What are the educational requirements for this field?
- Do I need to go to graduate or professional school after college?

Third, Touro advisors/counselors are prepared to help students cope with personal problems, such as the following:

- Physical and emotional illness
- Death in the family
- Anxiety
- Depression
- Fear
- Homesickness
- Inability to concentrate and lack of motivation
- Interpersonal problems
- Loneliness
- Roommate problems and family-related problems

Specialists are available to work with students who have learning challenges (physical or learning disabilities). In addition, two credentialed alcohol and substance abuse counselors are on staff. They and several other members of the advisement staff are prepared to counsel students with health and wellness concerns. Please consult sections in this handbook detailing school-specific information for additional details on services.

Advisors/counselors work with students in a variety of settings. These include individual counseling sessions (one-to-one), group sessions, career and personal issue workshops, and orientation sessions. Remember, advisors/counselors are professionals whose only concern is to help the student. Students should not hesitate to see an advisor/counselor whenever they feel overwhelmed by their studies and/or personal problems, if they are confused by college rules, or if they are unsure about educational and career goals. All discussions are handled with strict confidentiality.

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## ONLINE SERVICES

The Advisement and Counseling Offices maintains an online site ([www.touro.edu/advisement/](http://www.touro.edu/advisement/)) that provides regularly updated lists of advisors/counselors and their office hours. The site also includes groups of frequently asked questions (FAQs), as well as other useful information. A student can contact an advisor through e-mail addresses listed on the site or by contacting [advisor@touro.edu](mailto:advisor@touro.edu). Be sure to indicate in your e-mail your name, student ID number, Touro location or program, and your major. Students may also access their academic record online at [www.tcweb.touro.edu](http://www.tcweb.touro.edu).

## CAREER PLACEMENT SERVICES

The mission of the Office of Career Services is to (1) prepare students to get an internship, part-time, and/or full-time position, (2) establish connections with employers, and (3) provide the opportunity for students to be able to meet with employers.

## MEETING THE OFFICE OF CAREER SERVICES STAFF

Students are advised to meet with Career Services Staff early in their academic career in order to prepare for a job or internship. Preparation is the student's responsibility and includes career selection, resume writing, interviewing, networking, and job search strategies. Securing employment is a process, not an event.

Whether a student is seeking an internship or a full-time position, preparation takes time. Students are advised to contact Career Services to

discuss their individual preparation process and timeframe.

Career Services organizes Career Fairs during each of the Fall and Spring semesters; on-campus and in-office interviews are scheduled according to the employers' requirements.

The email address for the Office of Career Services is [career.services@touro.edu](mailto:career.services@touro.edu); staff can be reached at the following locations:

- Lander College of Arts and Sciences  
1602 Avenue J  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59375
- Lander College for Women  
227 West 60th Street  
New York, NY 10023  
(212) 287-3514
- Lander College for Men  
75-31 150th Street  
Kew Gardens Hills, NY 11367  
(718) 820-4917

For the New York School of Career and Applied Studies (NYSCAS) offices, contact:

- Midtown Main Campus  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55449
- Touro College Computer Center  
1726 Kings Highway  
Brooklyn, NY 11229  
(718) 336-6471, ext. 108

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## **SERVICES FOR STUDENTS WITH DISABILITIES**

### **GENERAL STATEMENT ON STUDENTS WITH DISABILITIES**

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

The College is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that a student 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 offered by the College. The College has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Students with disabilities seeking reasonable accommodations should do so through the coordinators of the Office of Student Disability Services (OSDS) in their respective schools. This Handbook may also be available in hard copy at each school’s OSDS.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator for their school and submit an Application for Accommodations &

Services. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

### **REQUESTING ACCOMMODATIONS**

Students seeking reasonable accommodations must:

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

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

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

A copy of the Application for Accommodations & Services may be available by contacting your school’s Office of Student Disability Services Coordinator.

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Students seeking accommodations should contact:

- Avery Horowitz  
Office of the Dean of Advisement and Counseling  
1602 Avenue J, Room 202C  
Brooklyn, NY 11230  
[averymh@touro.edu](mailto:averymh@touro.edu)
- Timothy Taylor  
Office of the Associate Dean of Students  
320 West 31st Street  
New York, NY 10001  
[timothyt@touro.edu](mailto:timothyt@touro.edu)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

- Confidentiality of all information pertaining to a student's disability, except where disclosure is required by law
- Equal access to courses, programs, services, jobs, activities, and facilities available through the College
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate

### **STUDENT RESPONSIBILITIES**

- Request reasonable accommodations as necessary and appropriate
- Meet college and programmatic qualifications, and technical, academic, and institutional

standards set for all students

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

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not a guarantee of academic success

- Keep a copy of their submitted documentation; Touro is not the custodian of the student's application or medical records

## **GRIEVANCE POLICY**

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

## **B. PRE-PROFESSIONAL AND GRADUATE SCHOOL ADVISEMENT**

### **PRE-MEDICAL/PRE-DENTAL AND HEALTH SCIENCES ADVISEMENT**

Advisement for students interested in medicine, dentistry, and other health science fields (occupational and physical therapy, physician assistant, pharmacy, nursing, etc.) is provided by

- Robert Bressler (Brooklyn)  
[rbressl@touro.edu](mailto:rbressl@touro.edu)
- Kenneth Danishefsky (Queens)  
[kdanishesky@touro.edu](mailto:kdanishesky@touro.edu)
- Tova Werblowsky (Manhattan)  
[tova.werblowsky@touro.edu](mailto:tova.werblowsky@touro.edu)
- Evan Mintzer (Brooklyn)  
[evan.mintzer@touro.edu](mailto:evan.mintzer@touro.edu)
- Filomena Califano (NYSCAS)

[filomena.califano@touro.edu](mailto:filomena.califano@touro.edu)

An initial meeting with one of these advisors should be scheduled during the first semester of the freshman year to discuss science requirements and the sequence in which courses should be taken.

Students requiring composite letters of recommendation for medical or dental school should contact one of the above faculty. A personal appointment is required with one of these pre-medical advisors before a composite letter is written. Students may be asked to sign a confidentiality form before the composite letter is prepared.

## **PRE-LAW ADVISEMENT**

Advisement for students interested in a legal career is provided by Professor Thomas Rozinski ([thomas.rozinski@touro.edu](mailto:thomas.rozinski@touro.edu)) at the Lander College in Flatbush, the Lander College for Women, and in NYSCAS, and by Ross Zucker ([ross.zucker@touro.edu](mailto:ross.zucker@touro.edu)) at the Lander College in Queens. An initial conference should be scheduled before the end of the freshman year.

In the junior year, students are counseled about the Law School Admissions Test (LSAT) and procedures for applying to law school. Students should read the LSAT & LSDAS Registration and Information Bulletin, available online.

Students who need a recommendation should make an appointment with Professor Thomas Rozinski and should bring a biographical statement and a term paper written for a course taken at Touro. In the biographical statement, please list extracurricular activities,

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work experience, examples of service to the community (volunteer work), LSAT score, and any other significant qualifications, talents, and special circumstances.

## **GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS INFORMATION**

Graduate and professional school applicants are usually required to take at least one standardized examination as part of the admissions process. Exam scores are given great weight in determining admissions. The best time to take these examinations is usually at the end of the junior year or at the beginning of the senior year. Registration deadlines are usually six to eight weeks before the scheduled test date. Students should do some sample tests before taking the actual examinations.

For additional information about these tests, students should contact a preprofessional advisor or the Dean of Students.

Information and registration are available online.

<b>AHPAT</b>	Allied Health Professions Admission Test
<b>CPA*</b>	Certified Public Accountant Examination
<b>DAT</b>	Dental Admission Test
<b>GMAT</b>	Graduate Management Admission Test
<b>GRE</b>	Graduate Record Examination
<b>LSAT</b>	Law School Admission Test

<b>MCAT</b>	Medical College Admission Test
<b>NYSTCE*</b>	New York State Teacher Certification Exam
<b>PCAT</b>	Pharmacy College Admission Test

\*These are certifying professional exams, not admissions tests.

## **C. OTHER STUDENT SERVICES**

### **FOREIGN STUDENT ADVISEMENT**

I-20 forms for student visas and letters attesting that the student is registered for a full-time program are issued only by the **Office of the Registrar at 320 West 31st Street, New York, NY 10001, which can be reached at (212) 463-0400, ext. 55607**. Students should remember that it is their personal responsibility to be in compliance with all federal and state laws and regulations pertaining to foreign students.

### **HEALTH INSURANCE**

Go to [www.healthcare.gov](http://www.healthcare.gov) to sign up for health insurance.

### **COMPUTER SERVICES**

The Touro College Academic Computing Department provides computer laboratory services to support course offerings in mathematics, computer science, and business-related disciplines. Computer laboratories are available at all Touro locations.

Students with valid Touro College identification cards have access to these computer laboratories. A lab technician is usually available to help students with programming questions.

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## HONOR SOCIETIES

Five national honor societies have established chapters at Touro. They are:

- *Alpha Chi*, an honor society recognizing general academic excellence
- *Omicron Delta Epsilon*, the International Honor Society in Economics and Business
- *Phi Alpha Theta*, an honor society recognizing outstanding history students
- *Sigma Beta Delta*, an honor society recognizing outstanding finance, management and marketing students
- *Psi Chi*, the International Honor Society in Psychology

Seniors who are pursuing baccalaureate degrees are nominated to these societies on the basis of outstanding scholastic achievement and service to the College. In addition, seniors and juniors with excellent academic records are nominated annually for inclusion in *Who's Who Among College & University Students*.

## D. STUDENT SAFETY

### TOURO COLLEGE STUDENT ID CARDS

Touro photo ID cards are issued to students and/or updated at Fall and Spring semester registrations. The card is required to gain access to the college, for all library transactions, and for computer laboratories. Some local area merchants provide discounts to college students with IDs. The card also must be shown to vote in campus elections.

The College reserves the right to bar admission to buildings and classes to individuals who cannot present a valid Touro ID card.

### FIRE EMERGENCIES

In the event of fire or smoke, alert people in the immediate area and activate the nearest fire alarm. Immediately notify the security officer at your location. Whenever the fire bell sounds, all persons **must** exit buildings in a prompt and orderly fashion. Do not use elevators. Stay clear of the building and do not re-enter until instructed to do so by authorized personnel.

### EMERGENCY CLOSING PROCEDURES

In case of severe weather conditions or other emergencies, information about the closing of Touro College campuses, centers and sites will be broadcast on **1010 WINS** and **WCBS 880**. When possible, information will also be posted on the Touro College website at [www.touro.edu](http://www.touro.edu).

### EMERGENCIES

In case of any emergency, please call 911 immediately. Also notify the security personnel and the senior site coordinator at your location or call the Touro Emergency Hotline, (888) 687-6911.

For more information on Emergency Preparedness, see Appendix G.

### LOST AND FOUND UNCLAIMED PROPERTY POLICY

This policy applies to all Touro College students, staff, faculty, and any other person working at, attending, or

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otherwise visiting the Touro College campus.

An institution or person may hold or come into property that is lost or unclaimed, or for which the owner is unknown or cannot be found. When this occurs, the holder of the property incurs obligations to safeguard the property, to make reasonable attempts to locate the owner, and to dispose of the property according to applicable statutes.

All lost items found on campus, except for cash or its equivalency, should be turned in to any Campus Security officer or a security desk. Found or recovered items will be recorded and stored in the campus's "Lost & Found" locker. When an item is turned in, the individual doing so must fill out a Lost and Found Form. The Lost and Found Form includes information regarding the identification of person who found the item, date the item was located, where the item was located, time the item was turned in, description of the item, and finally, the initials of the dispatcher/officer receiving the item.

Persons who have lost property should complete a Lost & Found Form and turn it in to Campus Security. People looking for lost items should include their name, contact information, and a description of the missing item so that they can be notified if and when the item is found. Campus Security does not permit the random rummaging through the Lost and Found area for lost items. Claimants will have to sign for items they claim before the items are released.

Property turned in to the Lost and

Found will be stored for ninety (90) days only. After this period it will be officially forfeited by the original owner and become the property of Touro College. All property, except for the specific exceptions listed below, that has exceeded the ninety (90) day period is subject to disposal by whatever means, including: discarding, auction, or otherwise.

### **SPECIFIC EXCEPTIONS**

- All cards (debit cards and credit cards) will be reported as lost to the issuing banks and then destroyed.
- All Touro College ID cards will be turned in to the Security Department.
- All state-issued driver's licenses and identifications will be mailed to the person at the address listed on the identification after one week.
- Cash will be delivered to the Office of the New York State Comptroller pursuant to NY Abandoned Property Law §1315.

Touro reserves the right to donate all other appropriate items to the charity of its choice, including its own scholarship fund, once it has assumed ownership of the item after the aforementioned ninety (90) day period.

Further information and the Lost & Found form can be found at:

[https://touro.app.box.com/v/unclaim\\_edpropertypolicy](https://touro.app.box.com/v/unclaim_edpropertypolicy)



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# E: LOCATING INFORMATION

## CHART FOR STUDENT CONCERNS AND QUESTIONS

<u>Concern</u>	<u>Contact</u>
Absence Policy	Course Instructor
Academic Information	Office of Advisement and Counseling
Add or Drop a Course	Registrar, Office of Advisement and Counseling
Admissions Application	Office of Admissions
Admissions Questions	Office of Admissions
Building/Maintenance Issues	Office of the Vice President of Operations
Career Information	Career Services Office, Office of Advisement and Counseling
Challenge Examination	Department Chair
Change of Name/Address	Office of the Registrar
CPA Examination	Dean of Undergraduate Business
Code of Conduct Violation	Office of the Dean of Students
Computer Center Issues	Director of Academic Computers
Course Description	College Bulletin
Dental Care Coverage	Office of the Dean of Students
Diplomas	Office of the Registrar
Disabilities Accommodation	Office of the Dean of Advisement and Counseling
Discrimination Complaints	Office of Human Resources, Office of the Dean of Students
Extension of Time to Complete Course Requirements	Instructor, Department Chair, Dean of Faculties, Committee on Academic Standing
FAFSA Form (for Financial Aid)	Office of Financial Aid
Financial Aid Programs	Site Director
Foreign Student Issues	Registrar, Main Campus in Manhattan, (212) 463-0400, ext. 55607
General Student Assistance	Site Directors

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<b>Grade Appeals</b>	Instructor (1st Step) Department Chair (2nd Step) Dean of Faculties (3rd Step) Committee on Academic Standing (4th Step)
<b>Graduation Applications</b>	Office of the Registrar
<b>Graduation Check Conference</b>	Office of Advisement and Counseling
<b>Graduate School Programs</b>	Department Chairs, Office of Advisement and Counseling
<b>Grievance Against Instructor</b>	Department Chairs (1st Step) Dean of Faculties (2nd Step)
<b>Health Insurance Coverage</b>	Office of the Dean of Students
<b>Health and Wellness Problems</b>	Substance Abuse Counselors, Office of Advisement and Counseling
<b>Independent Studies</b>	Department Chair
<b>Internships</b>	Office of Career Services, Department Chair
<b>Israel Option</b>	Office of Admissions (LAS)
<b>Jewish Studies Transfer Credits</b>	Office of the Registrar
<b>Job Placement</b>	Office of Career Services
<b>Leaves of Absence</b>	Office of the Registrar
<b>Letters of Recommendation</b>	Professors, Department Chairs
<b>Letters Certifying Full Time Status</b>	Office of the Registrar
<b>Life Experience Credits</b>	Office of the Dean of Faculties
<b>Major Forms</b>	Office of the Registrar, Office of Advisement and Counseling (to be completed prior to graduation)
<b>Make-Up Missed Final Exam</b>	Course Instructor, Dean of Advisement and Counseling
<b>New York State Teacher's Exam</b>	Department of Education
<b>Official Transcripts</b>	Office of the Registrar
<b>Personal Problem</b>	Office or Dean of Advisement and Counseling
<b>Pre-Law Advisement</b>	Dean of Students
<b>Pre-Medical Advisement</b>	Chair, Department of Biology
<b>Professional Studies Information</b>	Pre-Professional Advisors

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<b>Programs and Major Requirements</b>	Faculty Advisors, Office of Advisement and Counseling
<b>Program Changes</b>	Office of Advisement and Counseling, Office of the Registrar
<b>Resume Assistance</b>	Office of Career Services
<b>Report Change of Name/Address</b>	Office of the Registrar
<b>Reporting a Crime on Campus</b>	Security Officer at your location, or call 1-88-Touro-911
<b>Request a Transcript</b>	Office of the Registrar
<b>Retroactive Withdrawal from a Class</b>	Committee on Academic Standing*
<b>Security Issues</b>	Office of the V.P. of Operations
<b>State, Federal and Touro College Grants</b>	Office of Financial Aid
<b>Student Visas</b>	Office of the Registrar
<b>TAP Waiver</b>	Committee on Academic Standing*
<b>Transfer Credit Evaluation</b>	Office of the Registrar [(212) 463-0400, ext. 55654]
<b>Transcript Requests</b>	Office of the Registrar
<b>Tuition and Fees</b>	Office of the Bursar
<b>Tuition Payment Plans</b>	Office of the Bursar
<b>Tutoring</b>	Resource Centers
<b>Veterans Benefit Option</b>	Office of the Registrar, Office of Financial Aid
<b>Withdrawal from College</b>	Office of the Registrar

\* Formal, written petition with documentation required to be submitted through the Office of Advisement and Counseling

