



Nevada

College of Osteopathic Medicine  
Masters in Medical Health Sciences  
Student Handbook

Revised: March 29, 2023

## **SECTION I: TOURO UNIVERSITY NEVADA**

The Student Handbook contains policies and requirements that govern academic performance and student conduct. These policies are unique to Touro University Nevada, and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the responsibility of all students to be knowledgeable about Touro University Nevada policies. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled. This handbook applies to all currently enrolled students in the College of Osteopathic Medicine and, only where stipulated, do policies and requirements apply differently for individual classes. Touro University Nevada reserves the right to make changes at any time in this handbook or in the requirements for admission, graduation, tuition, fees and any rules or regulations. Touro University Nevada maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

### **NON-DISCRIMINATION POLICY**

It is the policy of the University to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability. To be considered for admission to any program offered by the University, a student must possess the academic credentials and professional attributes deemed essential by the respective program admission's committee for selection to the program.

### **HISTORICAL PERSPECTIVE**

Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission.

Touro College was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts and science students. Since those early days, the institution has experienced substantial growth.

Touro College has developed into a major institution of higher education, which includes the following schools: The College of Arts and Sciences (1971); the School of Health Sciences (1972); the School of General Studies (1974), the Graduate School of Jewish Studies (1979); the Jacob D. Fuchsberg Law Center (1980); the School for Lifelong Education (1989); the New York School of Career and Applied Science (1995), the Graduate School of Education and Psychology (1995); Touro University College of Osteopathic Medicine Vallejo (founded in 1997 as the San Francisco College of Osteopathic Medicine); Touro University International, offering degree programs on the internet in Cypress, California (1999); the Lander College for Men in Kew Garden Hills (2000) created in 2001 through a merger of two previously separate divisions, the School of General Studies (founded in (1974) and the School of Career and Applied Studies (created in 1995); and Touro University Nevada (2004). Touro opened a branch in Moscow in Spring 1991 and its operations now include the Institute of Jewish Studies (branch campus) and a business program with Moscow University Touro (an independent entity) operated through an inter-institutional agreement. The branch campus in Jerusalem comprises the Graduate School of Jewish Studies, an undergraduate business program and the Touro Israel Option (year abroad program). In October 2003, Touro opened a small branch campus in Berlin.

Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1997 located a campus in the San Francisco Bay Area. The campus was moved to Mare Island, California in 1999. In 2003, Touro University College of Osteopathic Medicine (TUCOM) became the Founding College of Touro University – California. Touro University California is now composed of two colleges: College of Osteopathic Medicine

(grants the Doctor of Osteopathic Medicine Degree – D.O., Master of Science in Physician Assistant Studies – MSPAS, and Master of Medical Health Sciences – MHS) and the College of Health and Human Services (grants the degrees of M.Ed.-School Administration Program, M.Ed.-Curriculum & Instruction, M.Ed.-Special Education-Generalist, M.Ed.– Language & Literary, M.Ed.-Secondary Education, Teaching English as a Second Language – TESL Endorsement, Autism Endorsement, BSN, MSN, DNP and MS in Occupational Therapy).

As Touro College looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Las Vegas and the surrounding communities. The branch campus, Touro University College of Osteopathic Medicine Nevada, matriculated its first class in Fall 2004 and provided programs in osteopathic medicine and physician assistant studies. Touro University Nevada now consists of the College of Osteopathic Medicine and the College of Health and Human Services, providing educational programs in nursing, occupational therapy, and education.

### **MISSION OF TOURO COLLEGE**

Touro College is an independent institution of higher and professional education under Jewish sponsorship, established to perpetuate and enrich the Jewish heritage and to serve the larger community in keeping with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

### **VISION STATEMENT OF TOURO UNIVERSITY NEVADA**

The vision of Touro University Nevada is: Educating caring professionals to serve, to lead, to teach.

### **MISSION OF TOURO UNIVERSITY NEVADA**

The mission of Touro University Nevada is to provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

# **SECTION II: TOURO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE MASTER OF SCIENCE IN MEDICAL HEALTH SCIENCES DEGREE**

## **ACCREDITATION AND APPROVAL**

Touro University Nevada received approval from the Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC) in 2009 to award the Master of Science in Medical Health Sciences Degree. The program is also licensed by the Nevada Commission on Postsecondary Education.

