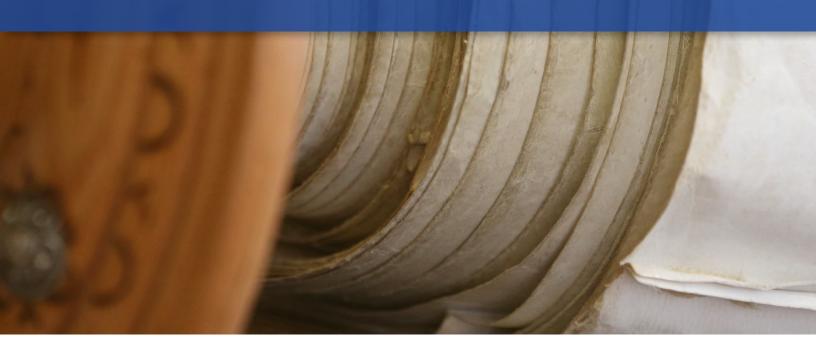


TOURO COLLEGE GRADUATE SCHOOL OF JEWISH STUDIES

Catalog 2014-2016





Touro College Graduate School of Jewish Studies



Catalog 2014 - 2016

www.gsjs.touro.edu

ACCREDITATION

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

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

This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Paris, Jerusalem, Moscow, and Miami, Florida.

Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System, accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Alameda, CA 94501, (510) 748-9001.

POLICY OF NON-DISCRIMINATION

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, gender identity, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 500 7th Avenue, 4th Floor, New York, New York, 10018, Elan.Baram@touro.edu (646-565-6000, ext. 55636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000, ext. 55330.

IMPORTANT NOTICE

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

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

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

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

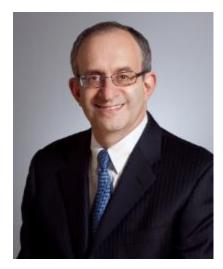
Registration and matriculation at Touro after the issuance of this Catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising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

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER	6
DR. BERNARD LANDER, FOUNDING PRESIDENT OF THE TOURO COLLEGE	
AND UNVERSITY SYSTEM	7
GREETINGS FROM THE VICE PRESIDENT OF THE DIVISION OF GRADUATE STUDIES	
MESSAGE FROM THE DEAN	
ACADEMIC CALENDARS	
2014-2015	
2015-2016	
MISSION STATEMENT	
GOALS	
THE TOURO COLLEGE AND UNIVERSITY SYSTEM	13
INTRODUCTION	16
APPLICATION AND ADMISSIONS	
INTERNATIONAL STUDENTS	17
Foreign Transcript Evaluation	17
TUITION AND FEES	17
QuikPAY	17
Refunds	17
Tuition Liability for Withdrawal	18
GRADUATE FINANCIAL AID	
GENERAL INFORMATION	18
APPLICATION PROCEDURE	18
ELIGIBILITY	20
OTHER EDUCATIONAL LOAN PROGRAMS	
ALTERNATE SOURCES OF AID	
FINANCIAL AID TERMS	
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS	
NEW YORK STATE AID	
STUDENT SERVICES	
OFFICE OF THE REGISTRAR	
Touro College Web-Based Student Services (TCWeb)	
OFFICE OF FINANCIAL AID.	
OFFICE OF THE BURSAR	
THE TOURO COLLEGE LIBRARIES	
THE TOURO COMPUTER CENTER	
STUDENTS WITH DISABILITIES	
ALUMNI RELATIONS	
PROGRAM REQUIREMENTS	
Thesis Track	
Non-Thesis Track	
AREAS OF SPECIALIZATION	
Jewish History	
Jewish Education	
UNDERGRADUATE STUDENTS	
ONLINE COURSES	
Student Identity Verification Procedures	
COURSE DESCRIPTIONS	
JEWISH HISTORY	
JEWISH PHILOSOPHY AND BIBLICAL EXEGESIS	
JEWISH EDUCATION	
RULES AND REGULATIONS	
NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT	
THE REGISTRATION PROCESS	
SELECTING COURSES	
UIIII I ∪UUU	

CHANGE OF PROGRAM	
Adding a Course	
Dropping a Course	
Unauthorized Withdrawal from Courses	
REPEATING A COURSE	
CREDIT LOAD	39
CONTACT HOURS	
ACADEMIC STANDARDS AND OPTIONS	40
GRADING POLICY AND SYSTEM	40
Attendance	40
GRADES	40
Other Grade Definitions	40
Grade Point Average (GPA)	4 1
Grade of "Incomplete"	41
Good Academic Standing	41
TRANSFER CREDIT	41
MAXIMUM TIME-FRAME	41
LEAVE OF ABSENCE	4
GRADUATION	42
Application for Graduation	42
Graduation Requirements and Standards	42
WITHDRAWAL FROM THE COLLEGE	
MAINTENANCE OF STATUS	43
TRANSCRIPTS	
COLLEGE CODES AND POLICIES	
TOURO COLLEGE CODE OF CONDUCT	
Adjudication of Code of Conduct Violations	
TOURO COLLEGE AND UNIVERSITY SYSTEM ACADEMIC INTEGRITY POLICY	
Procedures in Response to Violations of Academic Integrity	52
ARBITRATION OF DISPUTES	
FAILURE TO EDUCATE AND LIABILITY DISCLAIMER	
POLICY ON BIAS, HARASSMENT AND DISCRIMINATION	
TITLE IX POLICY	
POLICY ON SEXUAL OFFENSES	
TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES	
STUDENT COMPLAINT POLICY	
Student Complaint Procedure Phases	
TOURO COLLEGE CAMPUS SECURITY POLICIES	
POLICY ON DRUGS AND CONTROLLED SUBSTANCES	
STUDENT RESPONSIBILITIES AND RIGHTS	
CAMPUS CITIZENSHIP	
STANDARDS OF CLASSROOM BEHAVIOR	
COMPUTER USE POLICY	
INTERNET AND E-MAIL POLICY	
ANTI-HAZING REGULATIONS	
NO-SMOKING POLICY	
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS	
DIRECTORY	70
TOURO COLLEGE BOARD OF TRUSTEES	
TOURO BOARD OF GOVERNORS	
COLLEGE ADMINISTRATION	72