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## **IMPORTANT OFFICES AND THEIR PHONE NUMBERS**

### **Office of the Registrar**

Flatbush Campus (Brooklyn)  
(718) 252-7800, ext. 59225, 59248

Lander College for Men (Queens)  
(718) 820-4928

Main Campus (Manhattan)  
(212) 463-0400, ext. 55607

Lander College for Women  
(Manhattan)  
(212) 287-3520

Touro Computer Center  
(718) 336-6471, ext. 30106, 30107

### **OFFICE OF FINANCIAL AID**

Flatbush Campus, (Brooklyn)  
(718) 252-7800, ext. 59231, 59259

Main Campus (Manhattan)  
(212) 463-0400, ext. 55627

Neptune Avenue Location  
(718) 265-6534, ext. 58547, 58548  
(718) 449-6160, ext. 128

Touro Computer Center  
(718) 336-6471, ext. 30104/05

### **DEAN OF FACULTIES**

500 7th Avenue  
New York, NY 10018  
(646) 565-6000, ext. 55412, 55413  
Fax: (212) 627-9054

### **DEAN OF NYSCAS**

500 7th Avenue  
New York, NY 10018  
(646) 565-6000, ext. 55455

### **DEAN OF STUDENTS**

Flatbush Campus (Brooklyn)  
(718) 252-7800, ext. 59234  
Fax: (718) 253-9455

Main Campus (Manhattan)  
(212) 463-0400, ext. 55419

### **DEAN OF ADVISEMENT AND COUNSELING, LAS**

Flatbush Campus (Brooklyn)  
(718) 252-7800, ext. 59253

### **ASSOCIATE DEAN OF STUDENTS, NYSCAS**

Main Campus (Manhattan)  
(212) 463-0400, ext. 55513

### **ASSOCIATE DEAN OF FACULTIES, NYSCAS**

Main Campus (Manhattan)  
(212) 463-0400, ext. 55350

### **SECURITY OFFICES**

Lydia Perez, Director  
500 7th Avenue  
New York, NY 10018  
(212) 565-6000, ext. 55134

### **TITLE IX COORDINATOR**

Matthew Lieberman  
Compliance Officer  
500 7th Avenue, 4th Floor  
New York, NY 10018  
(212) 565-6000, ext. 55667  
[matthew.lieberman@touro.edu](mailto:matthew.lieberman@touro.edu)  
or, alternatively, the Chief  
Compliance officer at  
[compliance@touro.edu](mailto:compliance@touro.edu)

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## **IV. SCHOOL-SPECIFIC INFORMATION**

*Touro College has several different undergraduate divisions or schools. Information that is unique to each of them is provided on the following pages.*

### **A. THE LANDER COLLEGES (FLATBUSH, QUEENS, AND MANHATTAN)**

The Lander Colleges include several divisions: men's and women's divisions on Avenue J in the Flatbush section of Brooklyn, a men's college in Kew Gardens Hills in Queens, and a women's college in Manhattan.

#### **A1. ADMINISTRATION**

### **THE LANDER COLLEGE OF ARTS AND SCIENCES IN FLATBUSH**

#### **VICE PRESIDENT AND DEAN OF STUDENTS**

The Executive Vice President and Dean has oversight authority for the management of the College's Flatbush campus.

Robert Goldschmidt  
1602 Avenue J, Room 202  
(718) 252-7800, ext. 59234  
[robertgo@touro.edu](mailto:robertgo@touro.edu)

#### **DEAN FOR ACADEMIC AFFAIRS AND STUDENT SERVICES**

The Dean provides leadership and is responsible for academic quality, curricular offerings and the coordination of

student services at the College's Flatbush campus. The Dean reports to the Dean of Faculties and the Executive Dean of LAS-Flatbush.

Henry Abramson  
1602 Avenue J, Room 202  
(718) 252-7800, ext. 59333  
[henry.abramson@touro.edu](mailto:henry.abramson@touro.edu)

#### **ADDITIONAL LISTINGS**

Other administrators with significant responsibilities at the Flatbush campus are:

Barry Bressler  
Dean of Undergraduate Business  
Room 305  
(718) 252-7800, ext. 59263  
[bbressler@touro.edu](mailto:bbressler@touro.edu)

Avery Horowitz  
Dean of Advisement and  
Counseling  
Room 202  
(718) 252-7800  
[averymh@touro.edu](mailto:averymh@touro.edu)

### **THE LANDER COLLEGE FOR MEN**

#### **DEAN OF THE COLLEGE**

The Dean of Lander College for Men in Kew Gardens Hills provides leadership and is responsible for academic quality and curricular offerings in that division of the College. This office is also responsible for a men's evening division at that location.

75-31 150th Street, Room 310  
Kew Gardens Hills, NY 11367  
(718) 820-4888  
[moshe.sokol@touro.edu](mailto:moshe.sokol@touro.edu)

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Herbert Ratner  
Assistant Dean  
75-31 150th Street, Room 310  
Kew Gardens Hills, NY 11367  
(718) 820-4889  
[hratner@touro.edu](mailto:hratner@touro.edu)

## **THE LANDER COLLEGE FOR WOMEN—THE ANNA RUTH AND MARK HASTEN SCHOOL**

### **DEAN OF THE COLLEGE**

The Dean of Lander College for Women in Manhattan provides leadership and is responsible for academic quality and curricular offerings in that division of the college. The Dean of Lander College for Women reports to the Dean of Faculties.

Marian Stoltz-Loike 227 West  
60th Street New York, NY  
10023  
(212) 287-3507  
[marian.stoltz-loike@touro.edu](mailto:marian.stoltz-loike@touro.edu)

Chana Shaffer Assistant  
Dean  
(212) 287-3503  
[chana.shaffer@touro.edu](mailto:chana.shaffer@touro.edu)

## **THE YEAR ABROAD ISRAEL OPTION**

### **RESIDENT DIRECTOR FOR THE ISRAEL OPTION**

The Resident Director of the College's Year Abroad Israel Option Program is based in Jerusalem. The director coordinates registrations and provides academic advisement and career counseling and other support services to students completing a year of intensive Jewish studies in Israel. She also schedules visits by deans and faculty from New York.

Chana Sosevksy  
Resident Director,  
Israel Option Program  
11 Beit Hadfus Street  
Givat Shaul, Jerusalem 95483  
(02) 651-0090, ext. 3  
[chana.osevsky@touro.edu](mailto:chana.osevsky@touro.edu)

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## **ADVISEMENT/COUNSELING STAFF**

The following is a listing of the professional advisement/counseling staff and the faculty advisors at the Lander Colleges:

Avery M. Horowitz, PhD <i>Dean of Advisement and Counseling</i>	Flatbush Campus
Renee Blinder, LCSW, CASAC <i>Coordinator of Flatbush Advisement and Counseling</i>	Flatbush Campus
Joel Dickstein, PhD <i>Director, Office for Disabilities Services</i>	Flatbush Campus
Lisa Sheinhouse	Flatbush Campus
Robert Solomon	Flatbush Campus
Joshua Zilberberg	Flatbush Campus
Pamela Goldstein <i>Advisors</i>	Flatbush Campus
Chana Sosevsky <i>Advisor for Overseas Students</i>	Touro College Israel (Jerusalem)
Naomi Klapper	Lander College for Women
Joshua Wyner <i>Advisors</i>	Lander College for Men
Herbert Ratner <i>Assistant Dean</i>	Lander College for Men

## **FACULTY/PRE-PROFESSIONAL ADVISORS**

<b>Art</b>	Atara Grenadir Maya Katz
<b>Accounting and Business</b>	Dean Barry Bressler Shammai Bienenstock Devorah Ehrlich Dorothy McAleer Chayim Herskowitz
<b>Biology</b>	Robert S. Bressler Kenneth Danishefsky Alan Levine
<b>Chemistry/Physics</b>	Ann Shinnar Tova Werblowsky Evan Mintzer
<b>Computer Science</b>	Issac Herskowitz Shmuel Fink Yoni Robinson
<b>Digital Media Design</b>	Alfred Doyle Susan DeCastro
<b>Economics</b>	Michael Szenberg Morris Yarmish

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**Education/Special Education**

Arthur Brezak  
Joel Dickstein  
Steven Luel  
Deborah Zelasko  
Meyer Peikes  
Kenneth Bigel  
Menachem Rosenberg

**Finance**

**Health Sciences and  
Pre-Medicine/Pre-Dentistry**

Robert Bressler  
Kenneth Danishefsky  
Tova Werblowsky  
Alan Levine  
Toba Singer  
Tzvi Kaplan

**History**

**Languages & Literature &  
Humanities**

Miriam Grossman  
James M. Zarnowiecki  
Joshua November  
Itzhac Layosh  
Samuel Hoenig  
Yonasan Sacks  
Susan Weissman  
Ira Teich

**Judaic Studies**

**Marketing/Management**

**Mathematics/Actuarial Studies**

Steven A. Rovt  
Samuel Fuhrer  
Basil Rabinowitz  
David Wohl  
Moshe Snow  
Eli Cohen

**Philosophy**

**Political Science**

Dean Moshe Sokol  
David Luchins  
Alan Mond

**Pre-Law**

**Psychology**

Ross Zucker  
Thomas Rozinski  
Ross Zucker  
Mark Press  
Naomi Klapper  
Alan Perry

**Sociology**

**Speech & Language Pathology**

Barbara Romain  
Rebecca Soffer  
Mervin Verbit  
Esther Hurley  
Randi Sherman



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## A2. STUDENT ACTIVITIES

### STUDENT GOVERNMENT

The Lander College for Men and the Lander College for Women elect their respective student governments. Officers of the student government in both divisions typically include a President, Vice Presidents, a Treasurer, and a Secretary. In addition, students elect class representatives. Elections for positions in student government are held once a year. Students on probation or provisional status are ineligible to serve.

Typically, in any academic year, student government-sponsored activities will include a number of social events, guest lectures, trips and outings, blood drives, charity drives, and student dinners.

In discharging its responsibilities, the student government relies upon a committee structure that will vary from year to year. Close contact is maintained with student organizations and youth groups in the metropolitan area.

There are many good reasons why students should become involved in student government activities. First, they provide a good opportunity for making new friends. Second, such extracurricular activities provide a forum for developing interpersonal skills, particularly leadership skills and negotiating skills not usually emphasized in the classroom setting. Such skills are useful in the working world. Third, extracurricular participation will enhance a resume or graduate/professional school application.

### CAMPUS ORGANIZATIONS AND SOCIETIES

The following is a listing of campus organizations and academic clubs that have held student activities in recent years:

- Accounting and Business Society
- Biology and Health Sciences Society
- Computer Science Society
- Political Science/Pre-Law Society
- Pre-Dental Society
- Speech-Language Pathology Society
- Psychology Society
- Pre-Medical Society

### STUDENT NEWSPAPERS

Student newspapers are published at the Manhattan, Queens and Flatbush campuses. *The Orchard* is the official newspaper of the Lander College for Women in Manhattan. Students at the Lander College for Men in Kew Gardens Hills, Queens publish *The Lander Chronicle*.

All students are encouraged to contribute articles and to become involved in their respective campus newspapers.

### FUNDRAISING

No student group or organization may solicit funds or contributions in kind for its own use or for any community or charitable purpose without receiving prior authorization in writing from the Office of the Dean of Students.

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## **A3. SUPPORT SERVICES**

### **TUTORING SERVICES AND WRITING CENTERS**

Peer tutoring assistance is available free of charge. Peer tutors (usually seniors) can help students in such areas as Accounting, English, Mathematics Computer Science, and the Natural Sciences (Biology, Chemistry). In addition, there is a Writing Center.

Writing Centers, staffed by faculty, exist at the Lander College in Flatbush, the Lander College for Women in Manhattan, and the Lander College for Men in Kew Gardens Hills.

### **SPECIALIZED COUNSELING**

A specialist (Mrs. Renee Blinder, LCSW) is available to help students cope with substance and/or alcohol abuse problems, as well as other health and wellness issues. To reach this counselor, please call (718) 252-7800, ext. 59254, or speak to the advisor at your location. Another specialist (Joel Dickstein) assists students with disabilities. He can be contacted at (718) 252-7800, ext. 59273.

### **STUDENT LOUNGES**

Lounges provide a space where students can relax between classes. Some lounges have food vending machines, where sushi, vegetable salads, wraps, sandwiches, snacks, and beverages can be purchased.

## **B. NEW YORK SCHOOL OF CAREER AND APPLIED STUDIES (NYSCAS)**

The New York School of Career and Applied Studies (NYSCAS) was established in 2002 through the merger of two Touro College divisions: The School of General Studies and The School of Career and Applied Studies.

Through its network of neighborhood centers and sites, NYSCAS provides easily accessible facilities where students can earn associate's and bachelor's degrees in such areas as Liberal Arts, Human Services, Business, Computer Science, Biology, and many other fields of study.

NYSCAS also administers a network of small neighborhood-based outreach centers to help students take their first steps toward a college degree.

### **B1. ADMINISTRATION INTERIM DEAN OF NYSCAS AND ASSOCIATE VICE PRESIDENT FOR UNDERGRADUATE EDUCATION**

The Interim Dean is the chief academic officer of the New York School of Career and Applied Studies (NYSCAS). The Dean is responsible for academic planning, semester course scheduling, supervision of faculty, and the overall management of NYSCAS. As part of his responsibilities, he supervises the administration of all locations and extension sites of NYSCAS.

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Judah Weinberger  
320 West 31st Street New  
York, NY 10001  
(212) 463-0400, ext. 55423  
[judah.weinberger@touro.edu](mailto:judah.weinberger@touro.edu)

### **ASSOCIATE DEAN OF FACULTIES, NYSCAS**

The Associate Dean supervises academic affairs throughout NYSCAS. He also directly supervises the faculty at the Manhattan campuses and has particular responsibility for developing semester course schedules and staffing classes. Student issues and requests which should be brought to the attention of the Associate Dean of Faculties include course conflicts, requests for independent studies as tutorials, petitions to add new courses to the curriculum, and grade appeals after departmental channels have been exhausted.

Leon Perkal  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55350  
Fax: (212) 534-2266  
[leon.perkal@touro.edu](mailto:leon.perkal@touro.edu)

### **ASSOCIATE DEANS OF NYSCAS**

The Associate Deans of NYSCAS are responsible for the entire range of administrative policies governing the School in Brooklyn, Manhattan, and Queens locations respectively. Site coordinators/student service associates at each location report directly to them.

Ella Tsirulnik  
360 Neptune Avenue  
Brooklyn, NY 11235  
(718) 265-6534, ext. 58510  
[ella.tsirulnik@touro.edu](mailto:ella.tsirulnik@touro.edu)

Lenin Ortega  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55440  
[lenin.ortega@touro.edu](mailto:lenin.ortega@touro.edu)

### **ASSOCIATE DEAN OF STUDENTS, NYSCAS**

The Associate Dean of Students of NYSCAS maintains liaison with student associations and the Faculty Advisors of student activities, and imposes disciplinary sanctions for violations of College regulations, particularly the Student Code of Conduct and Academic Integrity. In his role as ombudsman, the Associate Dean investigates student grievances and makes recommendations for remedial action when appropriate.

Timothy Taylor  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55513  
[timothy.taylor@touro.edu](mailto:timothy.taylor@touro.edu)

### **NYSCAS ADVISEMENT**

Academic advisement and counseling services are provided at all NYSCAS branch campuses and extension centers. In addition, faculty in each department provides specialized advice about their departments and majors as well as careers in those fields.

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## DEAN OF ADVISEMENT AND COUNSELING

The Dean of Advisement coordinates and supervises advisement and counseling, as well as career and substance abuse education, for NYSCAS locations.

Avery M. Horowitz  
1602 Avenue J,  
Room 211B  
Brooklyn, NY 11230  
(718) 252-7800, ext. 59253  
[avery.horowitz@touro.edu](mailto:avery.horowitz@touro.edu)

## DIRECTOR OF ADVISEMENT NYSCAS

The Director of Advisement coordinates and supervises advisement and counseling as for NYSCAS locations.

Sophia Volfson  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55509, 55510  
[sophia.volfson@touro.edu](mailto:sophia.volfson@touro.edu)

## ACADEMIC ADVISORS AND COUNSELORS NYSCAS

The following are advisors/counselors in NYSCAS:

Avery M. Horowitz	Dean of Advisement and Counseling
Sophia Volfson	Director of Advisement
Rachel Baror	Disabilities Services
Lita Cabezas	Midtown
Michelle Coppin	Midtown
Tammie Moore	Midtown
Chung Pang	Midtown
Ian Smith	Midtown
Renate Ross	Neptune
Yuliya Sokolovskaya	Neptune
Marina Kondrashova	Neptune

Anna Veretlinaya	Neptune
Vladimir Shapiro	Avenue J
Barry Katz	Kings Highway
Galina Reznikova	Kings Highway
Ilene Rubenstein	Starrett City
Leo Safyan	Starrett City
Laura Rusakova	Forest Hills
Galina Kruglyansky	Staten Island
Renee Blinder	Avenue J; Credentialed Alcohol and Substance Abuse Counselor
Willie Evans	Midtown; Substance Abuse Specialist
Zena Schechter	Neptune; Career Guidance

## CAREER SERVICES, NYSCAS

Ron Ansel	Director of Career Services (Undergraduate Programs)
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Adriana Jimenez-Garcia	Midtown; Director of Career Services
Maksim Paliyev	Kings Highway; Director of Placement

## FACULTY ADVISORS, NYSCAS

Business & Accounting	Kenneth Dreifus
Biology	Milton Schiffenbauer
Business & Economics	Kenneth Dreifus
Chemistry & Physics	Filomena Califano, Robert Fardon
Communication	Judah Weller, Hal Wicke

Computer Science	Payam Bina, Arjun Mahat
Criminal Justice	Angeliki Leventis, Brent Cutler
Education	Gail Bell-Baptiste
English	William Lewis
English as a Second Language	Frada Harel
Health Sciences	Tova Werblowsky, Robert Bressler
Human Services	Gerald David, Cynthia Swangin
Languages & Literature	Frada Harel
Mathematics	Warren Kunz, Isabella Ashurova
Multimedia Design	Jesse Epstein, Susan DeCastro
Paralegal Studies	Brent Cutler
Pre-Law	Thomas Rozinski
Psychology	Carole Beckford, Gerald David
Social Science/ Political Science	Frances Baer
Sociology	Mervin Verbit

## **B2. ADMINISTRATIVE POLICIES/SERVICES**

### **LEARNING RESOURCE CENTERS AND TUTORING**

Learning Resource Centers offer students academic support. They can help with academic assignments and developing learning strategies for approaching coursework. Tutoring services and the writing center are available, free of charge.