## **DEGREE AWARDED**

The Master Science in Medical Health Sciences degree is conferred upon graduates of Touro University Medical Health Sciences Program who have fulfilled all of the requirements for graduation as published elsewhere in this handbook.

## **MEDICAL HEALTH SCIENCES PROGRAM DESCRIPTION**

The Master of Science in Medical Health Sciences (MHS) Program is a degree-granting program designed to enrich the academic knowledge base and skills of students interested in entering health care professional programs. The MHS Program at Touro University Nevada provides its students a rigorous program consisting of 30 credits of quality graduate level biomedical. All students are admitted to a program comprised of basic science medical courses, a graduate biomedical science core in immunology, infectious disease and genetics.

## **TOURO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE MASTER OF MEDICAL HEALTH SCIENCES PROGRAM**

### **EDUCATIONAL GOALS AND OBJECTIVES**

The overall goal of the Master of Science in Medical Health Sciences (MHS) curriculum at Touro University Nevada is to increase the knowledge base, develop the motor skills, promote behaviors, and encourage attitudes of a prospective health care professionals. These goals can be accomplished through the following long-term objectives:

- A. To provide a curriculum that contains essential information to understand the scientific basis of medicine and its application to the practice of medicine, students will acquire core basic medical and biomedical knowledge and facts including those necessary for clinical diagnosis, treatment, prevention of diseases and for new scientific discoveries.
  
- B. To implement a curriculum that integrates the clinical applications of basic science concepts, students will acquire and apply basic motor and cognitive skills useful in ordinary medical procedures, including problem solving, reasoning, and effective communication of results.
  
- C. To cultivate and nurture a learning environment that fosters a humanistic and compassionate, as well as an ethical, respectful, and culturally competent approach to medical care or research activities and to working with other health care providers or research scientists, students will acquire and demonstrate behavior that exhibits professionalism of a health care worker or basic scientist including application of ethical and moral reasoning.
  
- D. To institute a teaching approach that fosters enthusiasm, critical thinking and commitment to lifelong learning, students will acquire and demonstrate the ability to use independent learning methods and information management skills.

## **SYNOPSIS OF CURRICULUM**

The philosophy of the curriculum of Touro University Nevada stresses the interdependence of the biological, clinical, behavioral and social sciences. The Touro University Nevada curriculum is a continuously evolving educational program designed and developed by the faculty to meet the ever changing demands of medical education and the mission of Touro University Nevada. New courses and changes in existing course work are initiated by the faculty in their respective departments. New programs can be approved by the Dean of Students and the Curriculum Committee. Please see the college catalog for detailed course descriptions.

The MHS educational program is centered on the basic concepts for preparation for a career in medicine or other closely related health professions. For the basic medical science component of the program, students attend the Human Anatomy, Medical Biochemistry, Human Physiology, Immunology, Infectious Disease and Genetics courses in the College of Osteopathic. Students registered in these courses have access to prosected cadavers, clinical case presentations, seminars, and course examinations. These provide an important learning experience for the students while establishing a critical evaluation tool in determining students' abilities to handle the rigors of health care professional programs. Suitable substitutions for these activities will be made available in the event that instruction is moved to an online format.

The wide array of activities experienced during the Program, exposes the students to various activities that seek to develop and test abilities and behavior that are mostly difficult to evaluate in regular class work such as their ability to communicate, to discuss and reason, to demonstrate ethical behavior, and to exhibit professionalism. These activities not only prepare students to become better medical students but should enhance their credentials for admission. As part of preparation for medical school qualification, the MHS program includes ancillary support services to help the students' application to medical or professional schools. An optional online MCAT or GRE review course, or alternative approaches, as available, is offered along with tutorials to promote interviewing skills as part of medical school admissions.

## **SECTION III: STUDENT SERVICES**

### **OFFICE OF STUDENT AFFAIRS**

This office coordinates a variety of student support service functions within the University including the publication and distribution of the Student Handbook. Student Affairs interacts with students to develop and offer support programs and services which enrich students' experiences on campus. The Office of Student Affairs is available to students on a continuing basis supporting student concerns and challenges. <https://tun.touro.edu/administration/division-of-student-affairs/>

### **OFFICE OF THE REGISTRAR**

<https://tun.touro.edu/administration/division-of-student-affairs/registrar/>

### **Financial Aid**

<https://tun.touro.edu/admissions--aid/financial-aid/>

### **Student Health Insurance**

<https://tun.touro.edu/admissions--aid/student-health-insurance/>

### **Office of the Bursar**

<https://tun.touro.edu/administration/division-of-student-affairs/bursar/>

## **DISABILITY SERVICES**

Touro University Nevada is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Touro University Nevada to insure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event. If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix B of the Catalogue.. Touro University Nevada has developed a set of technical standards that are required of all graduates. These standards are found in the Touro University Nevada catalogue.