MESSAGE FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER



In the four decades that have passed since Dr. Bernard Lander founded Touro College, our institution has grown significantly and achieved remarkable success. When launched with its first class of 35 students, Touro was envisioned as a great experiment in higher education, blending the best of Jewish and secular scholarship in an atmosphere of personal attention and academic excellence. Our mandate was to respond in innovative ways to the educational needs of the growing Jewish communities of New York and elsewhere, and to provide accessible and quality academic opportunities to underserved populations. Today, Touro College - recognized as Touro University in California and Nevada – remains faithful to its original mission, educating approximately 19,000 students of diverse backgrounds, worldwide. We offer a wide range of undergraduate, graduate, and professional degree programs in a variety of disciplines - from Jewish studies to education to law and to the health sciences - including outstanding programs for students pursuing careers in medicine and the health sciences professions.

As the second president in Touro's history, I am deeply committed to Touro's mission of serving humanity and building a better world, as well as providing academic excellence and personal attention for students seeking to maximize their personal and professional growth. In carrying out our goals, we continue to work with our students in a collective effort to help make the world a better place for all.

Thank you for joining us in the pursuit of our mission. I wish you the greatest success in achieving your academic and professional aspirations.

Alan Kadish, M.D.

DR. BERNARD LANDER, FOUNDING PRESIDENT OF THE TOURO COLLEGE AND UNIVERSITY SYSTEM

Dr. Bernard Lander was an inspirational leader and visionary who revolutionized the field of education. As an educator and preeminent scholar, Dr. Lander devoted his life to Jewish and general higher education. Dr. Lander founded Touro College in 1970 and served as its first president until his passing in February 2010. Under his stewardship, Touro underwent significant growth, becoming an institution with multiple campuses and international reach. Today, Touro educates approximately 19,000 students across the United States and around the world.

Dr. Lander's creative genius and original thinking continues to be reflected in Touro's innovative approach to the field of higher education. He believed that it was his mission in life to strengthen Jewish continuity through the myriad of Torah and educational institutions that he established, and to provide opportunities for advancement for individuals from all walks of life.



Before founding Touro College, Dr. Lander was recognized as one of the foremost influences on American Jewry. After receiving semicha (rabbinical ordination) from his beloved teacher, Rabbi Moshe Soloveitchik, he assumed the prestigious pulpit position at Beth Jacob Congregation in Baltimore, Maryland. Soon thereafter, in recognition of his work at Columbia University while earning his doctorate in sociology and his communal leadership, he was named associate director of former New York City Mayor Fiorello LaGuardia's Committee on Unity, a precursor to the city's Commission on Human Rights.

In 1958, Dr. Lander was appointed dean of the Bernard Revel Graduate School of Yeshiva University, where he played a major role in the establishment of a network of graduate schools. He also served for over thirty years as vice president of the Union of Orthodox Jewish Congregations, where he emerged as a spokesman for the American Jewish community and was deeply involved in the creation of its acclaimed youth movement, the National Conference of Synagogue Youth. Simultaneously, he was a professor of sociology at The City University of New York and was selected to serve on several presidential commissions that dealt with social policy issues. Touro College and Touro University are Dr. Bernard Lander's legacies, institutions that will continue to provide quality education for many generations to come.

GREETINGS FROM THE VICE PRESIDENT OF THE DIVISION OF GRADUATE STUDIES



I am proud to present to you the 2014-2016 Graduate School of Jewish Studies Catalog. The Graduate School of Jewish Studies is one of seven graduate schools that make up the Touro College Division of Graduate Studies which is approximately 5,000 students strong.

The Graduate School of Jewish Studies is committed to Touro's mission of transmitting and perpetuating the Jewish heritage through the highest level of intellectual inquiry and scholarship. It is a small, 'boutique' school that prides itself on close and nurturing faculty/student interactions that make for a powerful learning community. It is also a school of great academic stature and reputation due to its extraordinary faculty of scholars.

The Graduate School of Jewish Studies offers a Master of Arts degree in Jewish Studies with concentrations in Jewish History (Manhattan campus), Jewish Education (at the Lander

College for Men) and History of the Holocaust (Touro Berlin campus). My congratulations to Dean Michael Shmidman, his staff and faculty for developing curricula that equip students with the knowledge and skills needed to serve the Jewish and general communities.

