



Pathologists' Assistant Program Handbook

Touro University

Pathologists' Assistant Program

230 West 125th Street, 5th Floor

New York, NY 10027

Telephone: (212) 851-1199

<https://tourocom.touro.edu/pathologists-assistant/>

Last Updated April 2024.

ACCREDITATION

Touro University (formerly Touro College) was chartered by the Board of Regents of the State of New York in June 1970.

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 N. Orange Street, 4th Floor, MB #166 Wilmington DE, 19801 (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses, locations, and sites in Florida, Illinois, Montana, Berlin, Jerusalem, and Moscow. For additional information, visit [Middle States Accreditation](#).

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of Touro University, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within Touro University, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of Touro University. HTC is accredited by the Higher Learning Commission (HLC).

The Touro College of Osteopathic Medicine (TouroCOM) is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA), 142 East Ontario Street, Chicago, IL 60611 (Tel: 312-202-8124).

The Touro University PathA Program is following the accreditation schedule of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Touro received approval of the Preliminary Report in June 2021. The Program is submitting the Self-Study in May 2024; and, if approved, results in the program receiving “Serious Applicant Status” with the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; Phone: (773) 714-8880).

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state, or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

IMPORTANT NOTICE

This Handbook 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 Handbook 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 Handbook 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 Handbook 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 Handbook 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 email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

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/or 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 Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms 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 Handbook, which is not resolved through Touro's internal mechanism, shall next be submitted to non- binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

GENERAL DISCLAIMER

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff, and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19 Related Clinical Procedures

The Program has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such a situation occurs, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

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Touro University Mission Statement

Touro University is an independent institution of higher education under Jewish auspices, established to promote 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, graduate, and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a university where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the university are based on two fundamental components, 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?" These values mirror Touro's commitment to quality education as well as integrity, inclusivity, equity, and respect for all members of the Touro Community.

The following goals support Touro's Mission:

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the University's academic offerings
2. To promote inclusivity, ethical behavior, and social responsibility through the curriculum and community outreach
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches
4. To advance faculty and student research and scholarship
5. To promote educational opportunities and access, focused on the student experience and student success

Pathologists' Assistant Program Mission Statement

The mission of the Touro University Pathologists' Assistant program is to educate and train students to become highly competent allied health professionals who provide professional surgical pathology, autopsy pathology, and forensic pathology services in collaboration with and under the guidance of a board-certified pathologist.

Upon completion of the program, the graduating students will have necessary knowledge and skills to pass the certification examination by the American Society for Clinical Pathology and to work as qualified pathologists' assistants in hospitals and pathology laboratories.

The proposed program is designed to immerse students in the biomedical curriculum during the first year in order to prepare them for a second year of clinical rotations in pathology laboratories and departments of major hospitals and medical centers in the tristate area.

Program Goals

The goals of the program are:

- To offer a program for pathologists' assistants which meets the academic standards of Touro University.
- To provide a program that will give the graduates a solid academic and practical foundation of knowledge for a variety of healthcare settings in surgical and autopsy services.
- To provide an educational background to enable graduates to assume supervisory and teaching roles in the laboratory.

Program Overview

The Pathologist Assistant Master of Science Program has been carefully designed for students who have the strong ambition to become pathologist assistant. The program is intended to immerse students in the basic sciences biomedical curriculum and in the practical curriculum leading to licensure of Pathologists' Assistant. All courses are offered at the Touro University – Harlem campus in lecture workshop and laboratory venues. Basic Sciences courses include Anatomy (Cadaver Prosection Demonstration), Biochemistry, Embryology, Genetics, Histology, Immunology, Microbiology, Neuroanatomy and Physiology. Pathology and Pathology Laboratory courses include General and Systemic Pathology, Histology, Practical Autopsy and Surgical Pathology, Histotechnology and Laboratory Management. Faculty encourage students to research their full potential as they learn to focus on clearly attainable objectives in each course. Student performance will be closely followed with frequent evaluations and opportunities for faculty-driven feedback throughout each term. The program is seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Program Outcomes

Graduates of the program will achieve program level outcomes that describe the competencies, skill and knowledge gained at completion of a two-year curriculum:

- Demonstrate the ability to accession, describe gross anatomic feature, photographically document important findings, and dissect human tissue surgical specimens and to prepare specimens for further histological processing
- Demonstrate the ability to properly triage biopsy, surgical and resection specimens and to prepare intraoperative frozen sections
- Demonstrate knowledge of protocols and procedures associated with autopsy including proper authorization, analyzing charts and medical records, synthesize clinical pathologic correlations and preparing protocol for special dissections and sampling
- Demonstrate the ability to perform postmortem examination including in-situ organ inspection, dissection and evisceration, sampling tissues for microscopic examination, photographic documentation and drafting of provisional anatomic diagnosis.
- Demonstrate the laboratory skills including proper maintenance of equipment, maintaining the supplies, management of compliance and regulatory issues and biosafety and infection control
- Demonstrate the ability to perform administrative and budgetary duties and performing coding and billing
- Demonstrate understanding of educational theories and be able to teach medical students, residents, and fellows using a variety of teaching techniques
- Demonstrate the ability to effectively communicate and collaborate with other health care professionals and communicate complex anatomic pathology information effectively in written, verbal, and photographic forms

Learning Experiences

Learning experiences include several instructional methods that are used in semesters one through four and the practical hands-on experience learning during the clinical rotations at the affiliated sites during semesters five and six. Instructional methods include live lectures and seminars delivered by our faculty, prerecorded full-length lectures recorded by our faculty, primers or short prerecorded videos, virtual microscopic and gross slide review and analysis, lectures delivered by guest lecturers, group discussions, case studies, independent study, reading assignments, SimLab simulated dissections and dictations, and clicker labs. A practical clinical experience includes full-immersion participation in routine work of anatomic and autopsy pathology activities of an active pathology service laboratory.

Academic Calendar

For the current and complete academic calendar: <https://tourocom.touro.edu/do/academic-calendar/>

Program Schedule

Year 1 — Fall Semester		
Courses	Course Number	Credits
Medical Biochemistry	PATN 500	4
Histology and Cell Biology	PATN 510	5
Biomedical Terminology	PATN 515	1
Law and Ethics in Medicine	PATN 526	1
Clinical Anatomy and Embryology I	PATN 530	7
Physiology	PATN 550	4

Year 1 — Spring Semester		
Courses	Course Number	Credits
Medical Genetics	PATN 501	3
Neuroanatomy	PATN 520	2
Introduction to General Pathology	PATN 523	3
Histotechnology and Medical Imaging	PATN 525	4
Microbiology and Immunology	PATN 532	6
Clinical Anatomy and Embryology II	PATN 535	3

Year 1 – Summer Semester		
Courses	Course Number	Credits
General and Systemic Pathology I	PATN 560	7
Practical Pathology I	PATN 563	7
Laboratory Management	PATN 565	2

Year 2 – Fall Semester		
Courses	Course Number	Credits
General and Systemic Pathology II	PATN 571	3
Practical Pathology II	PATN 573	4
Clinical Rotations 1, 2, 3	PATN 575, PATN 576, PATN 577	12 total 4 each

Year 2 – Spring Semester		
Courses	Course Number	Credits
Clinical Rotations 4, 5, 6, 7	PATN 583, PATN 584, PATN 585, PATN 586	16 total 4 each

Year 2 – Summer Semester		
Courses	Course Number	Credits
Clinical Rotations 8, 9, 10	PATN 587, PATN 588, PATN 589	12 total 4 each

- If a student's absences have significantly impaired their ability to reasonably meet the educational objectives of the rotation, then remedial work (which may include a partial or complete repeat of the rotation) may be assigned.
- Absences that may not rise to the level of necessitating a repeat of the rotation may still negatively affect their clinical evaluation and/or their grade.

Credit Load and Contact Hours

The standard unit for measuring a student's course of study is the "semester hour." For classroom courses, one semester hour is equal to one academic hour (50 minutes) per week of classroom or direct faculty instruction and homework and assignments (estimated as two hours of out-of-class work) over a fifteen-week semester, or the equivalent amount of work distributed over a different amount of time. University-level lecture courses are normally assigned one credit per semester hour.

Every 15 hours of classroom, faculty instruction, or equivalent amount of work for a semester equals 1 credit hour for the class. Equivalent work includes, but is not limited to, internships, exams, video lectures, or outside academic work as prescribed by the course director.

Four credit hours are awarded for each month of rotation at a program-certified rotation site.

Course Descriptions

Refer to the College Catalog, which is available at the following link: <http://tourocom.touro.edu/students/>

Please note that courses are subject to change.

Grading

At the end of each course a grade for each student is submitted by the faculty responsible for the instruction. A student's final letter grade in a course is assigned based upon the distribution of scores in the class. The cut off for each grade is calculated according to the scale identified in the catalog, where "Mean" refers to the mean course raw score on the campus and "SD" refers to standard deviation above or below the mean. Refer to the TouroCOM Catalog for Grade Definitions.

Student Work Policy

Due to the formidable challenge the PathA program presents both in the didactic and clinical years, we highly recommend students not work while enrolled in the PathA program. The success of each candidate is often directly related to their ability to focus solely on their commitment to their studies. Students are prohibited from teaching and performing clerical or administrative duties for the program or clinical affiliates.

Degree Awarded

The Master of Science degree in Pathologists' Assistant is conferred upon those who have fulfilled all program requirements, which include completion of the curriculum, a final cumulative GPA of at least a 3.0, and a passing grade on the Comprehensive Examination.