## **OASIS — Office of Academic Services and Institutional Support — Learning Resources**

Services are available to assist students experiencing academic difficulties, as well as preparation for professional examinations. In addition to tutoring and study skills enhancement, accommodations for documented disabilities are provided through this office.

### **Peer Tutoring**

Through OASIS, Touro University offers students peer tutoring services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material/content. Students are eligible to apply to tutor a subject if they earned at least a “B” in that subject and are approved by the course director. Tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must have applied to and been approved by OASIS to be eligible for reimbursement of tutoring services. Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are earning a grade of less than 80% in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available through OASIS. Students requesting a tutor must complete and submit a request form to OASIS.

## **STUDENT ORGANIZATIONS**

### **STUDENT ORGANIZATIONS**

#### **Student Government Association**

(SGA) for each college is the official voice for the students. The organizations are open to all students in the University and welcomes proposals and participation from the entire body. The responsibilities of SGA include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting professional education, supporting club and class activities and working to improve the quality of life for all students at Touro University Nevada.

#### **Recognition of Student Organizations**

To ensure that organizations seeking recognition meet the high standards of Touro University Nevada and its student population, the appropriate SGA for each College shall have the power to recognize all student organizations.

### ***Student:***

1. The students and faculty advisor seeking group recognition must complete a petition for recognition.
2. The petition must include the organization's name and goals, proposed charter, name of faculty advisor, and list of charter members.
3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

### ***Student Government Association:***

1. The SGA will review the petition.
2. The SGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.
3. A majority vote of those SGA members voting shall determine the status of the applicant group. Appeal of the SGA decision may be made to the Dean of Students.
4. The SGA has the right to annually review the status of any organization. The SGA may require every approved organization to submit an annual report.
5. The SGA will have the discretion to hear objections related to the recognized organization.
6. The SGA shall ensure that no action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the issue.
7. The SGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

### ***Dean of Students:***

1. Review the petition for a new university organization to ensure proper documentation
2. Recommends approval or denial.
3. Forwards the recommendation to the appropriate Program Director.

### ***Renewal of Recognition***

The SGA conducts an annual review of all approved student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter enabling them to accomplish their organization's goals. Based on the results of its annual review, the SGA, by vote of its members, makes a recommendation to the Dean of Students regarding the renewal of an organization's approved status. Following administrative review, a recommendation is submitted to the appropriate college dean/program director.

### ***Student Organization Stationery Usage Policy***

To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved or probationary status and have received approval from the Dean of Students.

### ***Extra-Curricular Activities***

Students or student organizations wishing to host events involving academic activities, i.e., speakers, mini-courses, drug fairs or non-credit courses, must have the approval of the Dean of Students and if applicable, their club advisor. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Dean of Students. Request forms are available in the Office of Student services.



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

All student groups (organizations, classes, etc.) seeking to have an on-campus student event must consult the Director of Student Activities who will advise the student organizer of the necessary steps to follow in scheduling the event.

## ***Alcohol Policy for Student Events***

The University will not authorize the use of general student fees or other funds collected and administered by a University office or agency for the purchase, supply or serving of any alcoholic beverage. See the “*Alcohol Policy for Student Events*” in the University Catalog to request permission to plan an event in which alcohol will be served. This policy does not apply to approved functions which are directly sponsored and organized by the University.

## ***Publications***

Yearbooks and other sanctioned student publications may be published only under the auspices of the University.

## ***Student Representation***

Student representation is provided on appropriate college/university committees. Any full-time student in good academic standing (i.e., not on any form of probation) is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. Interested students must apply by the posted deadlines to the SGA for consideration. Students who have committee assignments and are placed on academic probation will be required to resign their position, and another student will be elected to serve on the committee.

## ***Official Representation***

Touro University Nevada students may officially represent the University and/or its colleges or any institutional committees on any local, state or national student-oriented organization only if approved in advance by Touro University Nevada. The student must be in good academic standing in order to serve as an official representative of TUN.