The Graduate School of Jewish Studies, together with the other schools in the Division of Graduate Studies, continually strives to provide educational opportunities that are practical, transformative, and empowering. This is a true realization of Touro's mission and the core Jewish values on which that mission is based, which include a commitment to quality education for all; the treatment, with integrity and respect, of all students, faculty and staff; the role of ethics in the professions; and the building of a responsive and responsible society.

I look forward to welcoming you to the Touro College family and learning community.

Cordially,

Nadja Graff, Ph.D.

MESSAGE FROM THE DEAN



I eagerly invite you to explore the 2014 -2016 Catalog of the Graduate School of Jewish Studies.

GSJS, established in 1981 as the first of Touro's graduate schools, has garnered praise consistently from external evaluators for its outstanding faculty, highly qualified students, accomplished alumni and well-designed curriculum.

We are proud to offer exciting and rigorous courses taught by distinguished scholars who are extraordinarily dedicated to the academic advancement of their students. The commitment of our faculty to the mentoring ideal, combined with

the uniformly high degree of enthusiasm for learning among our students, has created an uncommonly passionate community of scholars. I look forward to welcoming you personally to our remarkable community.

Michael A. Shmidman, Ph.D.

ACADEMIC CALENDARS

FALL 2014

Wednesday, September 3 First Day of Classes

Wednesday, September 24 – Friday, September 26 (Rosh Hashana)

No Classes

Monday, September 29 Classes Resume

Monday, October 6 -Friday, October 17 (Yom Kippur/Sukkot) No Classes

Monday, October 20 Classes Resume

Thursday, November 27 (Thanksgiving – Building Closed) No Classes

Tuesday, December 23 Last Day of Classes

SPRING 2015

Monday, January 26 First Day of Classes

Monday, February 16 (President's Day – Building Closed)

No Classes

Wednesday, March 4 -Thursday, March 5 (Ta'anit Esther/Purim) No Classes

Friday March 27 – Friday, April 10 (Pesach Break)

No Classes

Monday, April 13 Classes Resume

Thursday, May 21 Last Day of Classes

FALL 2015

Sunday, August 30 First Day of Classes

Monday, September 7 No Classes

(Labor Day)

Monday, September 14 – Tuesday, September 15

(Rosh Hashana)

Wednesday, September 16 Classes Resume

Tuesday, September 22 – Wednesday, October 7 (Yom Kippur/Sukkot)

No Classes

Thursday, October 8 Classes Resume

Thursday, November 26

(Thanksgiving - Building Closed)

No Classes

No Classes

Thursday, December 23 Last Day of Classes

SPRING 2016

Monday, January 25 First Day of Classes

Monday, February 15 No Classes

(President's Day – Building Closed)

Wednesday, March 23 – No Classes Thursday, March 24 (*Ta'anit Esther/Purim*)

Monday, March 28 Classes Resume

Tuesday, April 19 – No Classes Sunday, May 1

(Pesach Break)

Monday, May 2 Classes Resume

Thursday, May 19 Last Day of Classes

MISSION STATEMENT

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate and graduate programs in Jewish studies, the liberal arts and sciences, and the professions including education, law, medicine, pharmacy, health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" This teaching shapes the core values of the college, which include a commitment to quality education for all, the treatment, with integrity and respect, of all students, faculty and staff, the role of ethics in the professions, and the building of a responsive and responsible society.

GOALS

- 1. To transmit and enrich the Jewish heritage and its tradition of intellectual inquiry, as well as to incorporate Jewish studies into programs on the undergraduate, graduate and professional levels
- 2. To promote sensitivity to ethical concerns and social responsibility through both the curriculum and community outreach
- 3. To further the career interests and professional aspirations of our students though a broad range of academic programs and related activities
- 4. To advance proficiency in communication, information and technological literacy, analytical skills, and quantitative reasoning
- 5. To promote and support faculty and student research and scholarship
- 6. To develop and provide educational opportunities to underserved students in diverse communities
- 7. To maintain Touro as a learner-centered community in consonance with the college mission
- 8. To expand educational opportunities through distance learning and blended programs

THE TOURO COLLEGE AND UNIVERSITY SYSTEM

The Touro College and University System ("Touro" or "the College") is a Jewish-sponsored independent institution of higher learning and professional education. The College was established to further the Jewish heritage and to serve the larger American community. Approximately 19,000 students are currently enrolled in Touro's various schools and divisions.

The Touro College and University System ("Touro" or "the College") is a Jewish-sponsored independent institution of higher learning and professional education. The College was established to further the Jewish heritage and to serve the larger American community. Approximately 19,000 students are currently enrolled in Touro's various schools and divisions.

Touro College was chartered by the Board of Regents of the state of New York in June 1970 and opened a year later. The College grew from an initial class of 35 students to an international university system of approximately 19,000 students worldwide today. The mission of perpetuating and strengthening Jewish heritage, while at the same time providing the highest quality educational opportunities to society as a whole, continues to inform all of Touro's endeavors. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President and CEO Dr. Alan Kadish in furthering Touro's historic mission.

Touro's schools serve a variety of communities, providing diverse, innovative and engaging courses in a range of fields - from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The distinctive educational experience offered through Touro's diverse programs are in keeping with the Jewish intellectual tradition of commitment to the transmission of knowledge, social justice, compassionate concern for society and respect for applied knowledge and discovery.

It is this commitment to a Jewish intellectual tradition that is at the foundation of Touro's many outstanding achievements by faculty and students throughout our system. At the same time, the Touro College experience consists of more than classroom instruction - Touro fosters an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured in many ways.