Student Administrative Services

Office of Admissions

Prior to first-year registration, official transcripts from all colleges and universities that the student has attended previously, including a final transcript, must be submitted to the Admissions Office. Students are expected to have completed and have certified, by their matriculation, that they have fulfilled all prerequisites for admission to the program. If later a deficiency is discovered, the student may be terminated from the program. In addition, a criminal background check is required. (Note: Students are responsible for accuracy and thoroughness regarding the information provided in a criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such requests **may be cause to revoke the offer of admission or, if found later, be grounds for immediate dismissal with all tuition and fees forfeited.**)

Harlem Campus
Office of Admissions
230 West 125th Street, Rm 434-436
New York, NY 10027
(212) 851-1199 Ext. 42588 or 42589

Office of the Registrar

The Office of the Registrar supports teaching and learning at Touro by maintaining and acting as the custodian of students' academic records, coordinating the registration process, and providing the following services:

- Processes "Change of Name," "Leave of Absence," and other official forms.
- Processes transfer credit requests.
- Verifies enrollment status for certification or other purposes.
- Manages matters pertaining to veterans.
- Addresses all matters related to student visas.
- Verifies fulfillment of academic graduation requirements.
- Prepares official transcripts.
- Issues diplomas upon graduation.

Offices of the Registrar for the Touro Harlem Campus is located at 230 West 125th Street, Suite 432 & 433, New York, NY 10027. The office is open to students five days a week: Mondays through Thursdays from 9:00 am to 5:30 pm, and Fridays from 9:00 to 2:00 pm, unless otherwise posted.

To contact the Office of the Registrar, please visit: <https://tourocom.touro.edu/do/registrar/>.

TouroOne Portal

Touro University's *TouroOne* portal, <https://touroone.touro.edu/>, enables students to do the following:

- Search current course offerings
- Register for courses (only in programs which allow online registration)
- View and print class schedules
- View grades
- Check for any holds on their accounts
- Check financial aid status
- Download financial aid forms
- Access TouchNet® for online e-bills, tuition payments, enroll in payment plan, and sign up for e-refunds.
- Print unofficial transcripts

- Order official transcripts
- Access their Touro email accounts
- Access the Canvas learning management system

Permanent Address

Each student has the responsibility to provide the Office of the Registrar with their permanent address and telephone number. Students also are expected to furnish the Registrar with their local address and a contact telephone, cell number, and email address (in addition to the student’s email account provided by the school) while matriculated in the program. Any change of address or telephone number must be updated through the TouroOne portal.

Change of Name

The University will adjust its records appropriately if a student legally changes their name. A student who has a legal change of name must submit, to the Registrar, the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student’s legal name. NOTE: The name that appears on all financial aid paperwork (e.g., Social Security card) must match the new name as well.

Registration

All students are registered automatically via block registration (by the Registrar) for the preselected courses that correspond to their academic program. Students assume all responsibility for paying tuition and fees incurred via this registration process.

It is the student’s responsibility to inform the Office of the Registrar of their enrollment that might affect registration by the established deadlines to avoid tuition and fee obligations incurred via block registration. Changes in registration that result in an adjustment to tuition and fee charges will be processed according to the established and published policies.

To contact the [Office of the Registrar](#):

Harlem Campus
 Office of the Registrar
 230 West 125th Street, Rm 432 & 433
 New York, NY 10027
 (212) 851-1199 Ext. 42587 or 42568

Office of Financial Aid

This office is responsible for the processing and packaging of Federal, State, City and Touro Grants and loan applications. 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.

To contact the [Office of Financial Aid](#):

Harlem Campus
 Office of Financial Aid
 230 West 125th Street, Rm 430 & 431
 New York, NY 10027
 (212) 851-1199 Ext. 42593 or 42586
financialaid.tourocom@touro.edu

In keeping with its policy of awarding financial aid on the basis of need and financial eligibility, Touro provides assistance to accepted students who, without such help, would be unable to pursue their education. Financial aid comes from federal, state, institutional, and private sources. Students must be matriculated, enrolled at least half time, and making satisfactory academic progress as defined within their academic program and current federal regulations. Half-time for all programs, including the summer session is defined as a minimum of six (6) credits. Therefore, in order to receive federal (and most private) loans, all students must take six (6) credits in any session, including the summer.

For further information about financial aid opportunities, refer to the [College Catalog](#) or contact the Office of Financial Aid.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) requires that students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work toward a degree in order for them to qualify to receive financial assistance through all Touro University (Touro) eligible Title IV federal financial aid programs. Conformance to Touro's SAP policy ensures that students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

This SAP policy applies to all Touro students including undergraduate, graduate, and professional students. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined by Touro, other state or Federal benefit programs (i.e., NYS Tuition Assistance Program), or individual program requirements. However, these standards are intended to be at least as rigorous as Touro's academic policies.

The complete Touro University Satisfactory Academic Progress policy can be found online at <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

Office of the Bursar

The Office of the Bursar, as part of Student Services, is responsible for maintaining all students' tuition accounts and the University's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Important Facts

Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding tuition and fees to the University. Students will not be allowed to register with a prior balance. Participation in our program can be delayed, suspended, or terminated due to a failure to meet deadlines or pay tuition and fees when due.

Late fees at \$100 per month will begin 30 days after the end of the add/drop period until paid in full or enrolled in a payment plan.

Diploma requests will not be processed for students who have account balances, including delinquent fines, e.g., library overdue fines.

Payment Information

Payment of tuition and fees is due in full 10 days before the start of the term or enroll in a payment plan.

You will not be sent a bill! Access your account activity, make a payment, enroll in a payment plan, and direct deposit through TouchNet, our online payment portal. See instructions below.

Payment methods accepted through TouchNet include all major credit cards or by E-Check. Please be advised that payments made online by credit or debit card will be charged a 2.95% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path. Students can **avoid this fee** by simply choosing to pay with our electronic check (**E-check**) option. To pay by E-check, log into your online student account, select electronic check for your method of payment and provide your bank routing number and account number.

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The University takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

To make a tuition payment, students should log in to the TouroOne portal <https://touroone.touro.edu/>, using their portal credentials. (Follow the Account Management steps below, if necessary.)

- Select the “Financial Services” tab on the top of the home page. Select “TouchNet” in the Student Accounts box.
- Select “My Account.”
- Select Applicable Terms and Verify Amount.
- Select Date and Continue. Select Payment Method.
- Enter your credit card information or your checking or savings account information and Select “Continue.”
- Review payment and click “Schedule Payment.”
- A message will be sent that states “Thank you, you have successfully scheduled your payment(s) for MM/DD/YY.”

For questions or issues with access, please contact the TouroOne Helpdesk at help@touro.edu.

If you are an Authorized User (other than the student) log in here:
https://secure.touchnet.net/C21513_tsa/web/login.jsp

The bank account holder must have knowledge and authorize this transaction. To authorize a third party, such as a parent or spouse, to access the student’s *TouchNet* account and make a payment on their behalf, select "Authorize Payers," then select "Add New." Enter the authorized payer's name and email address, then create a username and password. The authorized payer will receive the *TouchNet* link and their personal username and login information via email.

Any student wishing to receive Financial Aid to help pay tuition and fees must submit a Free Application for Federal Student Aid (FAFSA®) with completed financial requirements in a timely manner. The Financial Aid office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. Your approved and disbursed Federal Direct Loan(s) will be applied to your financial obligations. Early filing is suggested to assure sufficient time for processing and to allow for the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if this deadline is not met.

Student Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your *TouchNet* account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student’s bank account of choice.

We **strongly recommend** that students enroll in the Direct Deposit option, which allows you to receive your refund faster via electronic deposit to the bank account of your choice. To sign up, access your student account via *TouchNet*. Select “Refund” and follow the instructions.

Please ensure that you update your account information. The University is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

If you apply for Federal Direct Loans, you will be notified via email of the date your loan funds have been received and credited to your student account. If you wish to cancel all or a portion of your loan, please return the notification to the Financial Aid Office within 14 days.

Students are responsible for their financial obligations. In the event of a dropped course, filing leave of absence or withdrawal, students should refer to the withdrawal policy section of the handbook for the tuition refund schedule, as it pertains to the financial liability for withdrawal of term.

To contact the Office of the Bursar:

Harlem Campus
Office of the Bursar
230 West 125th Street, Rm 490
New York, NY 10027
(212) 851-1199 Ext. 42591
tourocom-bursar@touro.edu

Student in Good Standing

A student is in good standing when all obligations to the school have been met in the Admissions, Registrar, Bursar, Financial Aid, and Academic Departments during the course of study. In any and all cases, noncompliance in any of the aforementioned departments, academically or behaviorally, may result in disciplinary action, including being placed on provisional academic status or dismissal.

Student Health

Student Health Services

For emergency service, call 911.

Student health services are available through:

Harlem Campus

TouroCOM Family Health Center
2257 Adam Clayton Powell Blvd (7th Ave. @ 133rd St.)
New York, NY 10027
(212) 281-5252

Hours:

Monday - Friday, 9 am - 5 pm
Saturday, 9 am - 3 pm
Sunday, Closed

If a student becomes injured or ill while in class or at Touro and needs assistance in obtaining care, they should notify their instructor or staff person that they are injured or ill and need assistance. If no one is available, the student should notify the Program Director or Education/Clinical Coordinator. If the injury or illness requires emergency care, the student should call 911 or proceed to an emergency room.

Medical Records

Information provided by students at matriculation (e.g., immunization records) is collected and retained by Touro. Additional medical records are required for credentialing prior to serving on student rotation assignments. Nothing contained herein shall affect the provider's right to impose its own requirements for immunization and other tests, as a condition to entry into its clinical rotation program. Medical records are maintained separately from the student's other files. Contact the Office of the Dean for information relating to medical records. Such files may be released to students.