## ***Dress Code***

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on University grounds or in a clinical setting. A conservative use of jewelry, hair color, and clothing selection is encouraged. Baseball caps, t-shirts, and torn jeans are examples of inappropriate, unprofessional attire. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire that is subject to review and action by the Dean of Students.

## **STUDENT HEALTH**

### **Medical Records**

Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by TUN student health services. These items must be submitted to that office before the student can matriculate into the program, failure to submit the above items may prevent the student from beginning the program. Proof of immunization must be provided to the Director of Student Health Services and also maintained by the student throughout their program. It is the student's personal responsibility to be aware of all requirements and must maintain a copy of all documents submitted to student health services.

### **Immunization Requirements**

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

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

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

### **Student Health Insurance**

Touro University Nevada is concerned for the health and welfare of its students; students are required to have medical insurance. As a registered student at Touro University Nevada, you have the option of enrolling in a student health plan through the University. <https://tun.touro.edu/admissions--aid/student-health-insurance/>

For more information about SHIP or for questions regarding opting out, please contact the Office of the Bursar at 702.777.3170 or [tun.bursar@touro.edu](mailto:tun.bursar@touro.edu).

## **Crime Awareness & Campus Security Act**

As required by federal law, Touro University 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 interested in this information should contact the Office of Student Services.

## **SECTION IV: GENERAL ACADEMIC POLICIES**

### **TRANSFER STUDENTS - TOURO UNIVERSITY NEVADA**

The Medical Health Sciences program, being only a one year degree granting program does not accept transfer students.

### **NEW STUDENT ORIENTATION**

Orientation programs are planned each year by the Office of Admissions to welcome and facilitate the integration of new students into each of the colleges of the University. In conjunction with the orientation programs, students register, receive financial aid information and learn about college services available on campus. In addition, students are provided with opportunities to interact socially with peers, meet faculty, administrative and staff members and develop a sense of belonging to the University and individual college communities. New students will receive a packet which contains general information about the college program of study, class schedules, etc. at orientation. The orientation program is a one to two day session which includes an outline of the curriculum, a review of policies and procedures, and opportunities to meet fellow classmates.

### **STUDENT IDENTIFICATION**

The Office of Student Services issues photo-identification (ID) badges to new students during orientation or the first week of class. This badge 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 it is readily visible. Failure to wear and/or properly display the student identification badge may result in a member of the security staff requesting the student to leave the building, denying the student admission to the building or referring the student to the Dean of Students. If a student identification badge is lost or stolen the student is required to inform the Office of Student Services and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

### **NAME TAGS - TOURO UNIVERSITY NEVADA**

Students enrolled in programs at Touro University Nevada and involved in patient-related activities are required to wear a name tag which clearly shows their name and identifies the program and college in which they are enrolled. An acceptable format is as follows:

John Smith

Touro University Nevada

Masters of Health Sciences Student

### **OFFICIAL E-MAIL – TOURO UNIVERSITY NEVADA**

During the orientation process, each student is assigned a TUN email address that serves as the official means of communication between TUN and the student.

### **STUDENT RECORDS**

Guidelines for Access to and Disclosure of Education Records is located in Appendix A of the Touro University Nevada Catalog.

### **Disciplinary Records**

Disciplinary files are maintained by the Office of Student Affairs in a confidential, secured area. Contact the office for record inspection.

### **Medical Records and Immunizations**

Medical files are maintained separately from the other student files.

## **Academic Records**

Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades. Students may access and inspect their records by making an appointment with the Registrar's Office.

## **EXAMINATION POLICIES**

### **Examination Schedules**

The responsibility for developing and coordinating these schedules rests with the participating Department Chairs/Program Directors and Associate Dean of Students.