Tutoring services are available in many academic subject areas. Students

can meet with tutors at any Touro campus. Throughout Touro campus buildings, there are signs posted with contact information for specific tutors. Tutors may visit classes at the beginnings of semesters to describe their services. Students who receive tutoring from the College are more likely to get higher grades, so students should not pass up this opportunity.

Students can contact the Office of Learning Resource Centers and Tutoring Programs to find out which tutors work at their campuses, or students can call tutors directly at the phone numbers posted in each campus building.

### **STUDENT LOUNGES**

Lounges in some locations provide spaces where students can relax between classes. Some of the lounges have food vending machines, dispensing snacks and cold drinks.

### **WHO'S WHO**

Every year NYSCAS faculty and staff nominate a small group of students for inclusion in "Who's Who Among Students in American Universities and Colleges."

Nominees must have a high grade point average index combined with a strong commitment to serve their college. Only juniors and seniors in baccalaureate programs are eligible for this honor. Therefore it is desirable that students who want to achieve this goal should focus strongly on academic excellence, beginning with their freshman year.

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## **SERVICE AND SPECIAL RECOGNITION AWARDS**

Each year service awards are given to students at the graduation ceremonies. Faculty and staff nominate students who have performed an exceptional service or who have made special contributions to Touro College. Students who are full-time employees of the College or who are work-study students are eligible for this award provided their contribution is outside the job for which they are being paid. In addition, a special recognition award may be granted by faculty and staff to a baccalaureate candidate who has overcome many personal obstacles and has succeeded against all odds in pursuing the degree to its completion.

## **SUBSTANCE AND ALCOHOL ABUSE COUNSELING**

Specialists are available to help students cope with substance and/or alcohol abuse problems, as well as other health and wellness issues. To reach these counselors, please call (212) 463-0400, ext. 55513 for Manhattan sites or (718) 252-7800, ext. 59254 for Brooklyn locations.

## **DRINKING AT SOCIAL GATHERINGS**

Alcoholic beverages may be served at NYSCAS-sponsored social events subject to the following restrictions:

1. No fewer than two school officials, responsible for enforcing school policy, must be present on the premises where alcohol is served.
2. No alcoholic beverages will be served to anyone under twenty-one years of age (ID required).
3. No straight-up drinks. All drinks (except beer) will be mixed either

with soda or juice.

4. No more than three beers or three drinks per person.
5. No sale of alcoholic beverages after midnight.
6. No alcohol will be served to anyone who appears to be intoxicated, to anyone who acts in a loud, lewd, or boisterous manner, or to anyone with a known history of such conduct.

## **C. SCHOOL FOR LIFELONG EDUCATION (SLE)**

The School for Lifelong Education offers innovative and individualized programs for non-traditional, motivated, career-minded adults pursuing AA, BA, and BS degrees. The School is based in Borough Park, Brooklyn.

### **ADMINISTRATION**

The Director and Assistant Dean of the School for Lifelong Education are responsible for administrative and academic governance, as well as developing personalized degree plans. They report to the Dean of Faculties.

Shoshana Grun

Director

(718) 871-6187, ext. 30012

[sgrun@touro.edu](mailto:sgrun@touro.edu)

Briendy Stern

Assistant Academic Dean

(718) 871-6187, ext. 30013

[briendy.stern@touro.edu](mailto:briendy.stern@touro.edu)

SLE is located at:

1273 3rd Street

Brooklyn, NY 11219

### **ADVISORS**

Academic Development and Planning  
Kimberly Johnson

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Sandra Parness  
Joel Schwartz  
Shoshana Tanenbaum

## **DISABILITIES SERVICES**

Neal Bauer, PhD

## **D. INSTITUTE FOR PROFESSIONAL STUDIES (IPS)**

The Institute for Professional Studies offers programs for non-traditional students in two locations in Borough Park, Brooklyn. Its programs lead to certificates and associate's degrees.

### **ADMINISTRATION**

The Director of the Institute for Professional Studies is responsible for administrative and academic governance, focusing on admissions, student affairs, and curriculum development. The program director reports to the Dean of Faculties.

Esther Braun  
Program Director  
2002 Ocean Ave  
Brooklyn, NY 11230  
(718) 871-4267, ext. 453  
[ebraun@touro.edu](mailto:ebraun@touro.edu)

Florence Cohen  
Director of Recruitment  
2002 Ocean Ave  
Brooklyn, NY 11230  
(718) 871-4267, ext. 451  
[fcohen@touro.edu](mailto:fcohen@touro.edu)

## **ACADEMIC AND CAREER COUNSELORS**

The academic and career counselor in IPS is:

Mindy Brezak  
[mindy.brezak@touro.edu](mailto:mindy.brezak@touro.edu)

## **V. FINANCIAL AID**

### **A. UNDERGRADUATE STUDENTS**

Touro College is committed to helping students afford the opportunity for a valuable education. In order for the College to determine eligibility for any type of financial aid, all students (except international students) must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Financial aid is provided through college, state, and federal funds from scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending Touro College.

It is the student's responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. These awards are not granted retroactively and are subject to the availability of funds.

Financial aid awards are not guaranteed and are subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation.

Students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid.

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## **FINANCIAL AID SELF-SERVICE AND STUDENT ADMINISTRATIVE SERVICES HELPDESK**

Financial aid is an enabling element in your educational pursuit. To that end, the Touro College and University System has implemented a dedicated self-service system (TouroOne) intended to help streamline your financial aid experience. With this system, you have the ability to review your financial aid awards, accept or decline, gain insight into what might be delaying your financial aid, and much more.

Visit [touroone.touro.edu](https://www.touro.edu/touroone).

As part of our Financial Aid Self-Service TouroOne tool, our newly formed student services helpdesk aims to assist all students in the Touro College and University System with their student services questions.

You can contact the helpdesk via email at [studentservices@touro.edu](mailto:studentservices@touro.edu), or call (844) 868-7666.

## **FEDERAL APPLICATION REQUIREMENTS AND PROCEDURES**

Students who wish to apply for scholarships, grants, and/or student loans are required to complete the FAFSA. The college code to be used on the FAFSA for Touro College is 010142. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). For maximum consideration for all types of financial aid, students can start filing their FAFSA applications as early as October 1 of each year at [www.fafsa.gov](http://www.fafsa.gov).

## **REQUIREMENTS FOR FEDERAL STUDENT AID**

In order to qualify for Federal Student Aid, a student:

- Must be accepted into one of Touro College's degree-granting programs and must be fully matriculated in that program.
- Must have a high school diploma or its recognized equivalent, such as a general educational development or GED certificate, or have completed home schooling at the secondary level as defined by state law
- Must be making satisfactory academic progress (SAP) toward their degree. SAP policy is located at: <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>
- Must be enrolled at least part-time to receive aid from the Stafford and PLUS loan programs.
- Must not have been convicted of a federal or state drug offense.
- Incarcerated students are not eligible for federal student loans, but are eligible for College Work-Study and Supplemental Educational Opportunity Grants. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- Must not be in default on a prior federal student loan.
- Must be a U.S. citizen, permanent resident, or other eligible non-citizen.
- Must have a Social Security Number.
- Male students are required to be registered with Selective Service to be eligible for federal financial aid funds (A male student does not have to register



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if the student is below the age of 18 or was born before January 1, 1960.

- With the exception of unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

## **FEDERAL VERIFICATION REQUIREMENTS**

When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called *verification*. If a student's application is selected, the student and his/her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the Touro College Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by Touro College), and other supporting documentation as required.

The Touro College Office of Financial Aid will review the information on the FAFSA and make required corrections where necessary. This process may change a student's financial aid eligibility. Students will be notified if corrections result in a change in eligibility.

As part of the Federal Verification process for the 2017-2018 award year, Touro College may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear in person to provide government-issued photo iden-

tification and sign a Statement of Educational Purpose. If you have questions or concerns, please contact the Touro College Office of Financial Aid.

## **REQUIREMENTS FOR DETERMINATION OF INDEPENDENT STUDENT STATUS FOR PURPOSES OF FEDERAL STUDENT AID**

To be considered an independent student for any federal financial aid program, students must meet one of the following criteria:

- Age 24 or older as of December 31 of the award year
- For students under 24, one of the following criteria must be met:
- Orphan, foster child, or ward of the court at age 13 or older
- Veteran or currently engaged in active duty in the U.S. Armed Forces for purposes other than basic training
- Have legal dependents other than a spouse for whom he/she provides more than 50 percent financial support
- Graduate or professional student
- Married student (at the time the FAFSA is signed)
- Classified by the Office of Financial Aid as independent because of other unusual circumstances that have been fully documented and are consistent with federal regulations
- Have had a legal guardian as determined by a state court
- An unaccompanied youth who is determined to be homeless, or at risk of being homeless, by a

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school district, shelter director, or the U.S. Department of Housing and Urban Development

- Emancipated minor as determined by a court in his/her state of legal residence

Students who do not meet the federal definition of an “independent student” and who have extenuating circumstances may request consideration for a “Dependency Override.” In such cases, Touro College will require additional certification and documentation to determine that a student is independent for purposes of Federal Financial Aid Programs. A determination of independent student status for federal financial aid purposes does not automatically translate to the same determination for state aid programs and vice versa. Nor does this determination guarantee that an applicant will receive additional financial aid that is sufficient to meet the cost of attendance. The Touro College Office of Financial Aid has the right to adjust or change the determination of independent student status when conflicting information exists.

Touro College reserves the right to revise its financial aid programs. All programs are subject to change due to modifications in government or institutional policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Terms & Conditions before deciding to accept or reject their financial aid. For more information, please visit <https://help.touro.edu/hc/en-us/sections/115001827567-Financial-Aid>.

## **TOURO COLLEGE UNDERGRADUATE SCHOLARSHIPS, GRANTS, AND OTHER BENEFITS**

Through the generosity of Touro College, students may receive academic scholarships and grants on the basis of academic achievement, high scholastic potential, and demonstrated need. Students should contact the Office of Financial Aid for more information on the availability of scholarships and grants.

Following is a list of the various undergraduate scholarships offered by Touro College.

### **TOURO ACADEMIC SCHOLARSHIPS FOR LANDER COLLEGE**

Touro Academic Scholarships are awarded competitively to entering undergraduate students on the basis of superior academic achievement (high school average and SAT scores). Scholarships may be renewed for up to four years. Awards are pro-rated if students register for fewer than 12 credits per semester. Academic scholarships are not available for Summer semester.

### **TOURO ACADEMIC SCHOLARSHIPS FOR NEW YORK SCHOOL FOR CAREER AND APPLIED STUDIES**

Touro Academic Scholarships are awarded on the basis of scholastic achievement (3.4 GPA or better) and financial need. The scholarship amounts range from \$500 to \$2,500 per academic year.

### **LANDER HONORS SCHOLARSHIPS**

Lander Honors Scholarships are awarded to undergraduate students with excep-

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tional academic achievement. The scholarship may be up to the cost of tuition per year. Scholarships may be renewed for up to four (4) years and are pro-rated for less than full-time status (11 credits or fewer).

### **TOURO DEAN'S SCHOLARSHIPS**

Dean's Scholarships may be awarded to students whose tuition costs are not covered through other financial assistance programs. The applicant's family income, family size, financial need, and special circumstances, as well as community service, are considered. In order to be considered for a Dean's Scholarship, students must complete the FAFSA application each year.

### **TOURO GRANTS**

Touro Grants are awarded on the basis of financial need to matriculated undergraduate students who are enrolled on a full time or part time basis and are in good academic standing, and whose tuition costs are not fully covered. Touro Grants will not be awarded to cover additional tuition charges for students enrolled for more than 18 credits per semester.

### **PRESIDENTIAL SCHOLARSHIPS**

The Presidential Scholarships are awarded on the basis of achievement, leadership and community service potential, financial need, or other special circumstances. Students are eligible to apply for this scholarship after filing a FAFSA application and review by the Office of Financial Aid.

### **TUITION PAYMENT PLANS**

Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

### **EMPLOYEE BENEFITS/ TUITION REMISSION**

Tuition remission is extended to full-time faculty and staff, their spouses, and their dependent children under 30 years of age. Students must be making satisfactory academic progress. In addition, anyone in default of a student loan is excluded from receiving this benefit. Students taking undergraduate classes may receive up to 50-100 percent tuition remission depending on the program. Students taking classes at the graduate or professional level will receive up to 25 percent tuition remission. Full-time employees of Touro College who wish to take advantage of the Employee Benefits Tuition Remission Policy should contact the Office of Financial Aid.

## **B. OTHER FINANCIAL AID SOURCES**

### **MEMORIAL SCHOLARSHIPS FOR FAMILIES OF DECEASED POLICE OFFICERS AND FIREFIGHTERS**

These awards are made available to the children and spouses of deceased police officers, firefighters, and volunteer firefighters of New York State who have died as a result of injuries sustained in the line of duty. Recipients must be New York State residents, enrolled on a full-time basis, and matriculated in approved undergraduate programs at col-leges in New York State.

The scholarships are available for four years of undergraduate study. Students who meet the criteria for these awards may request special Memorial Scholarship Supplements from:

NYSHESC  
99 Washington Avenue

Albany, NY 12255  
(888) 697-4372  
[www.hesc.org](http://www.hesc.org)

The special Scholarship Supplements merely establish eligibility for these scholarships. To receive payment, applicants must complete their FAFSAs and New York State Express TAP Applications (ETAs) each year. Awards are usually equal to the non-tuition allowances (such as room and board, books and supplies, and transportation) as determined annually by the Commissioner of Education, less any Federal Pell Grants and other federal and/or state-funded scholarships or grants.

### **WORLD TRADE CENTER MEMORIAL SCHOLARSHIPS**

This scholarship is for the children and spouses of deceased or severely and permanently disabled victims of the September 11, 2001 terrorist attacks. This includes victims at the World Trade Center site, the Pentagon, or on Flights 11, 77, 93, 94, and 175.

To apply, print a copy of the World Trade Center Memorial Scholarship Application from [www.hesc.org](http://www.hesc.org) and mail with the necessary documentation to

HESC Scholarship Unit  
99 Washington Avenue  
Albany, NY 12255.

Students must complete their FAFSAs as well.

### **REGENTS AWARDS FOR CHILD OF VETERAN**

These awards are for the children of veterans who are deceased, disabled, or missing in action as a result of service in the Armed Forces of the U.S. during

wartime and/or periods of armed conflict, or who were classified as prisoners of war during such service. Applicants must be current residents of New York State, enrolled on a full-time basis, and matriculated in approved programs at colleges in New York State. Students who meet the criteria may request the special Child of Veteran Award Supplements from

NYSHESC  
99 Washington Avenue  
Albany, NY 12255  
(888) 697-4372  
[www.hesc.org](http://www.hesc.org)

The deadline for filing is May 1.

The special Award Supplements merely establish eligibility for these awards. To receive payment, applicants must complete their FAFSAs and New York State Express TAP Applications (ETAs) each year. The Child of Veteran Awards are renewable unless the disability condition of the parent changes, in which case NYSHESC must be notified of the change.

### **NEW YORK LOTTERY LEADERS OF TOMORROW SCHOLARSHIPS**

Students must be U.S. citizens and graduates of a New York State high school. They must have maintained a B average for seven semesters of high school, demonstrate leadership skills, and document experience in extracurricular and community service activities. Students must attend a New York State college full-time and maintain a B average. Each high school principal will recommend two seniors. Award amounts vary each year.

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## **AMERICORPS**

AmeriCorps is a national service initiative that engages individuals from all backgrounds in community service activities. In return for the successful completion of their service, participants receive money for school in the form of education awards that can be applied to outstanding student loans or used for future higher educational and vocational training pursuits. Award amounts vary and awards are pro-rated for part-time participants. For more information, call (800) 942-2677, or visit [www.americorps.org](http://www.americorps.org).