Enhancing the Jewish Heritage

Touro's first college, the Touro College of Liberal Arts and Sciences, was established in 1971. In 1997 Touro designated the various divisions of the College as **The Lander Colleges**, in honor of Founding President Dr. Bernard Lander, for his historic contribution to higher Jewish education in America. The Lander Colleges are comprised of the **Lander College of Arts and Sciences – Flatbush** (with separate divisions for men and women); the **Lander College for Women – The Anna Ruth and Mark Hasten School** in Manhattan; and the **Lander College for Men** in Kew Gardens Hills, Queens. The Lander Colleges embody Touro's commitment to enrich the college experience for young Jewish men and women. The **Graduate School of Jewish Studies** admitted its first class in 1981, preparing students for careers in scholarship, education and community service. In 1989, Touro pioneered the **School for Lifelong Education** (SLE) to serve the academic needs of the Hasidic community, whose unique culture, commitment, and lifestyle required bold and innovative approaches to higher learning. The **Institute for Professional Studies (IPS) – Machon L'Parnasa** - was established in 1999 to provide practical applications in higher education for the ultra-orthodox community. In 2005, **Touro College Los Angeles** (TCLA) was created, following a curriculum modeled after The Lander Colleges.

Fulfilling Needs - and Building Strength - in Health Care

The **School of Health Sciences** was developed in 1972 as the Division of Health Sciences, consolidated into a school in 1986, and incorporated into a restructured Division of Graduate Studies in 2008. The School, which pioneered the training of physician assistants, has shown steady growth, innovation, and excellence over the years, and has established a number of campuses in the New York area that prepare health care professionals to serve a broad range of patient needs. The **Touro College of Osteopathic Medicine** (TouroCOM) opened in September

2007 in Harlem to prepare students to become outstanding osteopathic physicians who uphold the values, philosophy and practice of osteopathic medicine. The College is committed to recruiting students to practice in underserved communities such as Harlem, and to function as an integral part of the New York City/Harlem community. In 2008, the **Touro College of Pharmacy** enrolled its inaugural class of Doctor of Pharmacy students. Also located in Harlem, the school is committed to serving underrepresented communities and developing interest on the part of minority students in careers in pharmacy and other health professions. In 2011, Touro affiliated with **New York Medical College** (NYMC), one of the nation's oldest health sciences universities, thereby creating one of the largest affiliations of medical and health education and biological studies programs under one banner. Located in Westchester County, NYMC is the leading academic biomedical research center between New York City and Albany, with nearly \$34.5 million in sponsored research and other programs under management.

In 1997, Touro established a Western Division, **Touro University California**, with the opening of **Touro University College of Osteopathic Medicine (TUCOM)** in San Francisco. In 1999 the College moved to its current site on Mare Island in Vallejo, California. Also on Mare Island, Touro opened the **Touro University College of Pharmacy** (TUCA COP), which admitted its first class in 2005. In 2010, the **College of Education and Health Sciences** (CEHS) was created with the merger of the **College of Education**, which opened in 2004, and the **College of Health Sciences**, which opened in 2002. In 2004, **Touro University Nevada** (TUN) was established as a branch campus of **Touro University California** to help address critical needs in health sciences and education and as a resource for community service in the state of Nevada. The **Touro University Nevada College of Osteopathic Medicine** (TUNCOM) opened in 2004 in response to a shortage of primary care physicians and physician assistants throughout Nevada and the southwest. TUN's **College of Health and Human Services**, opened in 2005, offers numerous degree programs in health sciences and education, and has implemented extensive community outreach to assist underserved populations in southern Nevada.

Charting New Territory in Law, Business and Technology

In 1980, the Touro College School of Law, today the **Touro College Jacob D. Fuchsberg Law Center**, was established to develop lawyers who temper practical knowledge with perceptive judgment. In 2007 the Center moved to a new law complex in Central Islip, adjacent to and working with a federal and state courthouse – the first law campus of its kind in the country. Established in the late 1980's as Touro's **International School of Business and Management** (ISBM), in 1998 the **Graduate School of Business** was founded in New York City's financial district where it offers graduate degree programs encompassing a variety of business and management subjects as well as training to work effectively in a world market of independent economies. Also in 2007 the **Graduate School of Technology** was opened to educate technology leaders through degree programs that reflect the power and pace of technological change. In 2008, Touro College launched **Touro University Worldwide** (TUW), an online university that offers graduate degree programs to students who are lifelong learners or interested in furthering their professional development.

Educating the Educators, Serving the Community

Touro's **Graduate School of Education** was established in 1993 to prepare America's future leaders in education. The School has one of the largest teacher education programs in New York State, and through its **Lander Center for Educational Research** assists public schools in addressing problems that impact student achievement and equality of educational opportunity. **The New York School of Career and Applied Studies** (NYSCAS) was established in 2002 through the merger of the **School of General Studies** (SGS), founded in 1974, and the **School of Career and Applied Studies** (SCAS), launched in 1985. NYSCAS' mission is to provide quality undergraduate educational experiences at multiple locations throughout New York City that reflect the city's economic, ethnic and social diversity. In 2006 the Touro College **Graduate School of Social Work** was created to inspire and prepare graduates for clinical social work practice in a variety of urban and multicultural environments. The School prepares students to advocate effectively for the most underserved in society. In 2008, the **Graduate School of Psychology** was organized as a self-standing school, building upon programs developed in 1993 at the **Graduate School of Education and Psychology**. The School trains sensitive and dedicated applied psychology professionals, offering degree programs in mental health counseling school psychology, school counseling, and industrial/organizational psychology.