Immunization Requirements

In accordance with New York State Department of Health regulations, Touro requires that all incoming students and students preparing to begin clinical rotations submit documented proof of immunizations. For didactic classes, students are required to submit immunization records for measles, mumps, and rubella (MMR) and meningitis prior to matriculation. For clinical rotations, students are required to submit immunization records for diphtheria/tetanus, polio, and hepatitis B. Touro is required by law to keep student immunization documentation on file and where dictated by law, immunity by titer. No student will be permitted to begin and attend classes or clinical rotations if they have not provided satisfactory proof of required immunizations as required by the provider (i.e., clinical rotation site) or otherwise.

Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at: [Immunization Form](#)

Evidence and results of tuberculosis screening will be required before serving clinical rotations as required by the provider or as required by law. In addition, students may be required to submit proof of additional immunizations as required by the clinical rotation sites.

Students with Disabilities

Touro University ("Touro" or the "University") 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.

Touro University is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. The University 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. Touro students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinators for TouroCOM, the Dean of Student Affairs: Nadege Dady, Nadege.Dady@touro.edu

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator 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.

Students seeking reasonable accommodations must:

- 1) Complete the [Application for Accommodations & Services](#).
- 2) Provide documentation as described in the [Guide to Documentation Requirements](#).
- 3) 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 Dean for Student Affairs 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 the Office of Student Disabilities Services Coordinators for TouroCOM, the Dean of Student Affairs, Nadege Dady, Nadege.Dady@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 University.
- 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 University and programmatic qualifications, 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 accommodations.
- 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 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 they have been discriminated against on the basis of their disability or disability status, the student has the right to file a complaint through the grievance or student complaint mechanisms stated in the

College Catalog or Student Handbook. A student can follow a similar procedure to appeal the University's response to a request for reasonable accommodations.

For more information and a copy of the Office of Student Disability Services Handbook, please visit <https://www.touro.edu/departments/student-handicap-services/>

Student Counseling

Academic Counseling

Students seeking advising for campus-life issues, the academic program, or the administrative requirements of attending the school can be obtained through the Dean of Student Affairs, Directors of Financial Aid, Registrar, Bursar, PathA Program Administration, or faculty member. Faculty and administration are involved intimately in providing an array of support services to our students which include, but are not limited to, professional counseling, guidance, and advisement. Course directors provide support through review sessions of course materials and in-person advisement. PathA Program Administration meets regularly with students to discuss any topics of concern from students and to determine ways to address any challenges. Collectively, the entire system works together to communicate with students as early and often as possible in support of each student's academic progress.

Behavioral Health — Counseling and Wellness

Students who desire advice or counseling about time management, stress, anxiety, burnout, fatigue mitigation, and mental health needs are personally responsible to seek help. Counseling and Wellness services as well as how to contact the counselor are introduced to all students during orientation. Counseling services are also published on the school's website and via paper-based flyers posted around campus. All counseling or therapy sessions with the school counselor or social worker are private, confidential, and free.

For emergency situations call 911. For additional information about all of the wellness services available, please visit [Health & Wellness | Touro College of Osteopathic Medicine | Touro University](#).

Student Assistance Program (SAP) – Health Advocate

In addition, Touro University offers a free Student Assistance Program that provides all Touro University students, wherever located, with free 24/7/365 mental health services, including a crisis hotline; up to three sessions of confidential telephone, video, or in-person counseling per issue per year; and referrals to community mental health care providers.

Phone: 1-855-384-1800

Email: info@HealthAdvocate.com

Web: <https://members.healthadvocate.com>

New Student Orientation

Orientation programs are planned each year by the Office of Student Affairs to welcome and facilitate the integration of new students into Touro. In conjunction with the orientation programs, students register, receive financial aid information, and learn about university services available on campus. In addition, students are provided with opportunities to interact socially with peers and to meet faculty, administration, and staff members to develop a sense of community. Students also are made aware of the rules, policies, and procedures of the university; *however*, each student is expected to become familiar with them as stated above. Attendance during Student Orientation is mandatory for first-year students.

Student Photo Identification Badges

The Office of Student Affairs arranges for the issuance of student photo identification (ID) badges to new students during orientation or the first week of classes. This badge must be shown to security personnel to gain entrance to the university building and must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that is readily visible. Failure to wear and/or properly display the student ID badge may result in a member of the security staff asking the student to leave the building, denying the student admission to the building, or referring the student to the Dean of Student Affairs for appropriate action. If a student ID badge is lost or stolen, the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

Campus Visitors

Nonstudents are not allowed to attend any didactic or laboratory sessions without the permission of the PathA Program Administration and the faculty member presenting the class. Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor's pass, which may be obtained from the Office of Student Affairs. No visitors are permitted in the anatomy lab without the permission of the Anatomy Faculty or PathA Program Administration.

Student Email Accounts

All students are issued a Touro email account by accessing the TouroOne portal. This email address will be the address used after matriculation for all official communications with the student. It is the account required for communications with administration, faculty, and staff. The student is required to check their university email frequently and to report any technological problems regarding this account to the IT department. Official communications may be sent via email, which shall be deemed accepted and received by the student.

Personal Property

Students are responsible for their personal property while matriculated at Touro. Lockers are provided at no cost. Each student may select one locker that is to be registered with the Office of Student Affairs. In addition, a bicycle room is available. Students are responsible for their personal property in the lockers and the bicycle room at all times, and must provide their own locks. Please note that the lockers themselves, like all other school assets, are university property and therefore no privacy interest in favor of the student is created. The student assumes all risk of property damage to and/or loss of items stored in the lockers and bicycle room, and Touro shall have no liability in connection therewith.

Lost and Found

Lost and found items are held in the faculty suite on the fourth floor at the Harlem campus. Lost and Found services are available during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified. Students are personally responsible for the safekeeping of their personal property and absolutely no bailment is created in the students' favor.

Library

[Sheldon L. Sirota DO Memorial Library](#)

The Harlem campus library has over 80,000 e-books and e-journals, countless digital resources, computer workstations, and plenty of room to settle in for a long day of study. Located on the 3rd floor at 230 West 125th Street, the Sheldon L. Sirota DO Memorial Library will prove an invaluable asset to your education. The TouroCOM Library is connected to the larger Touro University online library system. This is the gateway to 1000's

of online journals and science and texts provided to students. In addition, the library has a reservation and circulation desk that hold copies of all required and suggested course texts. The library also maintains an extensive collection of hard cover texts and course review texts available to all TouroCOM students, as well as an online document/book borrowing system for those resources that are not immediately available. Housed within the library are desktop computers, photocopy facility, scanner and poster printer for student use. There is also seating for over 45 students to utilize this space for study purposes. The library is staffed by two full-time employees, a Library Director and Assistant who regularly provide large/small group and individual training to the students on how to take advantage of the library resources. They also provide training on how to use online document search engines such as Pubmed.gov. To contact the Sheldon L. Sirota DO Memorial Library, call (646) 981-4532 or send an email to sirota.library@touro.edu.

Touro University – Library System

The Harlem Campus library is one member of the Touro University Library System. There are 11 university libraries, 11 in New York (three in Manhattan, six in Brooklyn, two in Queens, and one in Suffolk County). The libraries are led by 22 professionals with Master’s degrees from institutions accredited by the American Library Association who are supported by a skilled support staff of 18 who hold Bachelor’s degrees. The library’s Technical and Electronic Services Department is managed by the Associate Director of Libraries. The staff consists of an Archivist, a Cataloger, a Systems Manager, a Systems Assistant, and an Archivist Assistant. The Assistant Director of Libraries for Public Services directs overall operating procedures of division libraries, manages library collection, delivery of its services and programs, and daily maintenance operations. The Library Information Literacy Director manages a staff of 2 professional librarians, the Scholarly Communications Librarian and the OER (Open Educational Resources) Librarian.

Hours of operation at all libraries are scheduled to permit ample instruction, research advice, and reference assistance that promote information seeking and evaluation skills as an integrated part of the university experience.

The Library provides the TU community with the scholarly resources and services that best fit the user’s needs. We have improved web discovery services for the Libraries’ scholarly content with the inclusion of Touro Scholar. Touro Scholar is an online archive designed to showcase the scholarship coming out of Touro University. It features the ability to download articles, data, or other materials, and it offers usage statistics for all hosted work. All content is fully discoverable with search engines such as Google. Touro Scholar provides open access to full-text of its contents and the ability to include additional types of materials. This increases and encourages idea-sharing and collaboration of a world-wide scale.

Access to the libraries’ print, audio-visual, and electronic collections is provided via a virtual library that has been developed to meet the needs of a diverse student body including distance learners and to tap the wealth of quality Web-based resources. Off campus access is essential at extension sites and working graduate students who often must conduct research from home. Access to library electronic resources is provided to Touro University students via a remote access account using a username and password <https://accounts.tourolib.org/>.

The virtual Library provides Libguides in all subject areas. Access is available at an “Ask the Librarian” option that makes available research advice and answers questions via email within 48 hours, “CHAT” that delivers instant messaging for reference questions.

In addition to intra-library resource sharing the Library has a ready access to the wealth of material available through interlibrary loan via OCLC (Online Computer Library Center) and LVIS (Libraries Very Interested in Sharing).

Academic Records

Student academic records are maintained by the Office of the Registrar and include a listing of all courses taken, grades received, and calculation of the student's semesterly and cumulative GPA. Students may access and inspect their records in accordance with the University's FERPA policy (see above). Students have a right to inspect, but not copy, their education records. Pursuant to FERPA, student academic records, including but not limited to their evaluations, grades, and transcripts, may be released upon student consent, pursuant to subpoena or court order, or upon the request of a regulatory and/or accrediting agency.

Transcripts

Ordering official transcripts

1. To order an official transcript via TouroOne, click "Academic" from the left side navigation menu. In the Official Transcript portlet, click "Order Official Transcript." Alternatively, you can go directly to www.touro.edu/getmytranscript.
2. Students will be automatically prompted to register an account or to log into an existing account.
3. Students will need to enter either an electronic destination or physical shipping address.
4. For electronic transcripts student will need to select the program that they graduated from or attended. If you graduated from or attended multiple programs, you will need to place a separate electronic transcript order for each program.
5. For students waiting for a degree or grade(s) to be posted, there will be hold options to select at checkout. The order will not be processed until degree is awarded or grade(s) are posted.
2. Once an order is placed students will receive a confirmation email and order number. Students will also receive email once the order is processed and/or shipped.