### **Examination Protocol**

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

1. Students are required to be present for all scheduled examinations.
  - a. In the event that campus is closed, or access to the physical plant of the university is restricted or modified according to distancing policies or other guidelines, students will take exams in an online, proctored format and should initiate the exam within 15 minutes of the posted start time.
2. A student cannot be given an examination more than 15 minutes after the scheduled start time or after the first person has left the examination room. The finish time for the examination will be as for the students who arrived on time.
3. The student unable to attend a scheduled examination for any reason must notify the Program Director as soon as possible prior to the start of the exam. The Program Director will determine whether the absence is excused or unexcused. Acceptable excused absences are described in the "Attendance Policies" section of the handbook. The student should also immediately inform the Course Director and/or instructor of his/her absence from the examination. Contact may be in person or via voice mail or e-mail.
4. An unexcused absence for an exam will result in a 10% deduction from the score achieved on the makeup examination.
5. Make-up examinations for excused and unexcused absences from exams must be accomplished within 72 hours. In the case of an illness or extenuating circumstances, the make-up exam must be accomplished within 72 hours of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the course coordinator and Program Director.
6. Failure to make up the examination within the specified time period will result in a grade of "Zero" for that examination.
7. If a student fails to appear for an examination, the proctor will notify the Course Director and the Program Director.

### **Examination Decorum**

Assessment of the student's knowledge is essential. This not only reflects what the student has learned, but also the quality and content of the information presented. It is therefore essential that examination decorum must be maintained at all times to ensure fairness and validity. Students are

expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards during examinations. Upon entry into the examination site, the student must place all books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Students are expected to uphold the Code of Responsibilities and Rights of the Students of Touro University Nevada. Any student engaging in dishonest acts during an examination is subject to disciplinary action. Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons. Any student wearing a hat will be asked to remove it. Failure to comply with this or any other reasonable request of a proctor will result in the immediate dismissal of the student from the examination. In such instances, the student will receive a zero for the examination.

## **Course Evaluation Policy**

One aspect of professionalism required of physicians is to provide their opinion and feedback to members of the healthcare team in order to aid in continually improving healthcare delivery. This aspect of professionalism begins in medical school and continues throughout a physician's career. An important mechanism for improving medical education is analysis of course evaluations completed by students. The online course evaluations will typically be made available to students one week prior to the final exam week of the semester. Each student is required to complete the online course evaluations within 14 days of the time they are made available. The computerized evaluation system employed by TUN maintains the anonymity of the evaluators while permitting determination of who has and has not completed the evaluations.

## **Excused Absence Policy**

It is expected that students will attend all lectures in the required curriculum, laboratory activities, elective, and audited courses. Departments and/or individual courses may establish more specific attendance requirements. Excused absences will be granted for the following: 1) a documented medical situation for the student or an immediate family member; 2) jury duty or court proceedings; 3) bereavement for an immediate family member; or 4) interviews for admission to professional schools; 5) approved\* off-campus conferences and events as described in the following section of the handbook. Other personal situations for which excused absences are requested will be reviewed on a case-by-case basis. Excused absences will not be granted to participate in weddings of extended family members and friends, attendance at concerts or similar activities. A student who does not have an excused absence and misses a quiz, laboratory session, or other graded activity will receive a "0". The policy for unexcused absences for exams is described under the "*Examination Protocol*" section of this handbook. Students requiring an excused absence for an exam or a laboratory class should notify the Director of the MHS program as soon as possible prior to the session to allow for any necessary accommodations. Students requesting extended excused absences may be required to provide additional verification to the Director of the MHS program. Failure to attend elective courses and/or laboratories may result in the removal of the elective credit from the student's record. Absences from any instructional session for any reason do not relieve the student from responsibility for covered material. Chronic unexcused absences may be viewed as violations of the Code of Responsibilities and Rights of the Students.

\*Must be approved by the Program Director and the Course Director of any course that will be missed due to an off-campus event.

## **Attendance Policy**

Attendance is mandatory for all lectures, laboratory, and small-group activities. The consequences for not attending one or more laboratory or small-group session are at the discretion of the course coordinator, and may include a failing grade. Students may request an excused absence ONLY if it meets one of the criteria stated in the excused absence policy. Students are expected to arrive on time and remain for the entire class.

## **Student Research**

Oversight of student progress is the responsibility of multiple parties. To assure a vibrant research environment and a meaningful research experience to each student the Graduate Affair Committee (GAC), the thesis committee and the student will work together to assure fair expectations and timely progression of the project.

## **GAC**

The GAC has the responsibility of assuring uniformity of research expectations by mentors and students across the program, suitability of research mentors and to arbitrate should unresolved inter-personal difficulties between mentor and student arise.

## **Student Absences to Attend Off-Campus Conferences & Events**

A policy has been established for students to be excused from lectures, laboratories, examinations or rotations to attend College-approved off-campus academic and nonacademic functions. This policy includes an approval procedure that must be followed by all student organizations and individual students requesting attendance.