Forging Ties with Israel and Revitalizing Jewish Life in Europe

Touro College in Israel (TCI) was established in 1986 to provide the English-speaking population in Israel with the opportunity to earn credits towards an academic degree while studying in Israel. In 2004, an affiliate of Touro with a separate Israeli charter, **Machon Lander**, was recognized by Israel's Ministry of Higher Education. Machon Lander offers more than 100 courses at several schools, including graduate courses and undergraduate programs.

In 1991, Touro College became the first American higher education institution to establish a program of Jewish studies in Moscow. The School of Jewish Studies, now renamed the **Lander Institute Moscow**, was established to afford members of the Jewish community a greater awareness of their Jewish heritage, offer them a well-rounded general education, and to provide professional preparation to serve organizations and schools. In 2003, Touro began offering an academic program through **Touro College Berlin** and in 2005 the **Lander Institute for Communication about the Holocaust and Tolerance** was founded with a focus on examining the range of its consequences.

INTRODUCTION

The Graduate School of Jewish Studies, established in 1981, offers courses leading to a Master of Arts degree in Jewish Studies. The Graduate School has earned a reputation for close student-faculty interaction, superior instruction and a rigorous, well-structured curriculum.

The aim of the M.A. program is to provide graduate students with a deeper knowledge and understanding of the history, literature, thought, and educational processes of the Jewish people over the past millennium. A specialization in Jewish History is offered at the main graduate campus in Manhattan. A Jewish Education concentration is offered primarily in Queens, in conjunction with the semikhah program at the Lander College for Men, and a specialization in the History of the Holocaust is available at Touro's Berlin campus.

Successful completion of the Master's program serves as a thorough foundation for further study of Judaica on the doctoral level, or for careers in Jewish education. Graduates of the program have been accepted at leading Ph.D. programs in the United States and Israel, and continue to contribute to scholarship through their publications in a wide range of subjects in the field of Jewish studies. Alumni also serve in significant positions throughout the world in the areas of Jewish education and Jewish communal service.

The Graduate School sponsors or co-sponsors major academic conferences. Recent conferences include: "Aggadah and Aggadic Interpretation Throughout the Generations," 2010 (co-sponsored with Machon Lander and Bar-Ilan University); "Rabbis and Rebbes, Artists and Intellectuals: Round-Table Conversations on the Cultures of Eastern European Jewry, 19th-20th Centuries," 2008 (co-sponsored with YIVO Institute for Jewish Research); "Sermonic Literature and Jewish Culture," 2007 (co-sponsored with Machon Lander and Mercaz Shazar); "Conversion and Reversion to Judaism: From the Crusades to the Enlightenment," 2006.

Touro College Press was inaugurated by the Graduate School in 2007. While specializing in academic Jewish Studies, Touro College Press recently expanded the scope of its scholarly offerings to other disciplines as well, ranging from biology to business. More information is available at: www.touro.edu/departments/tc-press.

APPLICATION AND ADMISSIONS

Men and women with a baccalaureate degree or its equivalent from an accredited institution, a background in Jewish studies, and a working knowledge of Hebrew, who show promise of meeting the standards set for the program, may be considered for admission.

Application Procedure

An application is considered complete, and the candidate considered for admission, as soon as all of the following have been received:

- 1. Application for admission and a non-refundable application fee.
- 2. Transcripts of all undergraduate and graduate work. Transcripts must be sent to the Office of Admissions directly by the school. Transcripts submitted by an applicant cannot be considered official documents.
- 3. Two letters of recommendation.
- 4. A sample of written work.
- 5. Supplementary materials (e.g., testing data) may be requested if deemed necessary by the Committee on Admissions.

Upon receipt of the above documents, the applicant is invited for a personal interview.

Applications are available online at: www.gsjs.touro.edu. Questions about the application can be directed to:

Touro Graduate School of Jewish Studies 27 West 23rd Street, 5th Floor, New York, NY, 10010

Tel: (212) 463-0400 ext. 5581

email: Karen.Rubin@touro.edu **OR** Michael.Shmidman@touro.edu

INTERNATIONAL STUDENTS

Students from foreign countries who hold a baccalaureate degree or its equivalent are eligible for admission to the Graduate School of Jewish Studies. Such students follow the same application procedure as other candidates for admission.

Students whose native language is not English, or who did not graduate from high school or college in the USA or other English-speaking country, must also demonstrate proficiency in English through satisfactory performance on one of the following English proficiency examinations:

- Test of English as a Foreign Language (TOEFL) minimum score of either 550 (paper-based), 213 (computer-based), or 80 (Internet-based)
- International English Language Testing System (IELTS) minimum score of 6
- Pearson's Test of English Academic (PTE) minimum score of 58

Foreign Transcript Evaluation

International applicants must have an original transcript of their college record, with a certified English translation if necessary, sent to the Office of Admissions. In most cases, students with foreign transcripts are also required to have them evaluated by a Touro College-approved agency. A list of agencies is available by visiting www.naces.org/members.htm.