Processing

Electronic transcript orders will process and deliver to the recipient once order information is confirmed; in most cases this is automatic. If additional information is needed, the transcript unit will reach out to you. This may delay processing times. Paper transcript orders are processed and shipped in 5-7 business days.

Transcript Fees

- Electronic transcript \$5
- Official paper transcript \$10 per copy

Shipping Fees

- USPS First Class free of charge, no tracking provided
- Fed-Ex domestic overnight shipping \$15, tracking provided
- Fed-Ex international shipping \$25, tracking provided

Viewing and Printing Unofficial Transcripts

1. Log into your TouroOne account at <https://touroone.touro.edu/sso/login>.
2. Click on the "Academic" tab and click on "View Academic Transcript (Unofficial Transcript)" under the "My Records" portlet.
3. If you wish to print, right-click using your mouse then select print.

Disciplinary Records

Disciplinary files are maintained by the Office of Student Affairs in a confidential, secure area. Contact the Dean of Student Affairs for information relating to disciplinary records. Such files may be released in the context of a disciplinary proceeding and thus student privacy claims with respect thereto are hereby waived.

Confidentiality of Student Education Records (FERPA)

Refer to the College Catalog at: <http://tourocom.touro.edu/students/>

Academic Rules and Regulations

For additional academic rules and regulations, refer to the College Catalog at: <http://tourocom.touro.edu/students/>

Class and Examination Policies

Class and Examination Schedules

The PathA Program Administration is responsible for distributing the approved class and exam schedules for all the courses (subject to change if necessary).

Examination Decorum

Examinations are proctored. Students are expected to always maintain appropriate decorum and demeanor that is consistent with accepted academic and professional standards during examinations. The only items allowed during a written exam are the students' laptop computer or tablet, mouse (wired or wireless mouse is permitted), photo ID, and a pen or pencil. The wearing of a headpiece for religious reasons is permitted during exams. Cell phones, smartwatches, iPods, flash drives, external drives, or any other electronic devices are prohibited. Earplugs are permitted during the test but must be shown to a proctor before use and upon request. Bags of all sorts, including backpacks, laptop sleeves, and purses must be stored outside the examination room before exam check-in. All students are to comply with the college examination policy as maintained by the Program Administration's office. Any student observed by a faculty member and/or proctor suspected of or engaging in dishonest acts (as defined elsewhere in this Handbook) during an examination may be subject to immediate removal from the examination room and subject to the provisions of the Academic Integrity Policy, which can be viewed at: <http://www.touro.edu/students/policies/academic-integrity/>

Attendance, Tardiness, Absences, and Examinations

Touro expects students to attend all scheduled course activities including, but not limited to, classroom lectures, discussion groups/interactive sessions, laboratory activities, and clinical assignments. Students should refer to course syllabi for specific grading policies and attendance requirements for individual classes. If there are requirements articulated in a course document, those requirements prevail.

An absence from a graded or required activity described in course syllabi may be excused according to the "Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups" section below. Absence from instructional periods for any reason does not relieve the student of responsibility for material covered or deadlines for the submission/completion of course assignments (e.g., Canvas quizzes).

Late Attendance at an Examination

Other than situations specifically addressed in this Handbook, students are required to be present for all scheduled examinations. All students are required to sign in for an exam no less than 15 minutes prior to the assigned examination start-time, and they are to follow all examination procedures. If a student finds that they are unavoidably detained and is more than 15 minutes late for a scheduled written examination, they must report to either the Dean of Student Affairs or the PathA Program Administration to explain the situation.

Following the meeting, the Program Administration or Dean may offer one of the following options to the student:

1. The exam will be taken during the remaining allotted exam time with no penalty.

2. The exam will be rescheduled for a later time with a 10% penalty for an exam covering the same topic.
3. In instances where a student is impacted by a situation outside of their control (see **Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups** section below), an excused absence may be requested to precipitate the rescheduling of that examination with no penalty.
4. A missed written exam must be made up within one week of the original assigned exam date or as scheduled following the approval of the Dean of Student Affairs.

Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups

Permission to be excused from a required course component, lab, or discussion group/iClicker session is not granted routinely. To request an excused absence, please complete and submit an excused absence request form to the Office of Student Affairs. The form can be found at <http://tourocom.touro.edu/student-affairs/excused-absences/>

Excused absences are granted for situations specifically addressed in this Handbook. All absence requests must be accompanied by contemporaneous supporting documentation. The following criteria are recognized for granting excused absences:

1. The student has a death in the immediate family. An announcement of the family member's funeral arrangements may be presented as supporting documentation.
2. The student is admitted to a hospital for medical reasons. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. Touro reserves the right to ask for additional supporting documentation in support of the physician's note. Seeing a doctor does not satisfy the requirement for a medical excuse. Acute trauma, immunocompromised status, or having a communicable condition (documented with laboratory confirmation) would be clinical examples that might meet the requirement for a medical excuse. Be aware that it is the student who requests that medical information be provided to the school. The student is charged with the responsibility to inform the physician that in order to be excused, a medical note must be prepared that explains specific reason(s) why the physician directed the student not to attend required classes or examinations during that time. The medical note also must state why it would have posed a danger to the student or to the student body/faculty or staff to be present at the college. Late presentation of a note or retroactive application may affect the determination of whether the absence is excused.
3. Academic pursuits whereby a student is participating in a prior-approved seminar, conference, or educational program to promote a better understanding of the field of study.
4. Situations beyond the control of the student and related to the exceptional circumstances of the COVID-19 pandemic. Students are responsible for all learning according to the schedule in the syllabus. It is the student's responsibility to contact administration or faculty to complete any missed course requirements, as appropriate.

Unexcused Absence Policies

The following policy applies only to the components of the curriculum cited here. Students are otherwise required to meet all attendance requirements and submission due dates as detailed in this handbook and course syllabi.

For Full-Term classes: Some courses may grade student iClicker responses recorded during in-classroom exercises to contribute to the final course grade as indicated in the syllabus. In this situation, a student is allowed two unexcused in-classroom iClicker/Interactive session absences per course per semester without grade penalty. Unexcused absences are to allow students the opportunity to miss an in-classroom iClicker/Interactive session for a reason that does not comply with excused absence policies (see above).

For Half-Term classes: Half-term classes are defined as any class that does not run for the entire semester (i.e., Anatomy and Embryology II, Neuroanatomy). In these courses, a student is allowed one unexcused in-classroom iClicker/Interactive session absence per course without penalty. Live lecture/Seminar-based classes: (i.e., Law and

Ethics in Medicine) a student is allowed one unexcused in-classroom iClicker/Interactive session absence per course without penalty.

The Unexcused Absence Policy does not apply to the submission of Canvas quizzes, for which unexcused absences will not be granted, and students are expected to comply with all quiz requirements as detailed in the course syllabi.

Students must consult the specific course syllabus regarding laboratory attendance requirements.

Please see iClicker Policies below for the specifics on how a student's iClicker grade is determined. Students should check the course syllabus for the final grade breakdown of each course.

Excused and Unexcused Absence Policies for Clinical Rotations

Students are required to follow the process and policy for advanced notification of any absence to the clinical site as well as the PathA Program Administration.

iClicker Policies

The opportunity for faculty and students to track understanding of content in the classroom depends on the fair and consistent use of iClicker technology. The content review, quizzes, and discussions in each class each week are key assessment elements in this success.

iClicker App

Assessment in the classrooms may be conducted using the iClicker Cloud application, which can be downloaded to a student's phone, tablet, or computer. It is the student's responsibility to have a device that meets all technical standard requirements, and which has the iClicker Cloud application installed and connected to the TouroCOM Wi-Fi while in class. The iClicker account can also be accessed through web browser by <https://student.iclicker.com/> as an alternative.

iClicker Excused Absences

Excused absences for graded iClicker sessions are authorized ONLY by the Dean of Student Affairs. Excused absences will be recorded as "Ex" on Canvas and will not be calculated in the final iClicker grade at the end of the semester. In the event that an excused absence is not granted, the policy for "unexcused absences" is followed.

See the "**Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups**" section above.

iClicker Unexcused Absences

See the policy for Unexcused Absences, above.

iClicker Grading

In some courses, student iClicker responses system are graded and applied to a student's final grade as indicated in the course syllabus. iClicker grades are calculated based upon the percentage of questions answered correctly over the entire semester. Sessions that a student has an excused absence for will not be counted. At the end of the semester, a student's final iClicker grade is capped at 100% of clicker points earned. Students should check the course syllabus for the final grade breakdown of each course.

Inappropriate use of the iClicker application

Touro has a zero-tolerance policy for the inappropriate use of iClickers. Inappropriate use includes, but is not limited to, the following:

- a) students found to be entering iClicker answers on a device/application other than their own. In this situation, both students will be referred to the Dean of Students Affairs for disciplinary action and,

- b) students who mistakenly or purposefully switch devices with one another student. This is also a violation of the Code of Conduct and will be referred to the Dean of Student Affairs.
- c) students who are entering iClicker responses from outside the classroom

Individuals associated with Touro University or Touro who violate any of the provisions of the Code of Conduct will be subject to disciplinary action at the discretion of Touro University. Students found to be giving or receiving an iClicker device to another student for the purpose of entering responses for credit are in violation of the Academic Integrity Policy (<http://www.touro.edu/students/policies/academic-integrity/index.php>). Violators are subject to dismissal.