A student who wishes to attend a professional conference or event must first submit a written request to the office of Student Services at least one month prior to the activity. Academic probation, an “incomplete” recorded for any course, one or more failed exams in the current semester, or an outstanding bill are among the reasons that Student Services will deny a student’s requests. Once a student has been granted approval by the office of Student Services, the student must obtain the signatures of the course directors for each course that will be missed. The completed approval form is then sent to the Dean of Students for final approval.

## **LECTURE POLICIES**

### **Recording of Lectures**

Lectures are recorded, and most recordings will be made available to those students registered for the given class. The following policies apply to lecture recordings:

- A. Students have access to the recorded lectures of the TUN courses for which they were registered for up to 48 months after the lecture. Access to recorded lectures is terminated upon graduation.
  
- B. Faculty members may withhold access to lectures or portions of lectures during which questions or cases were discussed.
  
- C. Copying and distribution of any recorded lecture material is a violation of the student honor code and may result in severe disciplinary action.

## **VISITORS**

Only registered students are permitted in the Touro University Nevada buildings. Nonstudents are not allowed to attend any didactic or laboratory sessions without the special permission of the Dean of Students. No visitors are permitted in the anatomy lab without the permission of the Department Chair. These regulations are strictly observed. 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 front reception desk.

# Grading System

Students should see the University Catalog for the current grading policy.

## Satisfactory progress

Students must achieve a score of 70% or better in each course to be eligible for degree granting. Students scoring below 70% in no more than one course/semester may be permitted to remediate that course and, if successful, receive a score of 70% making them eligible for degree granting. Failure in more than one course/semester places a student in the category for dismissal. Further, failure to maintain a grade point average of 2.0 ('C' average) places the student in the category for dismissal.

## PROMOTIONS

The Graduate affairs Committee (GAC) is charged with evaluating, recommending and implementing academic standards and assessing the progress of each student to graduation. The committee will meet or review each student who has failed a course, fails to meet the overall academic standards, fails to show satisfactory academic progress, or fails to meet graduation requirements. After a thorough review of student performance the Committee recommends an action to the Sr. Associate Dean for Academic Affairs. The Committee may recommend actions including, but not limited to dismissal, academic probation, or remediation of a course. These recommendations are communicated to the Sr. Associate Dean for Academic Affairs by the Program Director. The Dean has the authority to accept or modify their recommendations. The final decision by the Sr. Associate Dean for Academic Affairs may be appealed by the student to the Dean of the College of Medicine.

## Academic Probation

Students must meet the minimum standards and requirements set by the institution in order to remain in good academic standing. Students will be placed on academic probation if they receive a grade of Unsatisfactory in any course, and/or fail to meet the minimal cumulative weighted academic requirements. A student will be removed from academic probation only after successfully remediating the course or achieving the minimal cumulative weighted academic requirements.

### *Terms of Probation*

- A. When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements of probation, this is also noted in the student's file and transcript.
  
- B. When a student is placed on academic probation, following approval by the Sr. Associate Dean for Academic Affairs, he/she will be notified in writing by the Sr. Associate Dean for Academic Affairs and the reasons will be stated. When the terms of academic probation have been satisfied the Graduate Affairs Committee will notify the Sr. Associate Dean for Academic Affairs that probation has been rescinded and a letter will be provided to the student.
  
- C. A student on academic probation may not serve as an officer of any official University club or organization. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office or on University committees. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.



## Remediation

In the event of a failed course, every effort will be made to give students an opportunity to demonstrate competency in each area of the academic program. **However, remediation is to be regarded as a privilege which must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of resources available to him/her.** Decisions regarding remediation by the Graduate Affairs Committee will be made on an individual basis after considering all pertinent circumstances in each case. Students who do not meet the standards specified for satisfactory academic progress may be given an opportunity to correct their deficiencies as recommended by the Graduate Affairs Committee and determined by the MHS Program Director. Decisions will be made by written notification to the student by the MHS Program Director or his/her designee. Remediation of a Fall semester course will be remediated during the first week of the Spring semester. A Spring semester course may be remediated up to 30 days following the final examination.

After consultation with the course coordinator and/or faculty, the Graduate Affairs Committee may recommend a remediation plan that includes, but is not limited to, re-examination of failed subject material as constructed by the course coordinator.