## **C. FEDERAL GRANTS: UNDERGRADUATE STUDENTS**

### **FEDERAL PELL GRANT**

The Federal Pell Grant is for undergraduate, matriculated students who are enrolled to earn at least one credit and meet the financial need guidelines of the program. Eligibility for the Federal Pell Grant is limited to students who have not received their first bachelor's degree or who are enrolled in certain post-baccalaureate programs that lead to certification or licensure, as well as to those who demonstrate financial need according to the FAFSA results and meet all other eligibility requirements. Students are required to file the Free Application for Federal Student Aid (FAFSA) and will receive the results of their FAFSA directly from the Federal Processing Center. Shortly thereafter, the Touro College Office of Financial Aid receives the same information electronically. Awards are based on the Expected Family Contribution (EFC) as determined by a

federal methodology, the Touro College cost of attendance, the number of credits attempted in a given semester, and the federal appropriation for the program, as determined by Congress. To maintain eligibility for the Federal Pell Grant, students must apply by submitting the FAFSA annually, continue to meet the financial need guidelines and eligibility rules, and maintain the minimum satisfactory academic progress standards as established by Touro College. Students must also not be in default on any student loan, or owe a repayment of Pell Grant funds for attendance in a prior period. Students may not receive a Federal Pell Grant from more than one institution at a time.

Pell for 2017-2018 annual awards amounts range from \$606 to \$5920.

### **PELL GRANT LIFETIME ELIGIBILITY USED (LEU)**

The U.S. Department of Education has established new regulations that reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (nine years or the equivalent) to 12 full-time semesters (six years or the equivalent). This change was effective with the 2012-2013 Award Year and applies to all students eligible for Federal Pell Grants. If the institution receives notification from the U.S. Department of Education that a Federal Pell Grant applicant has reached, or is close to, the lifetime maximum award, the institution will notify the student and adjust all awards as necessary.

### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG)

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program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education, and may be available to students who are eligible for Federal Pell Grants. Federal funds are limited for this program; only applicants who demonstrate the greatest financial need are considered for FSEOG. These funds are awarded by the Office of Financial Aid. Students must file a FAFSA as part of the application process for an FSEOG. Eligibility is determined annually based on results from the FAFSA, and students must maintain satisfactory academic progress as determined by the applicable Touro College degree program rules.

### **FEDERAL WORK-STUDY PROGRAM (FWS)**

Touro College participates in the federally-sponsored Federal Work-Study Program (FWS). Students should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and indicate a desire to participate in the Federal Program on the FAFSA application. The Office of Financial Aid will determine a student's eligibility based on demonstrated financial need and availability of federal funds. If the student is eligible and would like to participate the Federal Work-Study Program, they must accept the offer of assistance and contact the Office of Financial Aid. If a student fails to contact the Office of Financial Aid by the first week in October for the Fall semester, or the first week in February for the Spring semester, there is a risk that the college work-study award may be cancelled. Funds are limited and there is usually a waiting list of students who

would like to obtain positions. Please be aware that the amount of FWS indicated on the financial aid package is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Financial Aid. Renewal is dependent upon continued demonstration of financial need, availability of federal funds, and maintenance of the minimum academic standards established by Touro College. Students are required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

## **D. STATE GRANTS**

### **NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)**

The Tuition Assistance Program is an entitlement program, which means that all eligible applicants receive awards. Award amounts are determined by type of school, level of study, tuition charges, and New York State net taxable income as reported on the New York State Express Tuition Assistance Program Applications (ETA) for TAP and other state aid eligibility. In order to be eligible for state aid a student must:

- Be a U.S. citizen or eligible noncitizen
- Be a New York State resident for at least one year prior to the semester for which aid is sought
- Be enrolled full-time and matriculated in an approved NYS post-secondary program (students may be enrolled on a part-time time basis for Summer)

- Be in good academic standing.
- Have graduated from high school within the United States, have a GED, or demonstrate the ability to benefit
- Be within the prescribed income limitations
- Not be in default on a student loan guaranteed by HESC and not be in default on any repayment of state awards
- Have at least a cumulative C average after receipt of two annual payments of the state-sponsored student financial aid
- Have completed a Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Annual TAP awards for the academic year 2017-2018 will range between \$500-\$5165

Undergraduate students may receive up to eight semesters of TAP for full-time study in a baccalaureate program.

### **ABILITY TO BENEFIT**

First-time state aid recipients in the 2006-2007 academic year and thereafter, who do not have a certificate of graduation from a recognized school within the United States providing secondary education (a high school diploma or recognized equivalent), must attain a passing score on a federally-approved ability to benefit (ATB) test.

### **TAP FOR SUMMER STUDY**

To be eligible for an accelerated Summer payment, a student receiving a first year award and thereafter must satisfy these criteria in addition to the standard TAP eligibility requirements for

each Summer semester of attendance:

- Be full time in the prior Spring term;
- Earn 24 credits from the same institution in the prior two terms (3 credit equivalents in remedial study in each term are permitted as part of the total 24 credits, or 18 credits plus 6 credit equivalents); this requirement must be met each time an accelerated award is sought;
- Enroll for at least six but fewer than 12 semester hours for a part-time accelerated payment.

### **NEW YORK STATE ACADEMIC STANDARD**

A student who has received tuition assistance grant awards from the New York State Tuition Assistance Program (TAP) is required to complete at least 6 semester hours in each semester of the first year in which he/she received an award, 9 credits in each semester of the second year, and 12 credits in each semester of the third and fourth years, with any grade other than W, WU and WNA. Students who withdraw from all courses in any semester or who fail to maintain satisfactory progress as defined above are ineligible to receive TAP grants from that point, unless they receive a one-time TAP waiver (see the section below entitled “Committee on Academic Standing” for the procedure to request a TAP waiver).

For financial aid purposes, good academic standing consists of two elements: **Satisfactory Academic Progress** and **Pursuit of Program**. Satisfactory progress is a measure of the student’s *achievement*, of earning credits toward a degree or certificate with a specified

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grade point average. Pursuit of program is a measure of the student's *effort* to complete a program.

In accordance with section 145-2.2 of the *Regulations of the Commissioner of Education*, each institution participating in state student financial aid programs must determine whether a student is in good academic standing based on a standard of satisfactory academic progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format (see below).

Initially, the regulation provided that each institution establish and submit for the Commissioner's approval its proposed standard of progress. However, for the 1995-96 academic year and thereafter, new legislation mandated a minimum cumulative C average after a student has received four full-time semester award payments or the equivalent (24 payment points).

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of "remedial student" are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for stu-

dents receiving their first state award in academic year 2006-07.

### **STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR THE PURPOSE OF DETERMINING ELIGIBILITY FOR STATE STUDENT AID**

For purposes of financial aid eligibility, the charts below indicate the number of credits the student must complete and the minimum GPA that must be achieved to maintain satisfactory progress for New York State financial aid purposes. **A student is also expected to maintain Satisfactory Academic Progress as measured in terms of credits attempted toward his/her degree, as described above.** To determine the number of credits a student must complete and the minimum grade point average that must be achieved to remain in good academic standing, locate the student's semester of study in the first row and read down the columns.

### **NEW YORK STATE AID FOR PART-TIME STUDY (APTS)**

This New York State grant program provides aid amounts up to \$2,000 per year (\$1,000 per semester) for eligible part-time students (3-11 credit hours per semester). Students must be:

- enrolled for the entire 15 weeks of the semester for which they are seeking APTS.
- They must also be matriculated,
- maintain good academic standing,
- meet specified income limits, be a U.S. citizen or eligible noncitizen,



## Academic Standard Charts

<b>Calendar: Semester</b>						
<b>Program: Associate's Degree &amp; Certificate Programs (2010 Standards): applies to non-remedial students first receiving aid in 2010/11 and thereafter</b>						
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	6	15	27	39	51
with at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

<b>Calendar: Semester</b>										
<b>Program: Baccalaureate Program (2010 Standards): applies to non-remedial students first receiving aid in 2010/11 and thereafter</b>										
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> *	10 <sup>th</sup> *
<b>a student must have accrued at least this many credits</b>	0	6	15	27	39	51	66	81	96	111
with at least this grade point average	0	1.3	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0

<b>Calendar: Semester</b>						
<b>Program: Associate's Degree &amp; Certificate Programs (2006 Standards): applies to non-remedial students first receiving aid in 2007-08 through 2009-10 and remedial students first receiving aid in 2007-08 and thereafter</b>						
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	3	9	18	30	45
with at least this grade point average	0	.5	.75	1.3	2.0	2.0

- be a resident of New York State,
- have graduated from high school within the United States, have a GED, or demonstrate the ability to benefit,
- not be in default on a federal or state student loan or on any repayment of state awards
- not have exhausted TAP eligibility for full-time study
- have a tuition charge of at least \$100 per year.
- Have completed a Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA and

Calendar: Semester										
<b>Program: Baccalaureate Program (2006 Standards): applies to non-remedial students first receiving aid in 2007-08 through 2009-10 and remedial students first receiving aid in 2007-08 and thereafter</b>										
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> *	10 <sup>th</sup> *
<b>a student must have accrued at least this many credits</b>	0	3	9	21	33	45	60	75	90	105
with at least this grade point average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Calendar: Semester								
<b>Program: Graduate Divisions other than the Law Center (eligible only for NYS Scholarship)</b>								
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	3	9	18	30	45	60	75
with at least this grade point average	0	2.0	2.5	2.75	3.0	2.0	3.0	3.0

- must file a completed Application for Aid for Part-time Study (HE8073) with the school for each academic year in which an award is sought.

Funding is limited and students are strongly urged to apply early. Students must submit all requested documentation to the Touro College Office of Financial Aid as soon as requested.

### **NEW YORK STATE PART-TIME TAP**

To be eligible for part-time TAP, students must have been first-time freshmen in the 2006-07 academic year or later, have earned 12 credits or more in each of two consecutive semesters, and maintain a C average. Additionally, students must be registered for 6-11 credits to qualify for part-time TAP. Part-

time TAP is not the same as Aid for Part-time Study, and **both may not be awarded in the same semester.**

### **OTHER STATE AID PROGRAMS**

#### **NYS VETERANS TUITION AWARDS (VTA)**

Veterans Tuition Awards (VTA) are awards for full-time and part-time study for eligible veterans matriculated in an approved program at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

NOTE: Students previously approved for this award must apply for payment each year. Those students who are attending an approved undergraduate or graduate program may apply for payment for the current academic year by

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completing the Free Application for Federal Student Aid (FAFSA) and then linking to the TAP on the Web application. See “How to Apply for Payment” below for additional details.

Students attending a vocational school *only* do not have to file the FAFSA or “TAP on the Web” application.

## **AWARD AMOUNTS**

For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York State residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as 12 or more credits per semester (or the equivalent) in an approved program at a degree-granting institution, or 24 or more hours per week in a vocational training program.

For part-time study, awards will be pro-rated by credit hour. Part-time study is defined as at least three but fewer than 12 credits per semester (or the equivalent) in an approved program at a degree-granting institution, or six to 23 hours per week in a vocational training program.

## **DUPLICATIVE BENEFITS**

The combined tuition benefits available to a student cannot exceed the student’s total tuition costs. Tuition payments received by a student under the Post-9/11 GI Bill (Chapter 33 Veteran Benefits) and Yellow Ribbon Program are considered duplicative of any VTA and/or TAP award. Students receiving tuition assistance through these programs may, and in most cases will, have their State VTA and/or TAP payment reduced or denied due to these other benefits. However, payments received under the

Montgomery GI bill do not duplicate the purpose of the VTA and/or TAP.

**Note:** Students attending high-tuition schools may be eligible to receive both the federal and state benefits. Additionally, students with a “Percentage of Maximum Benefit Payable” under the Post 9/11 GI Bill (Chapter 33 Veteran Benefits) Program of less than 100 percent and those continuing to receive benefits under the Montgomery GI Bill may also receive both federal and state benefits.

## **VTA BENEFITS DURATION**

### **FULL-TIME STUDY**

- Approved Undergraduate Degree-Granting Programs Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.

- Approved Graduate Degree-Granting Programs Awards are available for up to six semesters (three years) of graduate study.

- Programs Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

### **PART-TIME STUDY**

Approved Undergraduate Degree Granting Programs Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in

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an approved five-year undergraduate program which normally requires five academic years of full-time study.

- Approved Graduate Degree-Granting Programs Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.

- Approved Vocational Training Programs Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

- Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or non-credit vocational training programs of at least 320 clock hours specifically approved by the New York State Education Department Office of College and University Evaluation.

## **ELIGIBLE VETERANS**

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed Forces and who are:

- Vietnam veterans who served in Indochina between December 22, 1961 and May 7, 1975

- Persian Gulf veterans who served in the Persian Gulf on or after August 2, 1990

- Afghanistan veterans who served in Afghanistan during hostilities on or after September 11, 2001

- Veterans of the Armed Forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal, or Marine Corps Expeditionary Medal

Students must also:

- Establish eligibility by applying to HESC
- Be New York State residents
- Be U.S. citizens or eligible noncitizens
- Be matriculated full- or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State
- Have applied for the Tuition Assistance Program for all undergraduate or graduate study
- Have graduated from high school in the United States, earned a GED, or passed a federally approved Ability to Benefit test as defined by the Commissioner of the State Education Department
- Meet good academic standing requirements
- Be charged at least \$200 tuition per year
- Not be in default on a federal- or state-made student loan or on any repayment of state awards

## **HOW TO ESTABLISH ELIGIBILITY**

Complete the New York State Veterans Tuition Award Supplement or contact HESC. Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at (888) 697-4372.

## **HOW TO APPLY FOR PAYMENT**

Once you have established your eligibility, you must apply for payment. While you need only establish your eligibility once, you must apply for pay-

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ment each year.

Apply for payment as follows:

### **UNDERGRADUATE AND GRADUATE FULL-TIME AND PART-TIME STUDY**

Apply for payment by doing one of the following:

- Apply online by completing the Free Application for Federal Student Aid (FAFSA) — the form used by most colleges, universities, and vocational schools for awarding federal student aid and most state and college aid — and then linking to the TAP on the Web application

- For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application. To receive a copy of the application, please call (888) 697-4372.

- Vocational Training Program students. Complete only the Veterans Tuition Award Supplement.

All applications must be completed by June 30 of the academic year for which an award is sought.

### **NEW YORK STATE AID TO NATIVE AMERICANS**

#### **ELIGIBILITY**

Enrolled members of a New York State tribe and their children who are attending, or planning to attend, a college in New York State and are New York State residents may apply for this New York State award. Awards are made to all eligible applicants and there is no qualifying examination. Awards are available for 2-, 4- or 5-year programs.

#### **AVAILABLE AWARDS**

Eligible and/or certified American Indian students are eligible to receive grant awards of up to \$2,000 per year for up to

four years of full-time study (five years for specific programs requiring five years to complete degree requirements).

If funding is available, eligible students may receive aid for summer coursework. Any aid a student receives for summer school study is deducted from the student's maximum entitlement for four years of full-time college study.

### **APPLICATION PROCESS**

Applications must be postmarked by July 15 for the Fall semester, by December 31 for the Spring semester, and by May 20 for the Summer session. There are no fees for submitting an application. Students must apply for each semester (not annually).

### **MORE INFORMATION**

Specific eligibility criteria and information can be found by writing to:

Native American Education Unit  
NYS Education Department  
Room 461 EBA  
Albany, NY 12234  
(518) 474-0537

### **ADULT CAREER AND CONTINUING EDUCATION SERVICES – VOCATIONAL REHABILITATION (ACCES-VR) (FORMERLY VESID)**

The mission of Adult Career Continuing Education Services – Vocational Rehabilitation (ACCES-VR) Program is to promote educational equity and excellence for students with disabilities while ensuring that they receive the rights and protection to which they are entitled, assure appropriate continuity between the child and adult services systems, and provide the highest quality vocational, rehabilitation, and independent living services to all eli-

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gible persons as quickly as those services are required to enable them to work and live independent, self-directed lives. For further information, contact (800) 222-JOBS (5627) or visit <http://www.acces.nysed.gov/vr>

## **E. LOANS: UNDERGRADUATE STUDENTS**

### **FEDERAL DIRECT STAFFORD LOANS**

The William D. Ford Federal Direct Stafford Student Loan Program is sponsored by the U.S. Department of Education, offers low interest rates and easy repayment terms, and is geared towards those entering or re-entering the workforce. The loan is not credit-based and only requires that students meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, FAFSA results, Cost of Attendance, and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

Subsidized Stafford Loans are available to undergraduate students who demonstrate financial need. The government pays the interest on these loans while the student is in school and during deferment. If your subsidized loan is disbursed between July 1, 2012 and July 1, 2014, you are responsible to pay any interest that accrues

during the 6-month grace period. The federal government has eliminated the grace period interest subsidy on Federal Direct *Subsidized* Stafford loans (the period immediately following graduation, withdrawal or less than part-time attendance and prior to the repayment start date). The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during “in-school” and other eligible deferment periods. The federal government does not pay interest on Direct Unsubsidized Stafford Loans at all. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford Loan while in school, or during other eligible periods of deferment, or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment). Applicants must be enrolled at least part-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for “in-school” deferments (minimum six credits per semester, with all credits applicable to the degree program of study).

The charts found on pages 81-82 describe annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level.

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program. Information about the William D. Ford

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Direct Loan Program can be found at Touro College's Office of Financial Aid and at [www.studentloans.gov](http://www.studentloans.gov).

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the FAFSA (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least part-time attendance (minimum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below part-time attendance.

Effective for Federal Direct Stafford Loans first disbursed on or after July 1, 2006, the interest rate is fixed. Prior to this date, Federal Direct Stafford Loan interest rates were variable. Federal Direct Loan interest rates change from year to year (in July) and may also change specifically for one type or the other: Subsidized or Unsubsidized, Graduate or PLUS. Students who received loans prior to the aforementioned dates and who still have balances outstanding on those loans will continue with the interest rate rules in effect at the time of their original loans.

Borrowers will be charged an origination fee also. The origination fee represents the lender's (the federal government) fee for making the loan.