Re-clicking

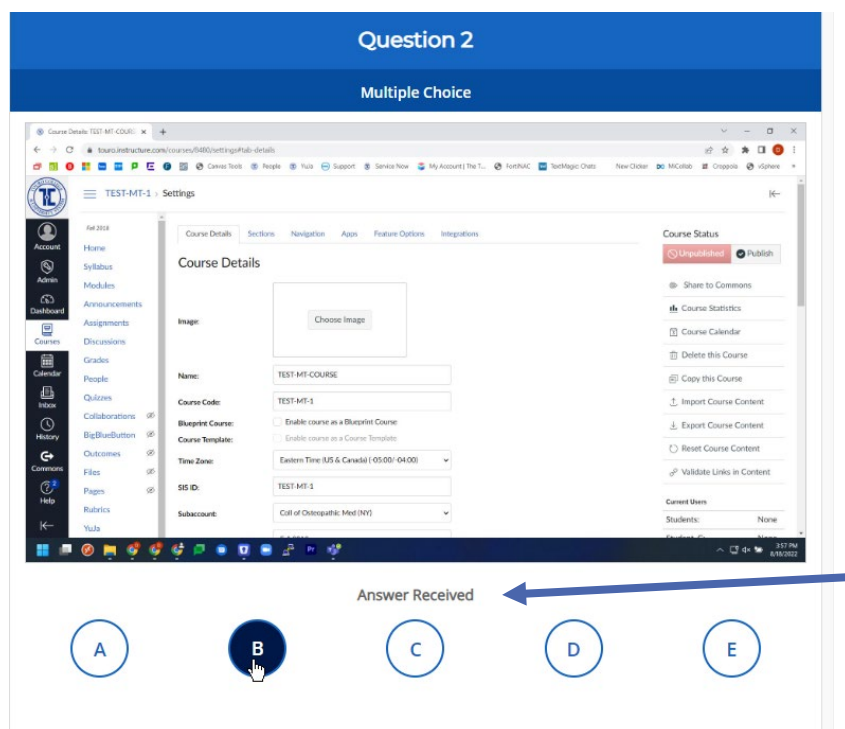
Discussion sessions that require students to choose an answer a second time (e.g., after a 2-minute discussion), students must in fact “re-click” during the second polling to get credit, even if their answer selection has not changed from the first polling.

Canvas

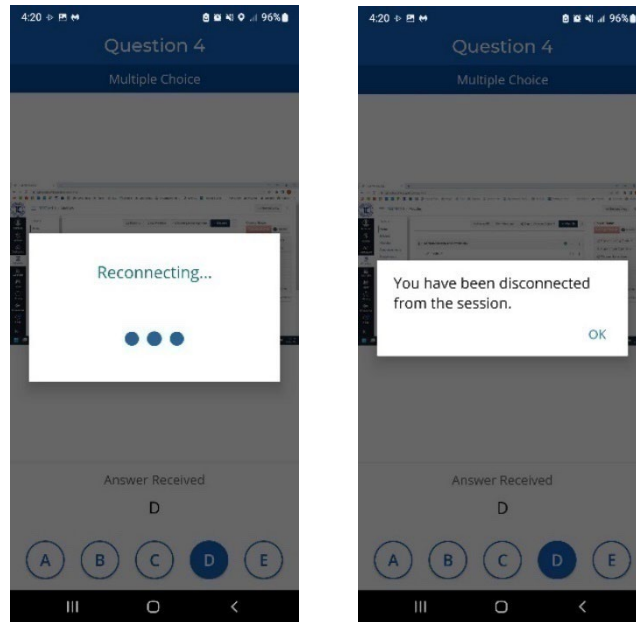
Students are responsible for checking iClicker grades on Canvas regularly and to notify the Course Director immediately if there is any perceived discrepancy in how a question is graded. When checking grades, please note the following: a dash [-] indicates when a student does not “click in,” marked as an unexcused absence. The student will receive a zero grade for that session. A “0” indicates that none of the student’s responses were correct. If you do not see an iClicker grade for a particular date, check the course syllabus to ascertain if you had an iClicker class on that date.

iClicker Disputes: Policy for Administrative Review of iClicker Grades

Please note that it is the student’s responsibility to ensure that their device and iClicker application are functioning correctly and that their responses are being received by the application. The system will verify when the response is received by indicating “Answer Received” as illustrated below (arrow). If this does not appear, it is the student’s responsibility to seek IT help as soon as possible to resolve the situation.



If a student loses their Wi-Fi connection and is unable to answer a question, the following screen should appear (below). It is advised that the student take a screen shot of the message they are receiving from the application as evidence of this disruption and to assist IT in rectifying the problem.



Process for requesting an Administrative Review of iClicker Grades:

1. To request an administrative review of their iClicker grades, the student must submit an email to the IT Department detailing the exact concern. Examples of “administrative” issues include (but are not limited to) technical issues with the iClicker system, students’ device or iClicker account, excused absence documentation. If the concern involves technical issues the IT Department may require the device for inspection, to pinpoint the problem.
2. If applicable to the situation, the student should provide a screen shot taken at the time as evidence of disrupted service.
3. Note that connectivity problems happen more frequently when students use their cellular data as compared to the Touro Wi-Fi. Because of this, students are advised to connect via Touro Wi-Fi during their clicker sessions. If a student is using their cellular data, points lost because of loss of cell signal may not be given back to the student.
4. The student will be notified within two weeks of the outcome of the review.

iClicker session grades posted to Canvas will stand, except:

1. when, upon administrative review, it is found that “grading” or “grade reporting” errors affecting the whole class were made.
2. when, upon administrative review, a disruption of the Touro Wi-Fi was found to occur, thereby impacting the student’s opportunity to answer questions in the classroom.
3. when, upon administrative review, it is found that grades recorded by iClicker were incorrectly transferred to Canvas.
4. when a student who received an excused absence for an iClicker session from the Dean of Student Affairs mistakenly had a zero recorded for that session.

Deadline for requesting a review of iClicker grades

Student concerns regarding iClicker and Canvas Quiz grades must be reported within 3 business days of the final iClicker session of each respective course. iClicker grade concerns will not be investigated after the deadline has passed.

Zoom Policies

Although all classes are to be held in person, there may be certain situations or components of individual courses that may be held via Zoom. For this reason, it is the responsibility of the student to adhere to the following as well as any Zoom policies set forth by the individual courses.

1. Students must create a (Basic) Zoom account using their Touro student email address. Click [here](#) or use this link (<https://zoom.us/signup>) to set up.
2. When setting up a Zoom profile, students must enter full legal or preferred name as approved by Touro.
3. When setting up a Zoom profile, students are required to insert their picture. Pictures must be in the professional passport style (facing front, solid color neutral background, professional attire, full head, and shoulders only). For more information on how to customize your profile click [here](#) (or use this link <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>).
4. Students must always use their Zoom account/profile (with their full legal or preferred name as approved by Touro) to access course Zooms.
5. Zoom sessions cannot be allowed using personal email addresses.
6. Students are responsible for having the most up-to-date versions of Zoom.
7. If using a mobile device, students are required to join the Zoom session via the Zoom app. Joining the Zoom session with phone numbers only and/or no identifiers is not permitted. Download the Zoom app via the app store (apple) or play store (android).
8. Professional behavior is required at all times. This is to be considered the virtual equivalent of a clinician's bedside manner – or the way you interact with faculty, students, or patients ('Netiquette' or Webside Manner)
9. Students are not permitted to share the Zoom link provided for Touro sessions with anyone or to social media.
10. Each student must individually log into the Zoom using their full legal or preferred name as approved by Touro. Students are expected to work with IT in advance to ensure that they are able to display their full legal or preferred name as approved by Touro via Zoom. No group logins will be permitted.
11. Each student must be able to easily and instantly view and respond to polls, mute and unmute, utilize the chat function, utilize the "non-verbal feedback" (ex: blue "raise" hand, lower hand) and other basic Zoom functions. For help, contact IT and/or utilize Zoom training videos on <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> or contact Zoom support.
12. Students must always have a backup plan ready and available for immediate use (e.g., use of cell phone if computer or tablet malfunctions)
13. Students must be able to hear and be heard for the duration of the Zoom session. Consider the use of earphones as appropriate.
14. Students are strongly encouraged to have their video on during the lectures and learning sessions. Some courses may require use of video as per course policy.
15. TouroCOM will typically attempt to record Zoom sessions and post them for students, but technical issues may arise that might preclude this from happening or there may be technical issues encountered during the recording of these sessions that make the quality of these recording suboptimal.
16. Students are required to contact IT and resolve any technical issues prior to the learning sessions.

Recording of Lectures

TouroCOM employs a flipped classroom educational model with recorded lectures available to students. Students can access recordings through the learning management system (Canvas).

Students may not personally record course lectures unless an approved accommodation is made by the Office of Student Disability Services Coordinator, since class lectures/discussions will already be recorded and posted by the faculty member. Touro University will take reasonable measures to prevent inappropriate use of such recordings.

All users of the recordings agree to the terms and conditions of this policy prior to being allowed access to the learning management system. The lecture(s) and any information contained in the recorded lecture(s) may not be reproduced, displayed, broadcast, emailed, or published without the consent of Touro University. This prohibition includes emailing or placing the recordings on any webpage or anywhere on the internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered inappropriate behavior pursuant to the Touro University Code of Conduct, and appropriate disciplinary action will be taken, according to that policy.

These recordings will be governed by Touro's [Intellectual Property Policy](#). Recordings are for institutional use only.

Clinical Rotations

Clinical experience is an integral part of the educational process at the Pathologists' Assistant program. Available to full-time students in their second year, and required as a condition of graduation, clinical experiences provide students with an opportunity to practice what they have learned in the classroom in real-world settings with trained professionals in the field.

Clinical rotations in surgical and autopsy pathology will take place in the Pathology Laboratories and/or Pathology Departments of the clinical sites associated with the program.