The Graduate Affairs Committee administers this examination. Upon passing the re-examination the student is issued a grade of "U/P" for the course. The "U" denotes the initial grade of unsatisfactory and the "P" represents the final recorded grade for any course in which a student has been re-examined which will not exceed 70. Students who fails a re-examination will be reviewed by the Graduate Affairs Committee and may be placed in a category of dismissal.

## Dismissal from the College

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that Touro University Nevada, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action. The academic reasons for dismissal include but are not limited to the following:

- A. A student failed one course/semester.
- B. A student who earns a failing grade in a repeated course.
- C. A student who fails a re-examination under a remediation plan.
- D. A student who exceeds the limit for completion of the prescribed curriculum as defined by the program.
- E. A student who has not demonstrated continued academic and professional growth and achievement.

## Academic Appeal Process

Following notification (traceable letter delivery) of a decision for dismissal, a student may wish to appeal the decision. He or she has (7) working days within which to submit a formal written appeal of the decision to the Dean. The appeal request must be submitted in writing and delivered to the Office of the Dean within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the dismissal.

The Dean may grant an appeal only on showing one of the following:

A. Bias of one or more of the members of the Graduate Affairs Committee.

B. New material, documentable information not available to the committee at the time of its initial decision.

C. Procedural error. The Dean may choose any of the following options when an appeal to dismiss a student is under consideration:

a. Concur with recommendation of the Graduate Affairs Committee and the decision to dismiss.

b. Amend the recommendation of the Graduate Affairs Committee

c. Convene an ad hoc committee consisting of three members to review the recommendation of the Graduate Affairs Committee. The ad-hoc committee will present their findings to the Dean for consideration. The decision of the Dean is final and he/she will be required to notify the student in writing of the decision. While the appeal is pending, the status of the student will not be altered.

## **Graduation Requirements - Touro University Nevada**

A student will successfully graduate and be granted a Master's degree provided the candidate:

- 1 Has met the requirements for Satisfactory Academic Progress
- 2 Has completed the 30 credit hours required by the program.
- 3 Is not on probation, has received a grade of 70% or higher in each course, and has no outstanding grade which is incomplete.
- 4 Has complied with all the legal and financial requirements of Touro University Nevada.
- 5 Attends the graduation ceremony in person, unless special permission has been granted by the Dean.
- 6 Has completed the academic requirements within two years following matriculation. (excluding approved leaves of absence).

## **STUDENT ACADEMIC INTEGRITY AND ETHICS**

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

The administration should provide physical settings and examination format that minimizes academic misconduct. Crowded examination conditions should be avoided and alternate seating should be provided during examinations when possible. In addition, the administration should appoint adjudication committees consisting of faculty and students to deal promptly and with procedural fairness with cases of alleged academic dishonesty. The faculty should clearly inform students of grading requirements and performance expectations for each assignment as well as use examination formats that discourage academic misconduct.

### **Responsibility of the Student**

To be honest, act fairly towards others, take group and individual responsibility for honorable behavior and know what constitutes academic dishonesty.

### **Code of Conduct/Professional Promise**

Students are expected to emulate the legal, moral and ethical standards expected of professionals in their respective areas and display behavior that is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, morals, etc. displayed by the students to teachers, peers, patients and colleagues in the other health care and educational settings.

# **Student Academic Ethics: A Guide to Academic Honesty**

## ***What is Academic Dishonesty?***

Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

### *Cheating*

#### Definition:

Intentionally copying from another student's work or accepting assistance from other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

#### Clarification:

A. Students completing any examination should assume that external aids (for example, books, notes, conversation with others) are prohibited unless specifically allowed by the instructor.

B. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions well away from your seat).

C. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.

D. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization. A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Dean of Students (see appendix B). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

### *Fabrication*

#### Definition:

Intentionally falsifying or inventing any information or citation in any academic exercise.

#### Clarification:

A. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses.

B. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself. Students must not change and resubmit previous academic work without prior permission from the instructor.

### *Plagiarism*

#### Definition:

Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

#### Clarification:

A. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.

B. Paraphrase – Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase

properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.

C. Borrowed facts – Information gained in reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or end noted. One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

#### *Facilitating Academic Dishonesty*

Definition:

Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification:

A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments and term papers.

## **Student Discipline Procedures**

See Appendix B of TUNCOM Student Handbook