Public Law 112-141 also includes a new limit on eligibility for Direct Subsidized Stafford Loans for new borrowers on or after July 1, 2013. On or after July 1, 2013 a borrower will not be eligible for new Direct Subsidized Stafford Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. The law also provides that a borrower reaching the 150 percent limit becomes ineligible for interest subsidy benefits on all Direct Subsidized Stafford Loans first disbursed to that borrower on or after July 1, 2013.

Information about the William D. Ford Federal Direct Loan Program can be found at [www.studentloans.gov](http://www.studentloans.gov) or by contacting the Touro College Office of Financial Aid.

## **FEDERAL DIRECT PLUS LOAN PROGRAM**

The Federal Direct PLUS Loan is an unsubsidized loan for the parents of dependent students or for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The application process includes a credit approval requirement, and interest is charged during all periods, including eligible periods of deferment.

Creditworthy borrowers (graduate students or the parents of dependent students) may borrow up to the full cost of attendance minus any other aid received by the student. Repayment begins 60 days

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after the last disbursement is made and can be deferred by contacting your loan servicer to request a deferment. Direct PLUS Loans can be deferred while the borrower (parent, child, or graduate student) is enrolled at least part-time and for an additional six months after the child or graduate student ceases to be enrolled at least halftime. If the Direct PLUS Loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due. Information about the William D. Ford Federal Direct Loan Program can be found at [www.studentloans.gov](http://www.studentloans.gov).

Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a creditworthy

endorser. Alternatively, students whose parents have been denied the Direct PLUS loan (based on credit) may apply for an additional \$4,000 (first-year and second-year students) or \$5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans). The benefit of additional Unsubsidized Stafford eligibility does not apply to graduate students whose Direct graduate PLUS application has been denied due to credit.

## **PRIVATE LOANS**

Touro College is not affiliated with any private educational lender and encourages students to use all federal and state funding prior to seeking funds from private educational lenders. The Office of Financial Aid will offer helpful advice to all students on resources that best suit financing their educational needs.



**ANNUAL AND AGGREGATE FEDERAL DIRECT STAFFORD LOAN LIMITS**

**Dependent Undergraduate**

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
<b>Total Stafford</b>	\$5,500	\$6,500	\$7,500	\$7,500	\$31,000

**Independent Undergraduate/Dependent Undergraduate with PLUS Denial**

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$6,000	\$6,000	\$7,000	\$2,000	\$34,500
<b>Total Stafford</b>	\$9,500	\$10,500	\$12,500	\$7,500	\$57,500

**Graduate**

	Graduate Limit	Aggregate Limit
<b>Unsubsidized Stafford</b>	\$20,500*	\$138,500

\*Ineligible for *Subsidized* Stafford Loans first disbursed on or after July 12, 2012

**Federal Perkins Loan Program**

	Freshman	Sophomore	Junior	Senior	Aggregate Limit	Interest Rates
<b>Undergrad Perkins Up to \$5,500 per academic year</b>					\$27,500	5%
<b>Graduate Perkins Up to \$8,000 per academic year</b>						\$60,000

\*While graduate students are potentially eligible for up to \$8,000 per year with a maximum, including undergraduate amounts, of \$60,000.

Below is a table of current interest rates and origination fees, by loan type:

**Federal Direct Loan Interest Rates and Origination Fees (Eff: July 1, 2014)**

	Origination Fee	Interest Rate
<b>Undergraduate Subsidized Stafford</b>	1.066%	4.45%
<b>Undergraduate Unsubsidized Stafford</b>	1.066%	4.45%
<b>Graduate Unsubsidized Stafford</b>	1.066%	6.0%
<b>Parent PLUS</b>	4.264%	7%
<b>Graduate PLUS</b>	4.264%	7%

## **F. INSTITUTIONAL PROGRAMS: FINANCIAL AID AND UNDERGRADUATE STUDENTS**

### **FINANCIAL AID FOR CONSORTIUM AGREEMENTS**

Touro College students who want to attend other institutions in the United States or abroad for a semester may be able to use federal financial aid under a consortium agreement. Students must be approved by their respective academic departments prior to attending another institution for the semester(s). At least four weeks prior to the start of the semester(s), students must contact the Office of Financial Aid to complete the Consortium Agreement and to provide documentation of the cost of attendance, course registration, contact information at the other school, and their Touro College academic department's approval.

### **VETERANS BENEFITS**

Veterans may qualify for additional benefits, including the Yellow Ribbon Program (described below). For more information, contact the following agencies:

- U.S. Department of Veterans Affairs (VA), [www.va.gov](http://www.va.gov)
- GI Bill, [www.gibill.va.gov](http://www.gibill.va.gov)
- Office of Financial Aid at Touro College

### **YELLOW RIBBON GI EDUCATION ENHANCEMENT PROGRAM**

Touro College is proud to be a part of the Yellow Ribbon GI Education Enhancement Program. The program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and allows degree-granting institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed either the annual maximum cap for private institutions or the resident

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tuition and fees for a public institution. The participating educational institution can contribute up to 50 percent of those expenses, and the VA will match the same amount as the institution.

Students must be eligible for the Post-9/11 GI Bill at the 100 percent rate to be considered for the Yellow Ribbon Program.

Specific eligibility requirements for the Yellow Ribbon Program may be found online at [www.gibill.va.gov](http://www.gibill.va.gov).

Eligible students fit the criteria as follows:

- Served an aggregate period of active duty after September 10, 2001 of at least 36 months.
- Were honorably discharged from active duty for a service-related disability and served 30 continuous days after September 10, 2001.
- Are dependents eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on their service under the eligibility criteria listed above

Students who wish to be considered should complete and submit an application form, available online at [www.gibill.va.gov](http://www.gibill.va.gov). The VA will inform students via written notification with an explanation of its decision on program eligibility. If approved, students will receive a Certificate of Eligibility confirming their service meets the requirements of the Yellow Ribbon Program. All Certificates of Eligibility should be presented to the Office of Financial Aid for Touro College's records. The Certificate of Eligibility does not guarantee Yellow Ribbon funding as the availability of annual funds for Touro College's Yellow Ribbon Program is lim-

ited. Student eligibility is determined by the College's veteran certifying officer. For more information on selection criteria for Touro College's Yellow Ribbon Program, contact the Office of Financial Aid or your School Certifying Officials.

### **TRANSFER OF POST-9/11 GI BILL BENEFITS TO DEPENDENTS**

The transferability option under the Post-9/11 GI Bill allows service members to transfer unused benefits to their spouses or dependent children. The Department of Defense determines whether or not veterans can transfer benefits to family members. Eligible candidates are members of the Armed Forces (active duty or selected reserve, officer or enlisted) on or after August 1, 2009, qualify for the Post-9/11 GI Bill, and:

- Have at least 6 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval and agree to serve four additional years in the Armed Forces from the date of election.
- Have at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval, are precluded by either standard policy (service or Department of Defense) or statute from committing to four additional years, and agree to serve for the maximum amount of time allowed by such policy or statute.
- Are or will become eligible for retirement during the period from August 1, 2009 to July 31, 2012 and agree to serve an additional

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period of service noted in bulleted points (a) to (d) (see list below). Service members are considered eligible for retirement if they have completed 20 years of active federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on August 1, 2013; on or after this date, all members must comply with the first two items in this list.

a. For individuals eligible for retirement on August 1, 2009, no additional service is required.

b. For individuals eligible for retirement after August 1, 2009 and before August 1, 2010, one year of additional service is required.

c. For individuals eligible for retirement on or after August 1, 2010 and before August 1, 2011, two years of additional service are required.

d. For individuals eligible for retirement on or after August 1, 2011 and before August 1, 2012, three years of additional service are required.

- Such transfer must be requested and approved while the member is in the Armed Forces.

## **ELIGIBLE DEPENDENTS**

An individual approved to transfer an entitlement to educational assistance under this section may transfer his/her entitlement to:

- A spouse
- One or more children
- Any combination of spouse and children

A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer in order to receive transferred educational benefits.

A child's subsequent marriage will not affect his/her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

## **NATURE OF TRANSFER**

An eligible service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless the U.S. Departments of Defense or Homeland Security limit the number of months an individual may transfer). The use of transferred educational benefits by family members is subject to:

Spouse:

- May start to use the benefit immediately
- May use the benefit while the member remains in the Armed Forces or after separation from active duty
- Is not eligible for the monthly housing allowance while the member is serving on active duty.
- Can use the benefit for up to 15 years after the service member's

ast separation from active duty  
Child:

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate) or reached 18 years of age
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age

For more information, please visit [www.gibill.va.gov](http://www.gibill.va.gov).

## **G. WITHDRAWAL POLICY (FEDERAL – RETURN TO TITLE IV)**

### **OBJECTIVE**

The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

- The date of the institution’s determination that a student withdrew;
- The student’s withdrawal date; and
- The student’s last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of

the Code of Federal Regulations.

### **BACKGROUND**

When a recipient of Title IV grant(s) and/or loan(s) withdraws from Touro College during a payment period in which he/she began attendance, the College must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that Touro College must take to ensure compliance with federal regulations.

### **POLICY**

Touro College must always return any unearned Title IV funds that it is responsible for within 45 days of the date Touro College determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Reference: Student Financial Aid Handbook, Volume 5; Chapter 1: Withdrawals and Return of Title IV Funds.

### **WITHDRAWAL DATE**

A student’s withdrawal date varies depending on the type of withdrawal. Reference: Determining a student’s withdrawal date at a school that is not required to take attendance in the 2016-17 Student Financial Aid Handbook, Volume 5; Chapter 1: Withdrawals and Return of Title IV Funds.

### **OFFICIAL NOTIFICATION PROVIDED**

In a case when the student provides official notification of his/her intent to withdraw, Touro 93College will use the date of notification as follows:

- In the event that a student begins Touro College’s withdrawal

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process,\* the date the student begins the process is the date of withdrawal.

- In the event that a student sends written notification of intent to withdraw, the date Touro College receives the written notice is the date of withdrawal.

- In the event that a student makes an oral notification to the Office of the Registrar, which is Touro College's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that Touro College receives the written notification may be the withdrawal date.

\*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins the withdrawal process and provides a notification to Touro College, the earlier of the two dates will be used as the withdrawal date.

### **OFFICIAL NOTIFICATION NOT PROVIDED**

In a case when the student does not provide official notification of his/her intent to withdraw, Touro College may use the midpoint of the payment period as the date of withdrawal, with the following exception: When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the

withdrawal date as determined by the Office of the Registrar.

### **LAST DATE OF ATTENDANCE**

Touro College may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the College. The faculty member will maintain documentation of the last date of attendance.

### **DATE OF INSTITUTION'S DETERMINATION OF STUDENT WITHDRAWAL**

The date of Touro College's determination that a student withdrew varies depending upon the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance, 2016-17 Student Financial Aid Handbook, Volume 5; Chapter 1: Withdrawals and Return of Title IV Funds.

### **DATE OF OFFICIAL NOTIFICATION PROVIDED**

This is the date the student provides official notification to Touro College or begins the withdrawal process, whichever is later.

### **DATE OF OFFICIAL NOTIFICATION NOT PROVIDED**

This is the date that Touro College learns the student has ceased attendance. Touro College will perform the Return to Title IV Funds calculation and return any unearned funds no later than

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45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to Touro College, the College must determine the withdrawal date no later than 30 days after the end of the earliest:

- Payment period or period of enrollment (as appropriate)
- Academic year
- Educational program.

Reference: 2016-17 Student Financial Aid Handbook, Volume 5; Chapter 1: Withdrawals and Return of Title IV Funds.

### **CALCULATION OF EARNED TITLE IV ASSISTANCE**

U.S. Department of Education software will be used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student, and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60 percent. If the student's withdrawal date occurs after the completion of 60 percent of the payment period, the percentage earned is 100 percent.

### **POST-WITHDRAWAL DISBURSEMENTS**

If the total amount of the Title IV grant and/or loan assistance earned by

the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, Touro College will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.

If Direct Loan and/or Federal Perkins Loan Program funds are used to credit the student's account, Touro College will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the College determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

- Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);
- Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not

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been applied to the student's account); and

- Advisement that Touro College is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that Touro College sent the notification.

Upon receipt of a timely response from the student or parent, Touro College will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, Touro College will not disburse any of the funds. Touro College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that notification was sent to them. If Touro College decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

### **REFUND OF UNEARNED FUNDS TO TITLE IV**

If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

### **REFUNDS BY THE COLLEGE**

In the event that Touro College is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

### **REFUNDS BY THE STUDENT**

In the event that the student is responsible for returning grants funds to Title IV programs, Touro College will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised of making arrangements for repayment.

### **PAYMENT PERIOD OR ENROLLMENT PERIOD**

Withdrawals and the return of Title IV funds will be based on a payment period for all standard term programs.



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## **DOCUMENTATION**

Touro College must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

## **H. ADDITIONAL FINANCIAL AID POLICIES FOR UNDERGRADUATE STUDENTS**

### **HIGH SCHOOL DIPLOMA**

If you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate [GED] or a *home school* education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of post-secondary education. This may or may not apply to state grant and other state-funded programs.

Touro College also reserves the right to evaluate a high school diploma presented by a student. Touro College may, at any time, request a copy of a high school transcript to validate a high school diploma. A high school diploma or recognized equivalent is required to receive federal student aid.

## **TRANSFER STUDENTS**

All students transferring from other institutions will have their credits evaluated. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits.

The financial aid package will be prepared based on the number of accepted transfer credits. If a financial aid package is prepared prior to the final transfer credit evaluation, federal loans will be awarded based on the grade level for which the transfer credits have been accepted. If additional transfer credits are accepted, the Office of Admissions will notify the Office of Financial Aid. In addition, a student must contact the Office of Financial Aid to determine if he/she is eligible for an increase in federal student loans based on academic grade level.

### **FINANCIAL AID FOR REPEATED COURSEWORK: FINANCIAL AID IMPACT**

Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid and institutional aid. All course repeats will count as attempted credits and be used in the quantitative and maximum timeframe components of the SAP policy. Students should consult with a financial aid advisor before registering for a repeated course.

The rules regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances for federal financial aid:

- May repeat a previously passed course only once (and receive aid for the repeated course)
- May repeat a failed course until it is passed (aid eligibility will be limited to one repeat)
- May not repeat a previously passed course due only to a student's failure to pass other coursework

### **REPEATED COURSEWORK: NEW YORK STATE TUITION ASSISTANCE PROGRAM REGULATIONS (TAP)**

Students cannot receive TAP funds for repeated courses and courses for which transfer credit was awarded except under the following circumstances:

- The repeated course was previously failed or withdrawn (credit was not earned for the course)
- The repeated course was passed, but the grade did not satisfy the program requirement
- The repeated course was withdrawn (credit was not earned for the course), and no TAP was paid for the semester with the withdrawn course.

There are three programs that Touro College offers for which minimum grades are required and courses can be repeated, including:

- Nursing
- Life Sciences/Physical Therapy
- Physician Assistant Studies

Students in these programs may have one time to repeat a course in which they received a grade of C or below. Please refer to the course section in this catalog to determine individual

courses with minimum grade requirements for these programs.

## **I. IMPORTANT FINANCIAL AID TERMS**

### **ABILITY TO BENEFIT**

The term refers to students who are admitted to a postsecondary institution without a high school diploma or GED (General Education Development Certificate). To receive federal and state aid, students admitted on the basis of "Ability to Benefit" must pass a standardized test that measures their ability to complete their course of study successfully. The test must be approved by the U.S. Department of Education.

### **DEFAULT**

Students who fail to repay their loans according to the terms agreed to in their promissory notes are in default. Defaulting on a student loan has serious consequences. Students who are in default may be unable to get a credit card, car loan, or more financial aid if they decide either to continue or go back to school. The government does not excuse students from repaying their loans because they did not finish school or because they don't think they got their money's worth. Students who take loans are expected to pay back the money they borrowed. If students default on their loans, the school, the lender or agency that holds their loans, the state and the federal government can all take action to recover the money. Students may also be liable for expenses incurred in collecting their loans. Finally, the Internal Revenue Service can withhold tax refunds and use them as payment against the unpaid loans.

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## **FINANCIAL AID REFUND**

Students who take out student loans may receive aid which exceeds their college direct charges. When this occurs the additional funds are returned to the students (commonly referred to as a refund) to be used for other college-related expenses. For questions regarding refunds, please contact the Office of the Bursar.

## **FINANCIAL NEED**

Financial need is the difference between the cost of education (tuition and fees, room and board, books and supplies, and other related expenses) and the amount students and their families can afford to pay, as determined by prescribed formulas used to calculate need from information reported by students on their FAFSAs.

## **PROMISSORY NOTES**

Promissory notes are binding legal documents signed by borrowers applying for student loans. They list the conditions under which the borrowing takes place and the terms under which the borrower agrees to pay back the loan.

## **J. STATEMENT OF EDUCATIONAL PURPOSE/ CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT**

When students sign their FAFSAs in order to receive Federal Student Aid (including Stafford and PLUS Loans), they are in fact signing a statement indicating that they do not owe a refund on

a PELL Grant or SEOG and are not in default of any Perkins, Stafford, PLUS or SLS Loans, or have made satisfactory repayment arrangements. They are also agreeing to use any student aid received solely for education-related purposes, and are verifying the accuracy of the information on their FAFSA. Finally, by signing their FAFSAs students are acknowledging the right of the Secretary of Education to verify the information from their FAFSAs with the Internal Revenue Service.