The Clinical Rotations Program is under the direct supervision of the Touro University Pathologists' Assistant Education and Clinical Coordinator and the Program Director. The rotations provided at each site and the appropriate numbers of students assigned to each site are determined by mutual agreement of the Hospital Administrators, Clinical Faculty, and the Touro University Pathologists' Assistant Education and Clinical Coordinator and the Program Director (Program Administration).

Touro PathA Program Approved Clinical Affiliates

The Touro University Pathologists' Assistant Program has active affiliation agreements with the following clinical sites:

Brookdale Hospital Medical Center One Brookdale Plaza Brooklyn, NY 11212	Mt. Sinai Hospital One Gustave L. Levy Place New York, NY 10029
Catholic Health Services Regional Laboratory 708 Arkay Drive Huntington, NY 11788	Northwell Health, Inc. 2000 Marcus Avenue New Hyde Park, NY 11042
Garnet Health 707 East Main Street Middletown, NY 10940	Staten Island University Hospital 475 Seaview Avenue Staten Island, NY 10305
Maimonides Medical Center 4802 Tenth Avenue Brooklyn, NY 10019	SUNY Downstate Health Sciences University 450 Clarkson Ave., MSC 25 Brooklyn, NY 11203

Clinical Rotation Site Placement

Each student who meets the academic criteria and professional standards for advancement to clinical rotations is assured placement at affiliate sites.

Effort towards site placement prioritize maximizing each student's exposure to the range of relevant clinical rotation activities, as well as developing competency skills within this range of activities. Additional factors considered in site placement include:

- Commute time and transportation
- Student clinical site preference or special interest in activities available at a particular site
- Clinical site availability
- Educational activities available at the clinical site
- Students' clinical rotation experience to date
- Assessment of student's strengths and opportunities for development

The final decision for all rotation placements is made by the Program Administration.

Clinical Rotation Site Onboarding Requirements

Once assigned to a clinical site, students are responsible for completion of the respective student onboarding requirements by deadlines set by Program Administration. For some sites, these requirements include a background check or drug screening. It is the student's responsibility (financial or otherwise) to obtain whatever is required. Students must comply with all onboarding requirements of the site before clinical rotations can begin. Failure to meet deadlines set by Program Administration for completion of onboarding requirements, may result in a delayed start which can result in an inability to complete the program successfully.

Administrative Functions

The clinical site, in coordination with Touro University, will define the degree of student involvement within the institution.

Administrative Matters and Risk Management

During your clinical rotations, it is possible that situations may arise that require administrative notification. Whether it be a serious interpersonal issue with staff/peers, a claim of harassment or discrimination, or a patient care related issue with an untoward event, it is the student's responsibility to contact your respective Hospital Administration immediately and the Touro University Pathologists' Assistant Program Administration.

General Clinical Rotation Guidelines

Students will participate in a well-structured, systematic training experience in each particular service. This structure will provide all participants with clearly delineated responsibilities for meeting education objectives.

1. Clinical site preceptors are to provided with reference documents to guide the students training.
2. The student will be evaluated by the clinical site preceptor (s) on the teaching service through monthly assessments supported by direct and indirect observations of clinical performance. All evaluations are to be completed and reviewed with the student by the approved site preceptor (s). These must be submitted to the Program Administration within four (4) weeks following each rotation.
3. Students are encouraged to ask questions as they arise, seek feedback midway through each rotation and to have an exit interview. Faculty are to meet with any student at the midpoint of the clinical experience if there is a possibility that the student may fail the rotation.
4. The student will complete an evaluation regarding the preceptor, site, and rotation. These must be submitted within one week following the rotation. Data from these will be summarized and provided in aggregate form to rotation sites to foster focused faculty development.

5. Referencing the Daily Log of Clinical Rotation Activities, following each 4-week rotation, each student will submit a Weekly Log of Clinical Rotation Activities form for each week of the rotation. The completed form must be submitted to the Program Administration within one (1) week following each rotation.

Service Work Policy

We highly recommend students not work while enrolled in the PathA program. Student service work is when students work for the clinical site outside of normally scheduled educational periods. Service work, while highly discouraged while enrolled in the program, is allowed, but cannot be counted toward program completion requirements. Service work by students in clinical settings outside of academic hours must be noncompulsory. In addition, students should not be substituted for regular staff during their student experience.

Accreditation Guidelines

Students will comply with all requirements related to patient care as established by the state, federal, and hospital accreditation agencies including HIPAA, NYS, CLIA, HFAP, CAP, and Joint Commission.

Orientation Guidelines

Students will be provided appropriate orientation to the clinical facilities. This may include sessions at the school campus, on-site orientation, and other methods which may include distribution of materials to be reviewed with the student by the clinical site/hospital, to ensure that students are adequately prepared to begin learning and assisting with patient care at the institution.

Orientation may include reference to:

Hospital Facilities:

Patient rooms/specialty care units, safety procedures and announcements (e.g., fire, codes), nurses' stations, ancillary services facilities (e.g., x-ray, laboratory, medical records), rest rooms and locker areas conference areas, lounges, cafeteria or coffee shop, and library/Internet access.

Procedures:

Students should be informed of whom they are responsible to, and how that person or persons may be reached when needed.

Students will introduce themselves to the supervising preceptor involved in the clinical experience. Students are encouraged to arrange meetings with their preceptors to review progress, goals, evaluations and expectations at regular intervals.

Students will be provided with detailed information regarding expectations and duties. This may include time commitments (i.e., students may be provided with a schedule of each clinical preceptors on-duty hours and days and a list of each clinical preceptors' duties and responsibilities). Schedules may fluctuate and it is not always possible to leave as scheduled.

At the start of each clinical rotation, students will be instructed as to protocols, duties and responsibilities, including student case/specimen documentation*. Students should understand what criteria will be utilized to evaluate their performance.

*Note: If the above-mentioned information is not provided at the beginning of the rotation, students may contact the hospital administration for clarification.

General Student Protocols

Students are to notify the Registrar and the Program Director of any change in contact information (e.g., mailing address, phone numbers) during the clinical year.

Training Hours

Working hours for each of the services will be indicated and determined by the preceptors in charge of that service, in cooperation with the affiliated hospital.

Attendance Policy / Scheduling:

1. The Pathologists' Assistant Program academic calendar does not apply to students on clinical rotations. Each hospital sets its own schedule. Under typical circumstances, students are expected to be present at their clinical rotation sites for the entirety of all scheduled shifts. 100% attendance is expected.
2. Students may be scheduled to work on weekends, but must be free of all clinical responsibilities for at least two (2) calendar days out of each consecutive fourteen (14) days. These days off may not necessarily be consecutive or on weekends.
3. Students may be required to return to campus for testing and other scheduled activities each year. Clinical preceptor(s) will be notified by Program Administration of any absences from rotation for scheduled activities. Students are exempt from making up time for scheduled activities administered by the program.

Student Attendance / Time Off:

1. Holidays: Students are expected to work as assigned by the institution (the hospital calendar prevails).
2. Anticipated/Unanticipated Absences: Students are responsible for notifying their preceptors and the program about anticipated absences and for making arrangements for any make-up time at least five (5) working days prior to the anticipated absence, but in any event no later than the close of the second work day of the rotation. Absences and make-up dates must be approved by the Clinical Faculty and Program Administration prior to date of question.

Anticipated/Unanticipated Absences:

Absences may include:

- Examinations
- Interviews
- Make up Exams
- Illness
- Serious family emergency

In the case of an emergency or unanticipated absence, students must notify both their preceptor and Program Administration immediately. If the absence exceeds a single day, students should be in contact with both their preceptor and the Program Administration, at least daily, or as arranged with Program Administration.

Excessive Absences:

1. Each case will be considered individually when taking into account the amount of any time missed on a rotation, along with any make-up time worked, the reason for absences, the quality of clinical performance, and the knowledge and experience gained by a student on a given rotation. As a general rule, more than three (3) missed days will prompt consideration for repeating the rotation.
2. If it is determined by the preceptor in consultation with the Program Administration that a student's absences have significantly impaired his/her ability to reasonably meet the educational objectives of the rotation, then remedial work (which may include a partial or complete repeat of the rotation) may be assigned.

3. Absences that may not rise to the level of necessitating a repeat of the rotation may still negatively affect their clinical evaluation and/or their grade.

Inclement Weather:

Students are responsible to communicate with their site the expectations/responsibilities during inclement weather. Students on rotations do not follow the Touro weather closings.

Social Media

Students shall not post any case or patient related information/material, on any social media or internet platform. Any student found in violation, will be subject to disciplinary action, up to and including dismissal from the program.

Behavioral Standards for Pathologists' Assistants

One of the primary objectives of clinical education is to ensure that the Pathologists' Assistant students obtain an appreciation and willingness to adhere to the behavioral standards of the profession. Following the completion of the clinical rotations, the student will demonstrate the ability to practice:

1. Scholarship

- Prepare for case assignment by reviewing notes and references.
- Be respectful to instruction.
- Implement an effective personal learning strategy.
- Practice patience with the learning process.
- Accept responsibility for self-learning and self-evaluation.
- Accept and evaluate criticism constructively and to take appropriate steps to improve as required.

2. Time Management

- Be an effective time manager by prioritizing personal and professional time to achieve a healthy balance.
- Being mindful of workstation assignments and schedules, exercise punctuality in your assigned shift.
- Complete assigned tasks timely. This may include adjustments to personal schedule to accommodate completion of task.

3. Accountability

- Operate equipment and instruments responsibly, cleaning shared equipment after use.
- Maintain work quality and respectful interaction even under stressful conditions.
- Be aware of personal and professional limitations and be willing to seek appropriate help and guidance when these circumstances arise.
- Be reliable and conscientious in the discharge of professional responsibilities.
- Communicate effectively with preceptors/peers when leaving assigned area.
- Maintain a clean work area and leaving it disinfected at the end of shift.
- Practice in an ethically responsible manner that respects the medical, legal and professional obligations.