TUITION AND FEES

2014-2015 Tuition & Fees*

Tuition\$660 per creditApplication Fee\$50 - non-refundableAdministrative Fee\$150 per semester

Technology Fee \$50 per semester (Fall & Spring)

Transcript Fee \$10 per transcript

Returned Check Fee \$40 **Maintenance of Status Fee** \$150 **Graduation Fee** \$200

Note: All tuition payments must be made directly by students online through QuikPAY.

QuikPAY

QuikPAY provides Touro students with 24-hour online access to e-bills and payments. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The College takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

To Access QuikPAY

Login to TCWeb at www.tcweb.touro.edu following the user and password guidelines, and then select "QuikPAY" from the menu. If there is trouble accessing TCWeb, call 212-463-0400, x 5118.

Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance and will be mailed via USPS. Please ensure the address is up to date with the Office of the Registrar. If paid by credit card, that credit card will be refunded.

^{*}Tuition and fees are subject to change annually. The Board of Trustees of Touro College reserves the right to change the tuition and fee schedule without prior written notice.

In the case of application for federal direct loans (i.e., the federal Stafford Loan or Perkins Loan programs), the student will be notified via mail of the date the loan has been received and credited to the student's account. To cancel all or a portion of the loan, return the notification to the Office of the Bursar within 14 days.

Tuition Liability for Withdrawal

Students who wish to withdraw from their courses at the Graduate School of Jewish Studies must contact the Office of the Registrar. Upon approval and when withdrawing from ALL courses, the withdrawal credit schedule below will apply. Be aware that Summer terms have an abbreviated withdrawal schedule. There is no refund for administrative fees.

It is important that the student consult with her/his advisor before dropping courses to find out how dropping those courses will impact the student's standings, financial aid eligibility, degree pursuit, privileges, and conditions for graduation.

Fall & Spring Semester

Before the beginning of classes: 100% of tuition
During the first week of classes: 90% of tuition
During the second week of classes: 75% of tuition
During the third week of classes: 50% of tuition
During the fourth week of classes: 25% of tuition
After the fourth week of classes: No refund

Summer Semester

Before the beginning of classes: 100% of tuition
During the first week of classes: 60% of tuition
During the second week of classes: 20% of tuition
After the second week of classes: No Refund

Graduate Financial Aid

GENERAL INFORMATION

The Financial Aid Office at Touro College's Graduate Division offers guidance throughout your course of study.

To assist you off-campus or for general financial aid inquiries, please contact Touro NONSTOP Student Services at studentservices@touro.edu or 212-463-0400, ext. 5276

APPLICATION PROCEDURE

Students who wish to apply for financial aid must complete a Free Application for Federal Student Aid (FAFSA or a Renewal FAFSA), and submit it to the government once every academic year. The FAFSA must be completed online at www.fafsa.ed.gov The Federal code for Touro College is 010142. Applications become available in January for the upcoming school year.

Financial aid policies are designed to help bridge the gap between the cost of attending school and the student's available resources. Most awards are determined by need, but financial need has no bearing on admission decisions. Touro College participates in federal, state, and local sources, some of which may include:

Federal College Work Study Program (FWS)

The Federal College Work-Study Program provides both on- and off- campus jobs to eligible undergraduate and graduate students who wish to earn money to help cover their educational expenses. Students who work on campus are employed by the College. Students who receive off-campus placements will usually be employed by a private non-profit organization or a local, state or federal public agency. The work performed must be in the public interest. If the off-campus job is with a private-sector employer, then the job should be related to the student's course of study.

Participation in the program is determined by student eligibility, need, institutional funding and job availability. Preference is given to students who can demonstrate exceptional financial need. The College is responsible for selecting recipients and determining award amounts. Factors considered by the Financial Aid Office in determining whether and for how many hours the recipient may work under this program include: financial need, class schedule, academic progress, and the student's health status. The level of salary must be at least the minimum wage.

Students are currently permitted to work up to 20 hours per week during Fall and Spring terms. During the Summer terms students are allowed to work up to a maximum of 30 hours per week Rates are \$11.00 per hour.

Veterans Administration (VA) Benefits

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits and assistance in applying for benefits can be obtained from offices of the Veterans Administration.

• Perkins Loan for the 2014-15 Award Year or Earlier

Important Information: Wind-down of the Federal Perkins Loan Program:

As of January 30, 2015, schools may <u>not</u> make Federal Perkins Loans to <u>new</u> borrowers after September 30, 2015. If prior to October 1, 2015, a school makes the first disbursement of a Federal Perkins Loan to a student for the 2015-2016 award year, the school may make any remaining disbursements of that 2015-2016 loan after September 30, 2015.

In addition, section 461(b)(2) of the HEA includes a narrow "grandfathering" provision that allows schools to make Federal Perkins Loans to certain students for up to five additional years (through September 30, 2020) to enable students who received loans for award years that end prior to October 1, 2015 "to continue or complete courses of study." The award year that ends prior to October 1, 2015, is the current 2014-2015 award year, which ends on June 30, 2015.

Touro College participates in the Federal Perkins Loan Program. The Federal Perkins Loan Program is a low interest (5%) educational loan offered to undergraduate and graduate students with exceptional financial need such as students with the lowest Expected Family Contribution (EFC).

As of October 1998, Federal regulations stipulate that undergraduate students may borrow up to \$5500 per year with an aggregate loan limit of \$27,500. Graduate or professional students may borrow up to \$8000 per year with an aggregate loan limit of \$60,000 (including undergraduate loans).