## **K. SELECTIVE SERVICE REGISTRATION**

Students who are required to register with the Selective Service must do so before receiving any federal student aid (this includes Stafford Loans and PLUS Loans). This requirement applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens, and are not currently on active duty in the Armed Forces. (Citizens of the Federated States of Micronesia, the Marshall Islands, or the Trust Territory of the Pacific [Palau] are exempt from registering.)

## **VI. COLLEGE CODES AND STUDENT RESPONSIBILITIES**

### **A. CAMPUS CITIZENSHIP**

Students of Touro College are expected to be considerate of all individuals at the College – fellow students, faculty,

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and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the College community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Students are expected to cooperate with College officials by observing the rules and regulations of the College, and by demonstrating respect for College values and property.

## **B. ACADEMIC INTEGRITY STATEMENT**

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

Academic honesty supports our shared intellectual culture and our ability to trust one another. Students must avoid all acts of dishonesty, including, but not limited to:

- cheating
- plagiarizing (presenting the work or

ideas of others as your own)

- fabricating (making up information, data, or research results)
- tampering (unauthorized removal or alteration of College documents, software, equipment, or other academic-related materials, including other students' work)
- lying
- working with others when assignments or exams require individual work
- making unauthorized copies of copyrighted material
- facilitating or tolerating the dishonesty of others

Academic dishonesty lowers scholastic quality and adversely affects those who will eventually depend on the knowledge and integrity of our graduates. Failure to uphold the principles of academic integrity negatively impacts the reputation of Touro, the value of each and every degree awarded by the institution, and the future success of our graduates.

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

The complete Touro College and University System Academic Integrity Policy can be found online at <https://www.touro.edu/students/policies/academic-integrity/statement-of-academic-integrity/>.

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## **SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS**

Students who violate Touro College's Standards of Academic Integrity are subject to disciplinary sanctions. Procedures in response to violations of academic integrity are described in Appendix H.

## **ADJUDICATION OF COLLEGE CODE OF CONDUCT VIOLATIONS**

Any member of the college community may notify the Dean of Students or his designated representatives (the Dean of the Lander College for Men, the Dean of Advisement and Counseling, the Associate Dean of Students for NYSCAS) of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

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

After meeting with the individual charged with the infraction, the Dean of Students or his designated representatives will conduct a preliminary investigation and determine what course of disciplinary action is appropriate. The Dean of Students and/or his designated representatives can:

- dismiss the charges
- bring the parties together for informal mediation

- impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except that the Dean of Students (and/or his representatives) cannot require payment of restitution or order expulsion
- upon consultation with the College's legal counsel, suspend a student for an interim period not to exceed fourteen (14) school days, pending disciplinary hearing by the Student Affairs Committee
- refer the charges to the Student Affairs Committee for a disciplinary hearing

Determinations by the Committee may be made in the absence of the student, as long as adequate notice is provided. The Committee's decisions are final.

## **DISCIPLINARY HEARINGS**

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

## **SANCTIONS**

The Student Affairs Committee may take one or more of the following actions:

### **1. Dismiss the Charges:** After

reviewing all relevant information and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.

**2. Impose disciplinary sanctions,** which include but are not limited to the following:

**(a) Warning** – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may

result in a more severe disciplinary action. A copy of this warning will be placed in the student’s file.

**(b) Disciplinary Probation** — A student may be placed on disciplinary probation for a definite period of time not to exceed one year. While on probation, students may not hold office in student government organizations, clubs, or societies, or represent the College in any capacity. Further violations while on

## **TOURO COLLEGE CODE OF CONDUCT**

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

1. Theft of, or damage to, College records and property, caused by intentional, negligent, or irresponsible conduct;
2. Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories, and student ID cards);
3. Conduct which interferes with or obstructs any College functions or which physically obstructs or threatens to obstruct or restrain members of the College community;
4. The physical or sexual abuse or harassment of any member of the college community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the College (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive, or abusive conduct in the classroom or on College premises;
7. Refusal to follow the directives of College officials acting in performance of their duties;
8. Impersonating College faculty, College officials, or College staff;
9. Forging signatures or other information on registration forms, financial aid forms, or any other College documents;

10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts, and disruptive or annoying behavior on the College's computer system;
11. Unauthorized sale, distribution, or consumption of alcoholic beverages on College premises;
12. Distribution, purchase, or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
13. Gambling in any form on College premises;
14. Possession, distribution, or sale of weapons, incendiary devices, or explosives on College premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the College premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution;
21. Actions that harm the reputation of the College;
22. Aiding or abetting any conduct prohibited by this College Code;
23. Conviction of a felony crime while enrolled at the College;
24. Intentionally filing a false complaint under this College Code of Conduct;
25. Academic dishonesty and lack of academic integrity.

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

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probationary status will result in suspension or expulsion from the College. A copy of the probation notice becomes a part of the student's file.

**(c) Counseling and Treatment** – A student's continued enrollment at Touro College may be conditioned on his participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his enrollment is conditioned on participation may result in other disciplinary sanctions.

**(d) Restitution** – A student may be required to pay restitution to the College or to fellow students for damages and losses resulting from his action. The amount of the restitution is determined by the Student Affairs Committee.

**(e) Suspension** – A student may be suspended and may be barred from attending classes for a definite period not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his suspension. He/she must apply to the Student Affairs Committee for re-enrollment authorization.

**(f) Expulsion** – This is termination of the student's enrolled status at the College. A student who is expelled from the College is not permitted to complete his courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.

**3. Additional Sanctions** – The Student Affairs Committee may impose the following sanctions in

addition to those listed above:

(a) A **fine** to be paid to the College, in addition to restitution.

(b) **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.

**4. Legal Action** – The Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.

**5. Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

## **APPEALS OF DISCIPLINARY SANCTIONS IMPOSED FOR CODE OF CONDUCT VIOLATIONS**

Any disciplinary action taken by the Dean of Students or his representatives for a violation of the Code of Conduct may be appealed by filing a written appeal with the **Student Affairs Committee** within ten (10) school days of the disciplinary action decision. A copy of the appeal should be submitted to the Dean of Students.

The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The burden of proof is on the student to demonstrate that the decision of the Dean of Students was erroneous, arbitrary, or capricious.

In cases in which the disciplinary sanction was initially imposed by the



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

### **PROTOCOLS FOR DISCIPLINARY HEARINGS**

Hearings conducted by the Student Affairs Committee and the Special Appeals Panel will be governed by the following protocols:

(a) All hearings are closed to the public.

(b) A quorum of the Committee membership, defined as 51 percent of the total membership, must be present.

(c) Attorneys are not allowed to be present at any hearings.

(d) Students have the right to bring witnesses on their behalf, to present any supporting information they deem relevant, to make opening and closing statements, and to ask questions during the proceedings.

(e) The preponderance-of-evidence rule will govern the decision-making process.

(f) Decisions will be made by a majority of participating members.

(g) The Committee deliberations will be on camera.

## **C. STANDARDS OF CLASSROOM BEHAVIOR**

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

### **OTHER PROHIBITED ACTIONS IN CLASSROOMS**

To ensure a clean and healthy environment for all students at the College, eating, drinking, and smoking are not permitted in any classroom, laboratory, or auditorium.

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

## **D. POLICY ON BIAS, HARASSMENT, AND DISCRIMINATION**

Touro College is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment — an environment that

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supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination or harassment based upon race, gender, color, national origin, religion or religious practice, age, ethnicity, disability, sexual orientation, marital or parental status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of Touro College. Such discrimination and harassment are illegal and against Touro College policy, and will not be tolerated.

Any member of the Touro College community who engages in an act of intolerance directed at an individual or group of individuals on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion or religious practice, age, disability, sexual orientation, marital or parental status, or citizenship status of the person(s) will be held accountable for violating the social integrity of the Touro College community and the specific policies which underscore those values. Bias-related conduct is prohibited not only by Touro College policies but also by laws that include, but are not limited to, Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Title VII of the Civil Rights Act of 1964; the Americans With Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1987; and the New York State and New York City Human Rights Laws. In addition, certain activities motivated by bias or hatred based on such criteria may constitute hate crimes pursuant to the New York Penal Law §§ 485, et seq. and subject to

criminal prosecution with the full force of the legal system.

As part of Touro College's compliance with Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance, and Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs that receive federal financial assistance, Touro College has designated the following individual as its Title IX Coordinator:

- Mr. Elan Baram, Compliance Officer

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

“A person commits a hate crime when he or she commits a specified offense and either:

(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regard-

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less of whether the belief or perception is correct, or

(b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.”

The specified offenses that are the predicates for a hate crime are:

- Assault (First, Second, and Third Degree);
- Aggravated Assault on a person less than eleven years old;
- Menacing (First, Second, and Third Degree);
- Reckless Endangerment (First, Second, and Third Degree);
- Manslaughter (Second Degree);
- Stalking (First, Second, and Third Degree);
- Criminal Sexual Acts (First Degree);
- Sexual Abuse (First Degree);
- Aggravated Sexual Abuse (First and Second Degree);
- Unlawful Imprisonment (First and Second Degree);
- Kidnapping (First and Second Degree);
- Coercion (First and Second Degree);
- Burglary (First, Second, and Third Degree);
- Criminal Mischief (First, Second, Third, and Fourth Degree);
- Arson (First, Second, Third, and Fourth Degree);
- Petit Larceny;
- Grand Larceny (First, Second,

Third, and Fourth Degree);

- Robbery (First, Second, and Third Degree);
- Harassment (First Degree);
- Aggravated Harassment.
- In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offences. Penal Law §485.10. A hate crime conviction may also subject the offender to monetary penalties pursuant to the New York Civil Rights Law §40-d.

**Any incident or attempt to commit a hate crime should be reported in writing to:**

Alan Schoor  
Senior Vice President and Chief  
Administrative Officer of the  
College  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55700

Reported incidents of hate crime and attempts to commit hate crimes will be referred to the New York City Police Department for further investigation and legal action.

Touro College treats all hate crimes as serious offenses which need to be prosecuted with the full force of the legal system.

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## **E. STUDENT GRIEVANCES AND RIGHTS**

Touro College is committed to safeguarding the rights of all students. Students are entitled to be treated with equity, fairness, and respect. The College does not condone unfair treatment of students by administration, faculty, or staff, nor violation of policies regarding student programs based on race, creed, color, national origin, religion, age, gender, sexual preference, or disability.

Students who believe they have been aggrieved by the College may seek redress through the grievance procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

Student grievances relating to discrimination are also handled through the grievance procedures outlined on the next page.

### **ACADEMIC ISSUES**

If the complaint is about actions taken concerning a student's grade, course withdrawals, or leaves of absence from school, or if it involves the curricular material or the conduct of a faculty member, the student should first inform the chairperson of the appropriate academic department/division, either orally or in writing, that he/she wishes to appeal the action taken.

If the chairperson of the appropriate academic department/division determines that the action will not be reversed, the student may appeal the chair's decision to the Dean of Faculties or his designated representative, in writing.

If the Dean of Faculties determines that the action will not be reversed, the student may file a formal grievance to appeal academic action taken against him/her by appealing to the Committee on Academic Standing, following procedures described on page 36 in this Student Handbook.

### **ISSUES OF STUDENT BEHAVIOR**

If the complaint concerns student behavior and constitutes a potential violation of the Student Code of Conduct, the complaint should follow the procedures regarding the Student Code of Conduct, as described in this Student Handbook.

### **ADMINISTRATIVE GRIEVANCES**

When a grievance concerns an administrative function of the College, including but not limited to tuition refund or student financial assistance, a student may request that the supervisor of the administrative unit in question, or his/her designated representative, mediate the grievance and attempt to resolve the matter informally.

### **PROCEDURES FOR ADJUDICATING GRIEVANCES**

Except for discrimination and harassment grievance procedures, which are addressed in Appendix D of this Handbook, if a student wishes to file a formal grievance and appeal the determination of the Dean of Students for the particular division in which the action complained about was taken, he/she may request a formal hearing to review and adjudicate the complaint. The request for

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a hearing must be submitted in writing to the Office of the Dean of Students of Touro College, not more than 90 days after the dean of Students for the particular academic division has made a final determination. A date for a hearing will be set no later than thirty days following receipt of the request.

Hearings will be held by a five-person grievance panel, composed of:

- The Dean of Students or his designated representative, who will serve as chair;
- The Dean of Faculties or his designated representative;
- Two College faculty or staff members, designated by the President of Touro College; and
- A student representative appointed by the Dean of Students or his designated representative.

Protocols for conducting hearings are as follows:

- Each party may make an opening and closing statement.
- Each party has the right to bring witnesses and present formation.
- Each party has the right to bring one person as an advisor, to assist in presentation; the advisor may be a professor, classmate, friend, or colleague. Since the hearings are not conducted as formal judicial proceedings, a lawyer may not be present as an advocate or advisor for either side. No other persons, including representatives of the press, may be present at the hearing.
- The complainant will make the first presentation.

- Each party may question all witnesses.
- The burden of proof shall rest on the individual filing the complaint.
- The Grievance Panel shall base its finding(s) on the preponderance of the evidence presented.
- The Grievance Panel will conduct its deliberations on camera following the conclusion of the hearing.
- The Office of the Dean of Students will send to both parties a written notification within ten working days of the hearing, setting forth the panel's findings and recommendations.
- The Grievance Panel's findings and recommendations are final.

## **F. RETALIATION**

Touro College will take every step necessary to protect the complainant and any witnesses against retaliation for reporting harassment or for participating in the investigation of a complaint.

Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates Touro College policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

If a student feels he/she has been discriminated against because of a disability by College faculty or other personnel, he/she has the right to request an investigation into such a matter through the grievance policies and procedures

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described in this Handbook. A similar procedure can be followed by a student to appeal the College's response to a request for accommodation and/or modifications based on disability.

## **G. TOURO COLLEGE DRUG AND ALCOHOL ABUSE POLICY**

The United States Department of Education has issued regulations implementing the provisions of **THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (PUBLIC LAW 101-226)**.

In accordance with these regulations, Touro College is publicizing the following policy statements, rules, and regulations pertaining to substance abuse and alcohol consumption.

Touro College seeks to safeguard the health and well-being of all members of the College community — students, faculty, and staff employees. All members of the College, community are accountable to the law and to the regulations of the College. Students, faculty, and employees who distribute or use illegal drugs or illicitly use legal drugs, including alcohol, on the campus locations and facilities of Touro College are violating federal laws, New York State law, and the regulations of Touro College.

Touro College is committed to educating and informing students and staff about the dangers and effects of drug use. Touro College recognizes that drug addiction and alcoholism are illnesses that are not easily resolved and may require professional assistance and treatment. The College will provide confidential counseling and referral

services to faculty, staff and students with drug and/or alcohol problems. These services are available through the Office of the Dean of Students. All inquiries and requests for assistance will be handled with strict confidentiality.

## **TOURO COLLEGE DISCIPLINARY STANDARDS FOR STUDENTS POSSESSING, USING, DISTRIBUTING, AND/OR SELLING DRUGS AND CONTROLLED SUBSTANCES**

It is the policy of Touro College that unlawful use, possession, distribution, or manufacture of drugs and controlled substances on College property is strictly prohibited. Individuals who possess, use, distribute, or manufacture drugs or controlled substances are subject to College disciplinary action, as well as possible criminal prosecution.

Students found in violation of these policies will be subject to disciplinary proceedings in accordance with the procedures outlined in this Student Handbook.

Student violators may be subject to the following sanctions and remedial measures:

- Expulsion
- Suspension
- Probation
- Censure
- Counseling and treatment
- Legal action
- Other sanctions

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## **PUBLIC EDUCATION STATEMENT ON ILLICIT DRUG AND ALCOHOL USE**

The mind-altering substances to be discussed here are: marijuana, cocaine, heroin and their derivatives, amphetamines (uppers), barbiturates (downers), hallucinogens, and alcohol.

Many individuals take such drugs to escape from their problems, but doing so only creates more problems.

The following is a brief listing of health problems resulting from substance abuse.

- The most obvious ones are death or severe organ damage (such as heart attack, respiratory arrest, damage to the liver and lungs, and stroke).

- The less obvious, though much more prevalent, problems of the mind and body are as follows:

**a. Marijuana:** Crowded thought processes, impaired short term memory, slowed reflexes, chronic bronchitis, changes in menstrual cycle, possible birth defects.

**b. Crack and Cocaine:** Palpitations (racing heart), sleep disturbances, loss of appetite, paranoia, elevated blood pressure, decreased sexual performance, addiction.

**c. Heroin:** High risk of contracting AIDS and hepatitis from dirty needles, phlebitis (infection in the veins), embolism (blood clots or air in the veins that can cause sudden death), paranoia, depression, sleep disturbance, muscle and joint aches, clouded thought process, decreased sexual performance, addiction.

**d. Amphetamines (Ice, speed, crack, crystal):** Delusions, hallucinations (i.e.,

seeing bugs crawl under the skin), paranoia, palpitations (racing heart), sleep disturbances, psychosis, depression, decreased sexual performance, violent behavior, and addiction.

**e. Barbiturates:** Sedation (sleepiness), dulled thought processes, slurred speech, slowed reflexes, decreased motor abilities, impaired coordination, decreased sexual performance, and addiction.

**f. Hallucinogens:** Memory loss, speech difficulty, episodes of violence, convulsions, tremors, elevated body temperature, ruptured blood vessels, addiction.

**g. Alcohol:** Sedation (sleepiness), dulled thought processes, slurred speech, double vision, mood changes, slowed reflexes, impairment of coordination, loss of interest in sex, addiction.