4. Leadership

- Understand the Pathologists' Assistants role in the laboratory as a leader and educator in facilitating the diagnostic process.
- Understand the Pathologists' Assistants role in the community with regard to education and disease prevention.
- Act as an appropriate role model for students and peers.

Responsibilities and Duties

All students will be expected to comply with the general rules established by the hospital, office, or clinic at which they are being trained. In addition to the rules established by the hospital or site, the Touro University rules and code of conduct still apply.

Should any problem or difficulty arise that the preceptors cannot initially resolve, the information should be communicated to the Program Administration as soon as possible. Any time spent away from the hospital during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals or universities must be pre-approved by the preceptor of the rotation hospital. Although patient care assignments take precedence over lectures and conferences, the hospital and preceptors are encouraged to allow the students to attend scheduled lectures.

Additional Guidelines:

In addition to the responsibilities listed above, additional requirements exist:

1. All evaluations are to be completed, signed, and reviewed with the student by the approved site preceptor(s).
2. Students are not permitted to accept financial compensation or any form of gratuity. Their training institution, when possible, may assign suitable housing accommodations and board.
3. Attendance by students is required at all conferences, discussions, study sessions, or any other programs of an educational nature designed specifically for students at the clinical site and should be documented within the student's Daily Log of Clinical Rotation Activities.
4. Students shall learn and perform procedures under appropriate and proper supervision, in those areas where the training institution regulations permit such instruction.

Jury Duty

Students may be called to serve on jury duty. If the student wishes, a letter asking for postponement of jury duty may be requested from the Program Director. This letter does not guarantee that jury duty will be postponed; if called for jury duty, the student should request an excused absence (See **"Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups,"** above).

Leave of Absence (LOA) and Readmission

A matriculated student enrolled at Touro who wishes/needs to interrupt their attendance but intends to return and continue their study at Touro, must request to meet with the Dean of Student Affairs for advisement and to initiate the leave process. The student must complete the form ([Leave of Absence Request Form](#)) and have it reviewed and signed by all parties noted on the form. The date of the LOA is the date the Office of the Registrar receives the official notification. An LOA should be requested after the semester the student is currently enrolled in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave, and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid. PLEASE NOTE: This regulation may impact only students who wish to take leaves of absence extending beyond one semester. Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the date in which they intend to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

Returning from a Leave of Absence

1. TouroCOM students must contact the Dean of Student Affairs and submit a Petition to Return to Classes form at least 30 days prior to returning to school from an LOA. Failure to do so may result in administrative withdrawal of the student.
2. If the student chooses to return after the leave has changed into a withdrawal, the student may need to reapply to the college/university.

Leave of Absence Appeal process

1. If extenuating circumstances arise and a student was unable to request a LOA during a timeframe indicated in this policy, a student may petition to the Dean of Student Affairs and University Registrar to be granted a retroactive LOA.
2. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave, and personal well-being. Appropriate supporting documents must be provided with the petition.

Withdrawals

(IMPORTANT: Also see "Policy for Withdrawing from All Classes," below under "Tuition Refund Schedule")

A student may officially withdraw from a class only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances. If approval is granted, the student receives one of the following grades: W (withdrawal), WU (withdrawal unsatisfactory), or U (unsatisfactory).

- Courses from which a student withdraws during the official add/drop period will not appear on the student's academic transcript.
- Withdrawals made between weeks 2 through 4, inclusively, of a semester carry no academic penalty, and will be entered on the transcript as a 'W'.
- Students who withdraw from a course after week 4 of a semester will be assigned the grade of 'WU.'

Students should be aware that withdrawal from a class may result in a significant extension of the student's professional program.

Withdrawal from the University

Students who wish to withdraw from their studies at Touro University in good standing should give official notification to the director of the program in which they are enrolled and to the Office of the Registrar by completing a "Permanent Withdrawal" form. The date of the withdrawal is the date the Office of the Registrar receives the official notification.

The decision to withdraw from the University is a serious matter. Any student who withdraws from the University or a program is dropped from the rolls of the University. Students contemplating withdrawal are advised to discuss this issue with PathA Program Administration and/or Dean of Student Affairs or his or her designee. If a student decides to withdraw, information is available regarding transfer opportunities to other institutions as well as assistance in defining new occupational or career goals. Students considering withdrawal are subject to the policies governing withdrawal from courses. Students who withdraw from the university after the fourth week of the semester receive a grade of 'WU' or 'WP' for all registered courses. If a student decides at some later date to reapply

to reenter the program, they must reapply for admission and, if accepted, the Dean will determine the status of the returning student.

Non-attendance, non-participation, or notification to the instructor/program director does not constitute an official withdrawal. The Office of the Registrar is the only Designated Campus Official for all official withdrawals.

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean of Student Affairs or designee. The student must inform the Dean of Student Affairs, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the Office of the Registrar. The official withdrawal form must be completed and sent to the Registrar's Office. The withdrawal process includes clearing financial obligations to Touro and completion of a financial aid exit interview (See below Financial Aid and Withdrawal). Following completion of these withdrawal procedures, the designation "Withdrawal" will be placed in the student's permanent records. The designation "Unofficial Withdrawal" is placed in the permanent record of any student who withdraws from his/her program without complying with the above procedures.

Tuition Refund Schedule

Policy for Withdrawing from All Classes

Students who wish to officially withdraw from a program are required to complete a "Withdrawal from the Program" (WFP) form, obtain approval from their program advisor (appropriate Dean), Financial Aid and Bursar, and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted, and time stamped at the Office of the Registrar.

Non-attendance, non-participation, or notification to the instructor/program director does not constitute an official withdrawal from the program.

The Office of the Registrar is the only Designated Campus Official for all official program withdrawals. Official notification to the school occurs when a student notifies the Registrar of their intention to withdraw. Intent to withdraw means that the student indicates that they have either ceased to attend the school and do not plan to resume academic attendance or believes at the time that they provide notification that they will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form.

When withdrawing from ALL classes, the following tuition refund schedule will apply:

Fall & Spring semesters - When withdrawing from all courses:

- Before the first day of the semester: 100% of tuition
- During the add/drop period: 100% of tuition
- During the week following the add/drop period: 50% of tuition
- After that week: No refund

The Administrative Fee is non-refundable for all semesters. All other fees are refundable during the Add/Drop period only.

Financial Aid and Withdrawal

A student receiving financial aid must meet with the Financial Aid Administrator to review their indebtedness. Federal regulations are in effect when a Title IV recipient withdraws from school. Title IV calculations are required and a return of federal direct loan funds by the student may be applicable. In this event, the student is responsible for any tuition liability that may occur. Payment arrangements can be made by the student through TouchNet or a payment plan. Students must contact the Office of the Bursar for all payment plans.

Academic Advisement

The PathA Program Administration and Faculty are available to advise students regarding academic difficulties or personal problems. The program supports an “open door” policy for student advisement. Advisement may take place in-person, remote via computer, by phone, or by email. Program Administration (Program Director and Education/Clinical Coordinator) have up-to-date information regarding student performance on examinations. Should a student fail an examination, the Program Administration may contact the student to schedule an exam review to identify problem areas in test taking or study habits.

In addition, the instructional faculty is usually available before and after class, and by appointment. It is advisable for students to seek assistance from instructors as a given course proceeds rather than wait until examination time. Instructor contact information is provided within each course syllabus.

If necessary, resources may be identified and offered to the student (i.e. tutoring, meeting with the Learning Specialist).

Remediation

Efforts may be made to give each student many opportunities to demonstrate competency in each area of the academic program. For students who have not been successful, Touro may offer a remediation opportunity. However, remediation is to be regarded as a privilege that must be earned by a student through active participation in the educational program, as demonstrated by regular attendance (as described in this Handbook) and by individual initiative and utilization of resources available to him/her. Decisions regarding remediation will be made by the Program Administration on an individual basis after considering all pertinent circumstances in each case. Remediations may include:

1. Retake the required examination(s), paper, fieldwork project, or time on a clinical rotation as directed by the course coordinator or appropriate instructor.
2. Repeat the course.
3. Take the failed course at an accredited institution with the approval of the Program Administration in consultation with the Course Director. Such approval may be granted if the course offers comparable course content and curriculum as determined by the Program Administration in their absolute discretion. In this case, students who have taken and earned a grade of no less than “C” may apply for transfer credit.

Grades earned during an attempted remediation of a course, system, or clinical rotation will be reviewed by the Program Administration. The highest grade a student may earn by any of the remediation options set forth above is a grade of “U/C” or “U/P.” The grade achieved by remediation will be recorded on the transcripts beside the original grade, and it will read as the grade of “U/C” and carry a grade-point weight of 2.0 for the course as applicable. Any student who fails remediation will be recommended for dismissal by the Program Administration to the Dean.

Academic Dismissal

Academic dismissal may be recommended by the Program Administration to the Dean for any one of the following reasons:

1. Any student who fails an agreed upon remediation plan.
2. A student who fails to comply with the agreed upon terms of a memorandum of understanding (MOU) with the Dean.

If the Program Administration recommends dismissal based on the aforementioned reasons, the Program Administration will submit a Letter of Recommendation for Dismissal to the Dean for their consideration. The Dean may accept or reject the recommendation and will make a final determination. The Dean may consult with faculty or the TouroCOM Student Promotions Committee for information and/or guidance. The Dean will then notify the

student and the Registrar. If the student is dismissed, the Letter of Dismissal will be saved in the student's file with the Office of the Dean of Student Affairs and with the Registrar in the student's eFile.