The amount of the loan is determined by the school based on the student's financial need and the availability of funds. Borrowers must sign a promissory note at the time the loan is taken agreeing to repay the loan and must attend an exit interview before leaving school.

At Touro College, awards can range up to \$2000 per academic year for the Perkins Loan. No interest accrues while the student is in college. For Perkins Loan borrowers, repayment begins nine months after graduation or leaving school, or after a student drops below half-time status. An additional extension is permitted for low-income borrowers. Borrowers are allowed up to ten years to repay the loan depending on the amount borrowed.

As of the 2012-2013 academic year, graduate students are no longer eligible to receive the Federal Direct Subsidized Stafford Loans.

Unsubsidized Federal Direct Stafford Loan

Students may qualify for Unsubsidized Federal Stafford loans. The federal government does not pay interest on students' behalf on these loans. Students are responsible for the interest that accrues on the loan during their period of enrollment, during the grace period, and during periods of repayment authorized for deferment. There are two ways to pay interest during these periods:

- 1. The students may make monthly or quarterly payments to their lender.
- 2. The student and lender may agree to add the interest to the principal of the loan, but no more often than quarterly (this is called capitalization). If the student does not make interest payments on schedule while in school or authorized periods of deferment, the interest will be capitalized.

Loan amounts will be disbursed in multiple payments sent to the school and made co-payable to the student and to Touro College.

Borrowers are given a six-month grace period after they graduate, leave school or drop below half time. Subsidized loan borrowers do not have to pay principal or interest during that period. Unsubsidized loan borrowers will be responsible for the interest during the six months grace period. Borrowers will be notified of the date repayment begins but are responsible for beginning repayment on time regardless of notification.

Federal Direct Grad Plus Loans

Borrowers under this program must be enrolled in an approved graduate level of study. Students' eligibility criteria are comparable to those for Stafford Loans. Borrowers must have good credit histories. The amounts borrowed in any year cannot exceed educational costs taking into account all other financial aid received. The borrower must sign a promissory note at the time the loan is taken agreeing to repay the loan. Repayment must begin sixty days after the loan is disbursed. Students may apply for deferments by contacting their lending institution.

Students should note that the School can refuse to certify a loan application, or can certify a loan for the amount less than the students would be eligible for, if the School documents its reason for the action and informs the students of the reason in writing. The School's decision in such cases is final and cannot be appealed to the U.S. Department of Education.

For detailed information regarding the rights and responsibilities of a borrower, deferments, or cancellations please consult with a financial aid administrator. Interest rates are located at: https://studentaid.ed.gov/types/loans/interest-rates

All students are required to complete an Entrance and Exit Interview when receiving Federal Direct Loans.

ELIGIBILITY

In order to be eligible for Federal loans a student must:

- 1. have financial need
- 2. have a Bachelor's Degree
- 3. be enrolled half-time or more as a matriculated student
- 4. be in good academic standing and making satisfactory progress
- 5. be a U.S. citizen or eligible non-citizen
- 6. not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan (subsidized and/or unsubsidized)
- 7. not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), or State Student Incentive Grant (SSIG)
- 8. not be convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid. You will be ineligible for a period of time based on the type or number of convictions.
- 9. agree to use any federal student aid received solely for educational purposes
- 10. sign a statement of educational purpose/certification statement on refunds and defaults (part of the terms on the financial aid self-service website).

Aggregate Limits – Federal Direct Loans have aggregate limits. The limits are as follows:

	Total Aggregate Limit
Graduate or Professional Students Annual Loan Limit	\$138,500
Health Professional Student (Doctoral only)	\$224,000

OTHER EDUCATIONAL LOAN PROGRAMS

Private Loans

In addition to the above loans, a student may apply for private industry loan programs. These loans are not need-based and require a credit check. Information regarding these loans is available at www.elmselect.com

ALTERNATE SOURCES OF AID

EMPLOYEE BENEFITS/TUITION REMISSION

Touro College full-time employees who wish to attend classes at Touro College and take advantage of the Employee Benefits Tuition Remission policy must:

- Complete an Employee Benefits Tuition Remission form prior to the start of each semester they are planning to attend school;
- File a FAFSA and submit federal and state tax returns along with documentation of all other sources of income.

Once the financial aid office verifies eligibility registration, the tuition remission amount will be entered. Tuition Remission is extended to full-time faculty and staff, their spouses and dependent children. Anyone in default of a student loan is excluded from receiving this benefit.

Employees taking classes in a professional or graduate level program will receive up to 25% tuition remission.

IN-HOUSE SCHOLARSHIPS

The Graduate School of Jewish Studies offers scholarships toward tuition based on a review of the student's prior scholarly achievement and academic promise. Amounts for these merit awards range from 25% to as much as 100% of tuition costs. For more information contact the Dean, Michael.Shmidman@touro.edu or call 212-463-0400 ext. 5581.

FINANCIAL AID TERMS

Default: failure to repay a student loan according to the terms agreed to at the time the promissory note was signed. The school, lender, State, and the Federal government may all take action against a defaulted student in order to recover the money.

Entrance Interview: A counseling session all first-time borrowers are required to attend at the time they apply for a Stafford loan, advising them of their obligations, rights, and responsibilities as borrowers.

Exit Interview: A counseling session borrowers must attend before leaving school. At this session, the school will give the borrower information on the amount owed, the amount of monthly repayment, and information regarding deferment, refinancing, and loan consolidation options.