**NOTE:** Mothers who drink alcohol during pregnancy may give birth to infants with irreversible physical abnormalities and mental retardation. Research shows that children of alcoholic parents are at greater risk than other young people of becoming alcoholics.

- **AIDS:** Users of needles who take any drugs run a high risk of contracting AIDS and hepatitis.

- **Addiction:** This is the common denominator for all mind-altering substances. With its insidious onset, addiction often goes undetected until the user's life is in chaos. Addiction pervades one's life, overpowering one's ability to reason and to relate to others. Addiction ruins the user's life and the lives of those around him/her.

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## **TOURO COLLEGE REGULATIONS RELATING TO ALCOHOL USE**

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal in New York State.

- Persons under the age of 21 are prohibited from consuming alcoholic beverages on the premises of Touro College.

- Any student who falsely represents him/herself as being of age to consume alcohol is subject to disciplinary action as outlined in the Code of Conduct.

- Any employee of the College who provides alcohol to a minor on College premises shall be subject to full penalty under the laws of New York State.

- Alcohol abuse does not excuse employees of the College from neglect of their responsibilities to the College. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation and treatment program.

- Touro College observes the capability laws for serving drinks to the mentally impaired and to individuals who are already inebriated.

## **FOR FURTHER INFORMATION**

**Students should consult the *Touro College Campus Security and Drug Alcohol Abuse Policies Information Brochure* for a detailed description of the health risks and dangers resulting from consuming controlled substances. This brochure has a listing of treatment centers in the New York area. The brochure also outlines legal sanctions imposed under federal law and New York State law.**

## **H. TOURO COLLEGE CAMPUS SECURITY POLICIES**

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

### **ACCESS TO THE CAMPUS**

Students must show a valid identification card to enter Touro College facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

### **SECURITY SERVICES**

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

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

The Security Officers may detain individuals who engage in illegal and criminal actions until New York City police officers arrive and/or your local law enforcement agency arrives. They are empowered to enforce Touro's reg-



ulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not peace officers or police officers and have no power of arrest.

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

## **REPORTING CRIMINAL INCIDENTS AND OTHER EMERGENCIES**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing **1-88-Touro911 [(888) 687-6911]**. This service allows you to speak to a live operator, 24 hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e., fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility.

The Campus Security Administrative Office can be reached at:

320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55134

[security@touro.edu](mailto:security@touro.edu)

If assistance is required in complet-

ing or reporting an incident/occurrence to local law enforcement agencies, we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites is published in the Touro College Campus Security Handbook

## **I. SEXUAL HARASSMENT AND SEXUAL OFFENSE PREVENTION POLICIES**

### **POLICY AGAINST SEXUAL HARASSMENT**

Sexual harassment is a prohibited form of sex discrimination and is illegal. It is also a violation of the Touro College Code of Conduct.

Touro College will not condone or tolerate any forms of sexual harassment involving students, faculty, or staff of the College. The College deems such coercive behavior as a violation of the civil rights of its students and employees. Any member of the Touro College community who violates this policy will be subject to disciplinary action, as outlined in the College Code of Conduct, which may include suspension, expulsion, or dismissal.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when submission to such conduct:

- is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;

- is used as a basis for educational or employment decisions affecting an individual;
- interferes with an individual's learning or work;
- creates a hostile or offensive learning or work environment.

Any student who believes that he/she is being sexually harassed by another student, teacher, supervisor, or other staff member should contact the Office of the Dean of Students or the Office of Institutional Compliance. The Office of the Dean of Students has the responsibility of reviewing and investigating complaints. During the investigation, the persons involved will be given an opportunity to present information and witnesses to support their version of the facts. The parties involved will be given notice of the outcome of the investigation, to the extent permitted by law. If allegations of sexual harassment are substantiated, the matter will be referred to the Student Affairs Committee (if the perpetrator is a student), the Dean of Faculties (if the perpetrator is a faculty member), or the Office of Human Resources (if the perpetrator is an administrator/staff person) for appropriate disciplinary action.

## **FALSE STATEMENTS**

Complaints of harassment cannot always be substantiated. Lack of corroborating information should not discourage individuals from complaining. However, charges found to have been intentionally dishonest will subject complainants to disciplinary action in accordance with the Touro College Code of Conduct.

## **TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES**

### **(Prepared in Compliance with New York State Law)**

The administration of Touro College is concerned with the physical safety and security of the students of the College.

Sexual offenses of all types directed against students by their peers, professors and/or employees of the College on the premises of Touro College constitute criminal acts and violate Touro College's Code of Conduct. Under New York law, sexual offenses include:

- sexual abuse;
- rape;
- sodomy;
- sexual misconduct;
- public lewdness;
- stalking.

All of these acts are punishable by imprisonment in New York State.

The College also will hold perpetrators accountable for their behavior. A student found to have committed a sexual offense will be subject to disciplinary sanctions, up to and including expulsion.

## **REPORTING SEXUAL OFFENSES TO THE COLLEGE AND POLICE**

To report sexual offense crimes, call immediately the **Touro College Command Security Post** at the Manhattan Main Campus, which is staffed 24 hours a day, at **1-88-Touro-911**. To report the crime to the police, dial **911**. For rape, assault, and sexual violence you may call the **Sex Crime Hotline at (212)-267-7273**.

Victims of sexual assault seeking counseling may wish to contact

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The Crime Victim Center  
50 Court Street, 8th Floor  
Brooklyn, NY 11201  
(347) 328-8110.

## **FILING CHARGES FOR INCIDENTS OF SEXUAL ASSAULT**

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

If the alleged perpetrator is a faculty member of the College, the Office of the Dean of Students will refer the charges to the Dean of Faculties. Allegations against non-teaching employees of the College will be referred to the Director of Human Resources. In all such instances student victims will be guided and assisted by a staff member of the Office of the Dean of Students.

## **J. MISCELLANEOUS COLLEGE POLICIES**

### **NON-DISCRIMINATION**

Touro College is an equal opportunity institution. It admits students of any race, color, gender, national origin, religion, and age to all rights, privileges, programs, and activities generally accorded its students. In conformance with applicable law, it does not discriminate on the basis of sex, race, color, disability, national or ethnic origin, or age in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs.

### **NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT**

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization to measles, mumps, and rubella. Students must submit acceptable medical proof of immunization. Forms are available with registration materials or from the Registrar's office. Students who fail to provide the required proof of immunization will **not** be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization forms can be obtained in the Office of the Registrar in various campus locations.

### **ANTI-HAZING REGULATIONS**

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

### **NO-SMOKING POLICY**

The College observes local ordinances regarding cigarette smoking. State law bans smoking in schools and other public places except in designated areas.

### **COMPUTER USE POLICY**

Touro College provides students with a computer user account that allows access to the University's computer system. It is expected that students will use this opportunity responsibly and

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for legitimate purposes, such as obtaining one's class schedule or grade report, logging onto a personal e-mail account, reviewing course syllabi, and accessing the online computerized catalog of the Touro College Library.

Students are not permitted to use another person's user ID or password, circumvent or subvert security measures, use university systems for partisan political purposes, make illegal copies of copyrighted material, or use the e-mail to harass, intimidate, and threaten any member of the College community.

The administration reserves the right to limit, restrict, or remove computing privileges from any student who violates the College's computer policy, local, state, or federal laws, as well as the applicable articles of the College's Code of Conduct contained in this Student Handbook.

## **INTERNET AND E-MAIL POLICY**

The College's Internet and e-mail connections are intended solely for use in conducting the College's business and promoting its educational goals. User's conduct on the Internet and e-mail must conform to the College's Code of Conduct and must be in furtherance of legitimate College business.

Users must not send, retrieve or download messages or information that may be considered offensive, including messages, images, or information that are sexually oriented or that disparage others based on their race, gender, sexual orientation, national origin, age, disability, or religious beliefs. Users must not originate or distribute chain letters via e-mail. Users must not

use the College's Internet and e-mail connections for personal gain or profit. Users' accessing of sites and "chat rooms" that feature pornography, off-color jokes, hate speech, and the like is strictly prohibited.

Violation of this policy may result in termination of Internet and e-mail access and disciplinary action under the College's disciplinary policy.

## **K. CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

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

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the

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U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his/her records, he/she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

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

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

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request

should be addressed.

2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or

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grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. A second exception that permits disclosure without consent is disclosure of directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered directory information at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
- Address
- E-mail address
- Telephone listing
- Date and place of birth
- College
- Major
- Honors and awards
- Photo
- Classification
- Dates of enrollment
- Status
- Degrees conferred
- Dates of conferral
- Graduation distinctions

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

## **AUTHORIZATION FOR DISCLOSURE**

Enrolled students may refuse to permit disclosure of directory information. To do so, written notification must be received by the Registrar prior to September 15 of each academic year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.

## **VII. APPENDICES**

### **APPENDIX A: TOURO COLLEGE MISSION AND GOALS STATEMENT (UPDATED 2013)**

#### **Touro College Mission, Goals and Objectives**

***Revised March 2013***

#### **MISSION STATEMENT**

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate and graduate programs in Jewish studies,

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the liberal arts and sciences, and the professions, including education, law, medicine, pharmacy, the allied health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship, and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" This teaching shapes the core values of the College, which include a commitment to quality education for all; the treatment, with integrity and respect, of all students, faculty, and staff; the role of ethics in the professions; and the building of a responsive and responsible society.

## **GOAL 1**

To transmit and enrich the Jewish heritage and its tradition of intellectual inquiry, as well as to incorporate Jewish studies into programs on the undergraduate, graduate, and professional levels

### **Institutional Objectives**

1. Offer courses and programs in Jewish Studies
2. Encourage research in Jewish history and culture
3. Provide academic and cultural programs to Jewish communities through branch campuses in the United States and abroad

## **GOAL 2**

To promote sensitivity to ethical concerns and social responsibility through both the curriculum and community outreach

### **Institutional Objectives**

1. Offer core curricula that provide a strong ethical foundation for all students
2. Include ethical considerations within the various disciplines and professional offerings within the curriculum
3. Foster programs and activities emphasizing service to society

## **GOAL 3**

To further the career interests and professional aspirations of our students through a broad range of academic programs and related activities

### **Institutional Objectives**

1. Offer programs on the undergraduate level that prepare students for careers as well as further professional studies
2. Sponsor graduate and professional programs to meet the career aspirations of students in the context of changing market conditions
3. Provide advisement, counseling, and career services to our students.

## **GOAL 4**

To advance proficiency in communication, information and technological literacy, analytical skills, and quantitative reasoning

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## **Institutional Objectives**

1. Include General Education proficiencies in the core curricular requirements
2. Encourage the application of these skills in both the undergraduate and graduate curriculum

### **GOAL 5**

To promote and support faculty and student research and scholarship

## **Institutional Objectives**

1. Place greater emphasis on scholarship and research
2. Provide funding to strengthen the research infrastructure
3. Encourage greater opportunities for faculty and student research and collaboration

### **GOAL 6**

To develop and provide educational opportunities to underserved students in diverse communities

## **Institutional Objectives**

1. Provide greater access to higher education through community and neighborhood campus locations
2. Recruit and retain underserved and disadvantaged students
3. Support student learning with resource and tutoring centers

### **GOAL 7**

To maintain Touro as a learner-centered community in consonance with the College mission

## **Institutional Objectives**

1. Provide students with convenient supportive student services throughout the Touro system
2. Train faculty in a variety of instructional approaches to maximize the learning experience
3. Foster a sense of community through the use of internal communication, technology, and other means

### **GOAL 8**

To expand educational opportunities through distance learning and blended programs

## **Institutional Objectives**

1. Promote the use of online technologies in teaching, learning, and in the delivery of services
2. Increase availability of online and blended courses and programs

## **APPENDIX B: GENERAL EDUCATION MISSION, GOALS, AND OBJECTIVES**

### **GENERAL EDUCATION MISSION, GOALS, AND OBJECTIVES**

#### **MISSION**

As a fundamental component of all academic programs, General Education is the foundation supporting student acquisition of skills in communication, analysis, mathematical reasoning, and



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synthesis. General Education provides students with transferrable skills that prepare them to gain knowledge, acquire new competencies, and broaden their perspectives so that they may better adapt to the needs of a changing society.

The learning experiences and assessments provided by our academic programs are built on the General Education goals, which are reflected in the College's core requirements.

## **GOALS AND OBJECTIVES**

### **Goal 1: Students will communicate effectively in writing.**

Objectives: Students will be able to:

- 1.1. demonstrate fluency in a writing process that involves planning, drafting, revising, and editing;
- 1.2. research, organize, and produce texts in a variety of written modes for specific audiences; demonstrate understanding and recognition of plagiarism; apply ethical reasoning in the use of language.

### **Goal 2: Students will develop effective oral communication skills.**

Objectives: Students will be able to:

- 2.1 demonstrate the elements of effective oral communication;
- 2.2 research, organize, and deliver a message to specific audiences;
- 2.3 evaluate the effectiveness and relevance of messages and presentations;
- 2.4 demonstrate understanding and

- recognition of plagiarism;
- 2.5 apply ethical reasoning in the use of language.

### **Goal 3: Students will develop, apply and use mathematical reasoning skills in solving problems.**

Objectives: Students will be able to:

- 3.1 read and comprehend information with mathematical content;
- 3.2 analyze quantitative information;
- 3.3 determine patterns, trends, and relationships from a variety of sources;
- 3.4 solve numeric and word problems using logic and mathematical skills.

### **Goal 4: Students will develop analytical and critical thinking skills.**

Objectives: Students will be able to:

- 4.1 analyze, evaluate, and question information;
- 4.2 formulate and develop relevant responses to problems based on logic and available information.

### **Goal 5: Students will develop necessary literacy required to analyze and implement solutions involving use of the computer.**

Objectives: Students will be able to:

- 5.1 demonstrate computer literacy in academic and professional contexts;
- 5.2 demonstrate understanding of computer technology and application software.

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**Goal 6: Students will develop information literacy necessary to identify, locate, evaluate, communicate, and apply information.**

Objectives: Students will be able to:

- 6.1 determine the extent of information needed;
- 6.2 locate information from books, journals, the Internet, databases, and media;
- 6.3 evaluate and apply appropriate search strategies;
- 6.4 evaluate the quality of sources in terms of reliability, bias, currency, and authority;
- 6.5 access and use information ethically and legally.

**Goal 7: Students will demonstrate an understanding of the scientific method and its application to solve problems and analyze data in at least one discipline in the sciences.**

Objectives: Students will be able to:

- 7.1 demonstrate an understanding of the methods scientists use to explore natural phenomena, such as observation, hypothesis development, experimentation, and evaluation of evidence;
- 7.2 demonstrate the ability to comprehend and analyze scientific literature.

**Goal 8: Students will develop knowledge of culture and history.**

Objectives: Students will be able to:

- 8.1 demonstrate understanding of elements of culture in relation to history, values, politics, communication, economy, or beliefs and practices.

**APPENDIX C: FAILURE TO EDUCATE AND LIABILITY DISCLAIMER**

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

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

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## **APPENDIX D: ARBITRATION OF DISPUTES**

Touro College students, faculty, and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in this Handbook.

Touro College's arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College's current and former students (as well as applicants) related to or arising out of a current, former, or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Handbook. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College's damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes.

A student's acceptance, registration, enrollment, matriculation, and/or continued enrollment and matriculation at Touro College acts as his or her consideration and consent to these terms. Each student agrees that he/she will

pay for their own fees and expenses related to or arising out of the arbitration. Each student acknowledges and understands that by registering and matriculating at Touro College they are clearly, freely, and unambiguously agreeing to exclusively arbitrate any disputed claims that may arise that are not otherwise resolved via Touro College's internal complaint or dispute mechanisms. You agree to waive any right to a trial by jury or to bring an action in court.

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association (AAA) or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies "of whatever nature or kind," whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education

Amendments Act, The Americans With Disabilities Act of 1990, Campus Sex Crimes Prevention Act, as amended, Sections 1981 through 1988 of Title 42 of the United States Code, if applicable, Family Educational Rights and Privacy Act of 1974 (FERPA), if applicable, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state, or local civil law, as well as any other law related to students, not-for-profits, and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

Requests to arbitrate must be filed with the other party and with AAA within one hundred and twenty (120) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within one hundred and twenty (120) calendar days after the claim or Dispute arises, that claim or Dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

The Arbitrator, rather than any court, is the sole venue for any claims regarding the arbitration mechanism. If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate

the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated.