Academic Appeal Process

Following notification of dismissal, a student may request a formal academic appeal to the Dean. The student has seven business days to perfect the appeal by submitting a narrative explaining the basis for the appeal, which may be accompanied by supporting documentation. The narrative should explain fully the basis for their appeal and substantiate the reason(s) for advocating a reversal of the decision.

The Dean, in their sole and absolute discretion, may grant an appeal only on the basis of one of the following:

1. There is evidence of bias of one or more of the members of the Program Administration.
2. There is new material documenting information that was not available to the Program Administration or the Dean at the time of the initial decision.
3. A procedural error occurred.

If granted by the Dean, the hearing shall take place before a Hearing Committee composed of three faculty or administrative members appointed by the Dean of Student Affairs and shall convene no sooner than five business days on written notice to the student.

1. The hearing will be open to the student and appointed Hearing Committee and other University Administrators as deemed necessary or appropriate by the Hearing Committee; it is closed to all other individuals. The Committee may hear testimony from the student and, in its discretion, others. It may, at its discretion, review documentation related to the claim. A quorum (more than half) of this Committee must be present, either in person or via telephone or video conference, in order to conduct official business and render a decision.
2. All decisions shall be made by majority vote, of which the mechanism is to be determined by Committee membership.
3. The student has the right to appear in person before the Committee in order to present their case. The student may submit materials to the Committee no later than one business day prior to the hearing.
4. A student may not bring an attorney or any counsel to any of the hearings, nor is a recording of any of the hearings allowed.

While the appeal is pending, the status of the student will not be altered. The Dean will notify the student of the appeal decision within 10 business days. The decision of the Dean shall be final and binding and not subject to further appeal.

Qualification for Licensure

Upon receipt of the PathA degree from a NAACLS-accredited program, students are eligible to sit for the American Society for Clinical Pathology (ASCP) certification examination.

In addition, Pathologists' Assistants may be required to possess a license by the state(s) in which they choose to practice. Each state has its own requirements for granting licensure, and its own licensing board. State licensing for pathologists' assistants varies widely. Some states have licensing requirements specific to pathologists' assistants, some classify pathologists' assistants as laboratory personnel and require them to hold a license as such, and some don't have any requirements at all. Acceptance and matriculation in the program are not a guarantee of licensure. Aspiring pathologists' assistants must contact their licensing board to ensure they have the necessary qualifications to practice in this field.

In New York State, “To meet the education requirements for licensure as a pathologists’ assistant, you must either have successfully completed a bachelor’s or higher degree in a pathologists’ assistant program registered by the Department, or the substantial equivalent of such a program as determined by the Department, or have a bachelor’s or higher degree in a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited pathologists’ assistant program.”¹

PLEASE NOTE: The conferral of a Master of Science degree as a Pathologists’ Assistant from Touro University is not contingent upon students passing any type of external certification or licensure examination, including but not limited to the ASCP Pathologists’ Assistant Certification Examination.

Graduation

It is the student’s responsibility to schedule a graduation conference with an academic advisor during the semester before completing their certificate or degree requirements to determine whether the requirements are being met. In addition, the student has the ability to track their degree completion progress via the Degree Works tool located on the TouroOne portal, at any point during their course of study at the university.

After the graduation conference, the student must apply for graduation online by the established deadlines:

- For January Graduation - November 15
- For June Graduation - May 1
- For September Graduation - July 15

To apply for graduation online, students need to click the “Apply to Graduate” button under the “Academic” tab located on the TouroOne portal and follow the prompts.

Students who complete their certificate or degree requirements in January, June, or September of a given year participate in Touro commencement exercises on date specified by program.

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. PLEASE NOTE: Touro University’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

Degree Works

Degree Works is a sophisticated and comprehensive academic advising, transfer articulation, and degree audit solution designed to help students monitor their academic progress toward degree completion. Degree Works is a web-based tool that meets the needs of all end users, undergraduate and graduate students alike, to complete their programs in a timely fashion.

The benefits of Degree Works include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the Advisor, by removing some administrative burdens and leaving more time for true advising and career counseling.
- If you are a transferring student, the Degree Works tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.

¹ New York State Education Department. Office of the Professions. Licensure Requirements for Pathologists’ Assistant. <https://www.op.nysed.gov/professions/pathologists-assistant/license-requirements>

- Allowing you to estimate the number of semesters it will take to graduate.
- Viewing your grades and GPA.

Degree Works can be accessed through the TouroOne portal (by using TouroOne credentials) by following these steps:

- Login to the TouroOne portal at <https://touroone.touro.edu/cas/login>
- Go to the “Academic” tab.
- Click on the “Degree Works” button on the bottom left-side of the academic section.

If you are having difficulty accessing Degree Works, please contact Touro’s Helpdesk at help@touro.edu

If you have any questions, or would like more information, please do not hesitate to contact your advisor or the Registrar’s Office.

American Society for Clinical Pathology Board of Certification Exam

The ASCP Board of Certification (BOC) is the gold standard in global credentialing for medical laboratory professionals and has credentialed more than 610,000 individuals. An ASCP BOC credential can result in improved job prospects, higher salaries and greater career satisfaction. Student are encouraged to review important information about the exam process at this website: <https://www.ascp.org/content/board-of-certification#>.

Touro University Code of Conduct

For the most up-to-date version, please refer to the Touro University Code of Conduct at <https://www.touro.edu/students/policies/code-of-conduct/>.

Academic Integrity Policy

Refer to <http://www.touro.edu/students/policies/academic-integrity/>

ASCP Board of Certification Guidelines for Ethical Behavior

In addition to the above policies for conduct and ethical behavior, the American Society for Clinical Pathology (ASCP) has detailed guidelines for ethical behavior for certificants: https://www.ascp.org/content/docs/default-source/boc-pdfs/about_boc/boc-guidelines-ethical-behavior.pdf?sfvrsn=8

Eating and Drinking in Classrooms

To ensure a clean and healthy environment on campus, no eating is permitted in any lecture hall, classroom, or auditorium (unless authorized by the Course Director or Administration). Responsible drinking of beverages — in spill proof/breakproof containers **only** — is permitted in lecture halls, classrooms and auditoriums. Eating and drinking are **prohibited** in any laboratory (Anatomy, Pathology Simulation, etc.), under ANY circumstances. The student lounge and areas outdoors may be used for eating and drinking. Occasionally, special events (e.g., lectures or seminars) are scheduled; at these times, eating and drinking in the lecture hall, classroom, or auditorium is permitted. However, organizers and participants **must** place refuse in a trash container and clean up after the event. **Event organizers/student leaders running the event are responsible** for maintaining and leaving a clean environment.

Acceptable Use Policy for Information Technology

Students are urged to read the complete policy, which can be found at <https://touro.app.box.com/v/AcceptableUsePolicy>.

Internet Services and User-Generated Content Policy

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

Anti-Hazing Policy

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

Smoke-Free Policy Statement

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

Suspension or Dismissal from the College

The College may suspend or dismiss a student at any time it deems necessary for patient safety and to safeguard its standards of professionalism, scholarship, conduct, and orderly operation. In all cases, the final decision rests with the Dean.

Policy on Drugs & Controlled Substances

For the complete New York policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to view pages 28-30 in the Annual Security and Fire Report at

https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

Touro Policy on Bias-Related Crimes

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

Policy on Title IX and Sexual Misconduct

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

Impairment of Life Safety Devices/Systems

Touro policy prohibits the destruction or impairment of campus life safety, systems, or devices. Such destruction or impairment are malicious acts and could be life-threatening. Any student found responsible for such acts is subject to disciplinary action, fines, and/or costs to repair damaged systems or devices.

Touro University Campus Security Policies

As required by federal law, Touro makes information available to students about policies and procedures to report criminal actions on campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. Students are urged to familiarize themselves with this information, and to access Touro University's statistics on crime by reading the Annual Security and Fire Report available at <https://www.touro.edu/departments/campus-security/clery-reports/>

Student Complaints

Touro is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with Touro's policies and procedures. Touro does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the University, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to Touro student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g., faculty member, administrator, or staff) in contravention of the written policies of Touro.

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below.

When a complaint concerns an administrative function of Touro, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Limitation Period

Claims under this policy may only be brought within sixty (60) calendar days of the alleged misconduct.

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; Touro currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

All students are urged to read the entire policy at <https://touro.app.box.com/v/studentgrievancepolicy>.

For the most up-to-date version, please refer to the Touro University Student Grievance Policy at <https://www.touro.edu/students/policies/student-grievances-policy/>.

Confidentiality

Touro has a duty to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, though Touro will protect, to the extent possible, the privacy of all persons relevant to a complaint, absolute confidentiality cannot be promised since facts may be disclosed when necessary for Touro's effective investigation of a matter.

Program Accreditation

The Touro University PathA Program is following the accreditation schedule of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Accreditation with NAACLS is a multistep process that starts with the submission and approval of Program and Medical Directors, an Initial Application, a Preliminary Report, and Self-Study and Site Visit process. The Self-Study is submitted immediately prior to graduation of the first class of students (so as to measure student outcomes within the program); and, if approved, results in the program receiving “Serious Applicant Status” with the NAACLS.

[National Accrediting Agency for Clinical Laboratory Sciences](#)

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Touro University enrolled its first class of PathA students in the Fall of 2022. Touro has received NAACLS approval of the Program and Medical Directors, the Initial Application, and the Preliminary Report. In September 2024, the first cohort of Touro PathA students are scheduled to graduate; therefore, in Spring 2024, Touro plans to submit our Self-Study Report to the NAACLS to progress to the Serious Applicant Status phase of accreditation. All graduates of programs with Serious Applicant Status are eligible to sit for the PathA certification exam offered by the American Society of Clinical Pathology Board of Certification ([ASCP-BOC](#)).

To qualify for licensure as a "Licensed Pathologists' Assistant" in New York State, students are advised to [review licensure requirements information](#).

Please contact us, if you have any questions or for additional information.