## **APPENDIX E: TOURO CAMPUS LOCATIONS**

### **THE LANDER COLLEGES (as of August 2018)**

#### **Lander College of Arts and Sciences – Flatbush Campus**

1602 Avenue J  
Brooklyn, NY 11230  
(718) 252-7800  
Fax: (718) 253-9455

#### **The Lander College for Women: The Anna Ruth and Mark Hasten School in Manhattan**

227 West 60th Street  
New York, NY 10023  
(212) 287-3500  
Fax: (212) 582-2322

#### **The Lander College for Men**

75-31 150th Street  
Kew Gardens Hills, NY 11367  
(718) 820-4885  
Fax: (718) 820-4838

#### **Touro Year Abroad In Israel Program Office**

11 Rechov Beit Hadfus  
Givat Shaul, Jerusalem 95483  
(02) 651-0090 x3  
(800) 950-4824

[csovesky@touro.edu](mailto:csovesky@touro.edu)

#### **Touro College Los Angeles**

1317 North Crescent Heights  
Boulevard  
West Hollywood, CA 90046  
(323) 822-9700

[tourola@touro.edu](mailto:tourola@touro.edu)

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**INSTITUTE FOR  
PROFESSIONAL  
STUDIES/MACHON  
L'PARNASA**

Women's Entrance  
2002 Ocean Ave (Right Side)  
Brooklyn, NY 11230  
(718) 871-4267  
Fax: (718) 871-4072  
Men's Entrance  
2002 Ocean Ave (Left Side)  
Brooklyn, NY 11230  
(718) 871-4267  
Fax: (718) 871-4072

**NEW YORK SCHOOL OF  
CAREER AND APPLIED  
STUDIES (NYSCAS)\***

**Main Campus – Midtown**  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55429, 55483  
Fax: (212) 627-9144

**Kings Highway Computer Center**  
1726 Kings Highway  
Brooklyn, NY 11229  
(718) 336-6471

**Neptune Avenue Location**  
360 Neptune Avenue  
Brooklyn, NY 11235  
(718) 885-8500  
Fax: (718) 265-6413

**Starrett Administrative and  
Classroom Site**  
1344 Pennsylvania Avenue  
Brooklyn, NY 11239  
(718) 642-6562  
Fax: (718) 642-4783

**Dov Revel Forest Hills**  
71-02 113th Street  
Forest Hills, NY 11375

(718) 520-5107  
Fax: (718) 520-8170

\*This is not a comprehensive listing  
of all the NYSCAS locations.

**SCHOOL FOR LIFELONG  
EDUCATION**

1273 53rd Street  
Brooklyn, NY 11219  
(718) 871-6187  
Fax: (718) 437-1609

**GRADUATE AND  
PROFESSIONAL SCHOOLS**

**Jacob D. Fuchsberg Law Center**  
225 Eastview Drive  
Central Islip, NY 11722  
(631) 761-7000

**Graduate School of Business**  
65 Broadway  
New York, NY 10006  
(212) 742-8700, ext. 2400

**Graduate School of Education\*\***  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55790  
Fax: (212) 462-4889

**School of Social Work**  
320 West 31st Street  
New York, NY 10001  
(212) 463-0400, ext. 55269

**Graduate School of Psychology**  
320 West 31st Street  
New York, NY 10001  
(212) 242-4668, ext. 6007

**Graduate School of Jewish Studies**  
320 West 31st Street  
New York, NY 10001

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**GRADUATE AND  
PROFESSIONAL SCHOOLS  
– HEALTH-RELATED**

**School of Osteopathic Medicine**

2090 Adam Clayton Powell, Jr.  
Boulevard, Suite 603  
New York, NY 10027  
(646) 981-4500

**School of Pharmacy**

2090 Adam Clayton Powell, Jr.  
Boulevard, 5th Floor  
New York, NY 10027  
(212) 851-1192, ext. 2500

**School of Health Sciences –  
Main Campus, Midtown**

320 West 31st Street  
New York, NY 10001  
(212) 463-0400  
Physician Assistant Program:  
ext. 55792

Anita Stone

Occupational Therapy Program: ext.  
55671

Lydia Borgis

Physical Therapy Program: ext. 55606

Selini Cabrera

Fax: (212) 989-2054

**School of Health Sciences –  
Bay Shore Branch Campus**

1700 Union Boulevard  
Bay Shore, NY 11706  
(631) 665-1600  
Fax: (631) 665-6342

**School of Health Sciences –  
Nursing Program**

902 Quentin Road  
Brooklyn, NY 11223  
(718) 236-2661/8674  
Fax: (718) 234-6495

**School of Health Sciences –  
Speech Pathology Program**

902 Quentin Road  
Brooklyn, NY 11223  
(718) 787-1602

**School of Health Sciences - Nassau  
University Medical Center Campus**

2201 Hempstead Turnpike  
East Meadow, NY 11554

\*\*The Graduate Schools offer  
courses at a number of locations in  
the greater New York City area.

**CALIFORNIA LOCATIONS**

**Touro University College of  
Osteopathic Medicine**

310 Johnson Lane  
Mare Island Vallejo, CA 94592  
(707) 638-5200  
Fax: (707) 562-5104

**INTERNATIONAL LOCATIONS**

**Touro College Israel –  
Lander Colleges Undergraduate  
Offerings**

11 Rechov Beit Hadfus  
Givat Shaul, Jerusalem 95483  
(02) 651-0090, ext. 2  
1(800) 950-4824  
[csosevsky@touro.edu](mailto:csosevsky@touro.edu)

**Lander Institute of Jewish Studies,  
Moscow, Russia**

10706 Oleniy Val. 3, bldg. 1  
Moscow, Russia 107076  
(495) 6600770

**Touro College Berlin**

Campus am Rupernhorn  
Am Rupernhorn  
5D-14055 Berlin, Germany  
(49-30) 30 06 86-0

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## **APPENDIX F: HELP HOTLINES**

### **AIDS**

[www.nyaidslines.org](http://www.nyaidslines.org)

New York City Health AIDS

(800) 872-2777

New York State Info

(800) 541-2437

### **ALCOHOL ABUSE**

[www.alcoholism.org](http://www.alcoholism.org)

Alcoholism Council of Greater  
New York

(212) 252-7001

Al-Anon and Alateen

(212) 941-0094

(508) 366-0556

### **CHILD ABUSE**

[www.childhelp.org](http://www.childhelp.org)

National Child Abuse Hotline

(800) 422-4453

Incest Helpline: (212) 227-3000

### **CRISIS INTERVENTION**

American Red Cross

(Disaster Services)

(212) 787-1000

### **DOMESTIC VIOLENCE**

[www.thesafetyzone.org](http://www.thesafetyzone.org)

Violence Intervention Hotline

(800) 621-HOPE (4673)

National Domestic Violence Hotline

(800) 799-SAFE (7233)

[thesafetyzone.org](http://thesafetyzone.org)

### **DRUG ABUSE**

[www.abttc.net](http://www.abttc.net)

Network Hotline for Drug and  
Alcohol Addiction

(800) 559-9503

Alcoholics Anonymous

[www.aa.org](http://www.aa.org)

(877) 515-1255

Narcotics Anonymous Hotline

[www.na.org](http://www.na.org)

(800) 559-9503

Cocaine Anonymous

[www.ca.org](http://www.ca.org)

(310) 559-5833

Marijuana Anonymous

[www.marijuanaanonymous.org](http://www.marijuanaanonymous.org)

(800) 766-6779

### **EATING DISORDERS**

(and Associated Disorders)

National Association of Anorexia

Nervosa & Associated Disorders

(ANAD)

[www.anad.org](http://www.anad.org)

(630) 577-1330

### **GAMBLING**

Gambling Anonymous Hotline

[www.gamblersanonymous.org](http://www.gamblersanonymous.org)

(888) GA-HELPS

### **MEDICAL CENTERS**

Maimonides Medical Center

4802 10th Avenue

Brooklyn, NY 11219

(718) 283-6000

Coney Island Hospital

2601 Ocean Parkway

Brooklyn, NY 11235

(718) 616-3000

New York Methodist Hospital

263 7th Avenue

Brooklyn, NY 11215

(718) 780-3000

Downstate Medical Center

450 Clarkson Avenue

Brooklyn, NY 11203

New York Hospital Cornell Medical  
Center

525 East 68th Street

New York, NY 10065

(212) 746-5454

The Mount Sinai Hospital

1468 Madison Avenue

New York, NY 10029

(212) 241-6500

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Roosevelt Hospital  
1000 10th Avenue  
New York, NY 10019  
(212) 523-4000  
New York Presbyterian Hospital  
622 West 168th Street  
New York, NY 10032  
(212) 305-2500  
Flushing Medical Center  
4500 Parsons Boulevard  
Flushing, New York 11355  
(718) 670-5000

**MENTAL HEALTH  
EMERGENCY RESOURCES**

Bedford-Stuyvesant/Crown Heights  
Interfaith Hospital,  
Psychiatric Emergency  
(718) 604-6565  
Borough Park Area  
Maimonides Community  
Health Center  
(718) 283-7879

**MISSING CHILDREN**

The Hotline for the Center for  
Missing and Exploited Children  
(800) 843-5678  
Child Find of America  
(800) 426-5678  
Parent Help Program  
(800) 716-3468

**RAPE**

Sex Crime Report Line of the New  
York Police Department  
(212) 267-7273  
Victims Assistance Hotline  
(914) 345-9111  
Special Victims Unit, Brooklyn  
(718) 735-0516

**RUNAWAYS**

National Runaway Switchboard  
(800) 786-2929  
Covenant House 9-Line  
(800) 999-9999

Suicide 24-Hour Hotline  
(800) 784-2433  
Learning Disabilities Help Line  
Hotline  
(800) 342-3009  
New York State Child Abuse Hotline  
(800) 342-3720  
New York State Child Abuse and  
Neglect Prevention Information Line  
(800) 342-7472

**POISON CONTROL**

(800) 222-1222

**24-HOUR HOTLINES**

New York City Domestic Violence  
Bilingual Hotline  
(800) 621-HOPE  
Hearing Impaired  
(800) 810-7444  
Safe Horizons  
(212) 577-7777  
Samaritans Crisis Hotline  
(212) 673-3000

**SHELTERS**

**Bronx**

Aegis Battered Women's Program  
(800) 621-HOPE  
Project Oasis Safe Homes  
(800) 621-HOPE  
New Day Shelter  
(718) 617-8762

**Brooklyn**

Park Slope Safe Homes Project  
(718) 499-2151  
Women's Survival Space  
(718) 439-1000  
Family Project  
(718) 443-3928  
Project Oasis Safe Homes  
(800) 621-HOPE  
Women's Safe Start II  
(718) 453-2280



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## **Manhattan**

Safe Horizons

(212) 577-7777

Sanctuary For Families, Inc.

(212) 349-6009

Urban Women's Retreat

(800) 621-HOPE

WomanKind

(212) 360-5090

Toll-free: (888) 888-7702

## **Queens**

Transition Center (kosher facilities)

(718) 520-8045

Allen Women's Resource Center

(212) 577-7777

Project Oasis Safe Homes

(800) 621-HOPE

Women Helping Women

(718) 291-2555

## **Staten Island**

Project Oasis Safe Homes

(800) 621-HOPE

# **APPENDIX G: EMERGENCY PREPAREDNESS POLICY STATEMENT REGARDING TOURO COLLEGE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

This policy statement summarizes Touro College's emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the College community. This policy state-

ment complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

## **EMERGENCY ACTION PLAN**

The College's Department of Emergency Preparedness is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the guidance of the director, the College has developed a comprehensive, all-hazard Emergency Action Plan that outlines steps the College will take to respond to from a full range of likely hazards it may face. A summary of the College's emergency response procedures is located at [touroone.touro.edu](http://touroone.touro.edu) in the Emergency Preparedness section. Included at this web page is detailed information regarding the College's emergency notification policy.

To ensure these plans remain current and actionable, the College will conduct emergency management exercises, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the College will notify the community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures.

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## **EMERGENCY NOTIFICATION SYSTEM**

The College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, the College has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

### *Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:*

The Department of Campus Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Emergency Coordinator, Emergency Evacuation Coordinators, and Campus Security, or upon discovery during security patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Department of Campus Security or the Department of Emergency Preparedness to issue an emergency notification.

The College's authorized representatives, including supervisors in the Department of Campus Security and the Department of Emergency Preparedness

will immediately initiate all or some portions of the College's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the campus community or applicable segment of the community.

### *Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:*

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, the College will also post applicable messages about the dangerous condition on its homepage to ensure the rest of the campus is aware of the situation, and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire

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campus, College officials will distribute the notification to the entire campus community.

*Determining the Contents of the Emergency Notification:*

The office responsible for issuing the emergency notification, the Department of Emergency Preparedness, will, with the assistance of campus and local first responders, determine the content of the notification. The College has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the alert) will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbors' safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated assembly area." "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."

The second message is intended to

**Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. PSE&G are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the University homepage for additional information or dial xxx-xxxx."

Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure the community that the College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will develop and send the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

*Procedures Used to Notify the Campus Community*

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated during the event for emer-

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gency notification to all or a segment of campus community. These methods of communication include the mass notification system TCAAlert, the College's email system, campus PA system in buildings with PA capability, and/or emergency messages that scroll across computer screens. The College will post updates during a critical incident on the homepage. Individuals may also call the University's emergency information line [(212) 463-0400; select Option 4] for a pre-recorded message about the emergency situation. If the situation warrants, the College will establish a telephone call-in center staffed by College personnel who are trained to communicate with the campus community during an emergency situation.

*Procedures Used to Notify the Larger Community:*

If the College activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at the College are responsible for notifying the larger community about the situation, and steps the College has taken to address the emergency. Primarily, the Department of Communications (a unit of College Public Relations) is responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms, and for maintaining communications with national, regional, and local news and radio outlets.

**EMERGENCY COMMUNICATIONS**

TCAAlert is Touro College's mass notification system that provides an easy and effective way to send text, email, and voice

messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Once the nature and severity of an incident is determined, the College's Emergency Manager is notified and authorized to begin the notification process. Each category has a different notification tree, with Category 3 and Category 4 requiring notification to the College community. The type of message and content of notification is based upon emergency templates which are part of the College's Crisis Communication Plan. The College tests the system twice each semester to ensure timely notification of critical events. TCAAlerts provide real-time updates, instructions on where to go, what to do (or not to do), who to contact and other essential information.

In the event of an emergency, the College relies on several additional modes of communication for disseminating information.

**UNIVERSITY SYSTEM GROUP E-MAIL**

E-mail messages are sent to all Touro e-mail accounts and provide students, faculty, and staff with information and updates regarding potential threats to the safety and security of the campus community. The message directs individuals to the main Touro website for additional information and instructions. The College's Office of Instructional and Information Technology Services manages the data and updates for the mass e-mail notifications.

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## **TOURO WEBSITES**

The College community can check the main Touro website, [www.touro.edu](http://www.touro.edu), for notification and updates regarding emergency situations. This mode has been used extensively to advise of cancellation of classes, school closings, and weather-related emergencies.

## **UNIVERSITY SYSTEM EMERGENCY INFORMATION LINE: (212) 463-0400, OPTION 4.**

Students, faculty, and staff members may call the Main Campus phone number for information about campus emergencies and closures.

## **LOCAL NEWS MEDIA**

Since much of the College community commutes on a regular basis, broadcast media is relied upon to notify students, faculty, and staff of emergencies before or during their commutes. The Office of the Executive Vice President and University Ombudsman authorizes press releases to disseminate necessary information.

## **TELEPHONE TREES**

As part of the College's emergency communications plan, each supervisor and department manager is responsible for collecting personal contact information for the employees in their department to be used in a department telephone tree. A telephone tree is a prearranged, pyramid-shaped system for notifying a group of people by telephone. Telephone trees will be used in the event of an emergency that is localized to a particular site, as opposed to one that affects the College community as a whole.

## **APPENDIX H: PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY**

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

The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The CAI Officer and the Appeals Dean cannot be the same individual.

## **REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING**

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the Chair of the relevant department. The Chair will

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consult with the faculty member, and if a violation is identified the faculty member will inform the student. The Chair will also report all violations in writing (using the *Academic Integrity Violation Reporting Form, Revised Sept. 15, 2016*) to the CAI Officer. No permanent grade may be entered onto the student's record for the course in question before the issue is resolved.

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

### **RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS**

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

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

### **INFORMAL RESOLUTION**

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

The outcome of the informal resolution should be reported in writing by the department Chair to the CAI Officer, who will maintain the record for the duration of the student's academic career.

The informal resolution process is not available to individuals who have been previously reported.

### **FORMAL RESOLUTION**

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the department Chair or the CAI Officer, then the matter shall be submitted for formal resolution.

The Touro College and University

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System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

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

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which will be sent both by e-mail and mail, will be given at least two business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot, for

good cause, be present at the appointed time. Any postponement may not extend beyond a three-month period.

- The reported student and the person who reported the student will be afforded the following opportunities:
  - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
  - To present fully all aspects of the issue before the Committee.
- Committee Hearings will proceed under the following guidelines:
  - All Committee hearings and meetings are closed to the public.
  - The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
  - The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
  - The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
  - All decisions shall be made by majority vote.

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- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.

The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.

- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.

- All information supporting the charges made against a student shall be presented first.

Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.

- The student, his/her accuser, the Committee, and/or Touro College

and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.



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## **APPEAL PROCESS**

- Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
  - The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
  - The Appeals Dean may request to meet with the student.
  - After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
  - The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.
- A copy of the Appeals Dean's final

decision will be transmitted to the CAI Officer and the department Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

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

The CAO may conduct interviews and review materials, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

## **STATUS OF STUDENT PENDING ACTION**

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet-undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the

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student. If the student is dismissed, the funds will be returned to the proper agency or lender.

### **RECORDKEEPING**

The CAI Officer of each school will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the CAI Officer will submit data on academic integrity violations to the TCUS Academic Integrity Council.

Such records shall be kept in accordance with the Record Retention Policy as it relates to student records.

A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System.

### **SANCTIONS**

The following sanctions may be imposed for violation of this Policy. Sanctions of one class may be accompanied by sanctions of a lesser or greater class. Except in the case of a student's expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct.

#### **CLASS A SANCTIONS:**

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

#### **CLASS B SANCTIONS:**

- Suspension (up to twenty-four months)

- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro College and University System
- Indication of 'disciplinary action for academic integrity violation' on the permanent transcript

#### **CLASS C SANCTIONS:**

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program's rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment

Repeat offenders may be subject to more stringent sanctions.