Financial Need: The difference between the cost of education (tuition, fees, room, board, books and other related expenses) and the amount the student and his/her family can afford to pay, as determined by prescribed formulas used to calculate need from information reported on the aid application.

New Borrower: A term that applies to the Stafford Loan(s) and Parents Loan for Undergraduate Students (PLUS). A student is a "new borrower" under these programs if, upon the date the promissory note is signed, he/she had no outstanding Stafford Loans, PLUS, SLS, or consolidation loans, and if the loan was either disbursed on or after July 1, 1987, or was for a period of enrollment that began on or after July 1, 1987. Once a student qualifies as a new borrower, the loan conditions that apply to "new borrowers" automatically apply to any future Stafford or PLUS loan that a student receives.

Promissory Note: A legal document signed by a borrower at the time he/she gets a student loan. It lists the conditions under which the borrowing takes place and the terms under which the borrower agrees to pay back the loan.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress ("SAP") ensures 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 College and University System ("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 as described below. These standards are for Title IV Federal Financial Aid purposes only and neither replaces nor overrides 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 College academic policies.

Touro College is required to evaluate three components of a student's academic record: qualitative measure - cumulative grade point average; quantitative measure - pace of completion; and maximum timeframe, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation. Please see the complete Satisfactory Academic Policy found on the Touro website: http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/ Inasmuch as some of our programs are dual-degree, a student may transition from one progress standard to another during the course of their matriculation.

NEW YORK STATE AID

Standard of Satisfactory Academic Progress for the Purpose of Determining Eligibility for New York State Veterans Tuition Award

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

Academic Standard Chart

Calendar: Semester									
Program: Graduate Divisions other than the Law Center (eligible only for NYS Scholarship)									
Before being certified for this payment	1 st	2 nd	3 rd	4 th	5 ^{th*}	6 th	7 th	8 th	
a student must have accrued at least this many credits	0	6	12	21	30	45	60	75	
with at least this grade point average	0	2.0	2. 5	2.75	3.0	3.0	3.0	3.0	

STUDENT SERVICES

Student Services representatives are available to prospective, current, and prior students at the campuses listed in the Directory at the back of this catalog or by contacting the Student Services Call Center:

• Web: studentservices.touro.edu

• Email: studentservices@touro.edu

• Phone: 212-463-0400 x5736

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains students' academic records, coordinates the semester registration process, and provides the following services:

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

Touro College Web-Based Student Services (TCWeb)

Touro College's TCWeb site (https://tcweb.touro.edu) enables students to do the following:

- Register for courses (in programs which allow online registration)
- View and print grades
- View and print class schedule
- Search current course offerings
- Access QuikPAY® for online e-bills and tuition payments
- View textbook information (titles, authors, ISBNs, prices)

OFFICE OF FINANCIAL AID

The mission of the Financial Aid Office is to provide efficient and effective services, financial aid counseling, and support during a student's academic career. The Office assists students in understanding, applying for, and securing financing for their education. The Financial Aid Office operates in compliance with the Department of Education Financial Aid rules and regulations.

OFFICE OF THE BURSAR

The mission of the Bursar's Office is to obtain and process the data necessary to provide accurate bills and information to students. The Bursar's Office, as part of student services, is responsible for maintaining all students' tuition accounts and the College's receivables. This includes posting all tuition charges and fees, collecting, processing and inputting all payments, generating bills, issuing student refunds, and all collection activity. These functions are accomplished while servicing the needs of students within the framework of Touro's policies and legal guidelines.

The Office of the Bursar also guides students and keeps them on track regarding their educational financial obligations. Students may choose or be eligible to finance their education through a combination of Federal and state grants, Federal loans, Touro scholarships, outside scholarships, private loans, or personal out-of pocket payments. Students should speak to a Financial Aid counselor about their eligibility.

Once a student's financial aid application is processed and s/he has met all Federal and state guidelines, funds awarded are later credited to the student's tuition account and will be reflected on his/her monthly statement. As such, any remaining balances due are dealt with by the Office of the Bursar.

The Office of the Bursar takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information. We ask that all tuition payments be made directly by students online through the use of QuikPAY®, accessed via TCWeb, the College's website for online student services. QuikPAY® is Touro's means of providing our student body 24-hour access to E-bills and making payments online. Payment methods accepted through QuikPAY® include all major credit cards or by E-Check using one's checking or savings account. Students financing a portion of their education through grants, loans, or scholarships must provide proof of such award at registration. Students without such documentation will be expected to pay the full tuition bill and will be refunded any excess once the award is received by the College.

The Office of the Bursar also issues refunds due to overpayment or as proceeds of student loans. Refunds are issued within 14 days of the credit balance. If payment was made by credit card, the account will be credited. If payment was made by check, a refund check will be mailed. (It is important, therefore, that students' addresses in the College's computer system be current.)

THE TOURO COLLEGE LIBRARIES

The Touro College Libraries aspire to be a primary partner in the intellectual pursuits the college. The mission of the Libraries is to promote a collegial and academic atmosphere, in support of the College's mission to further personal growth and intellectual inquiry. Key to the accomplishment of this mission is our expert and responsive staff who understand teaching and research. The Touro College Libraries acquire, organize, preserve, and provide access to information resources in a broad range of formats. All library facilities have study areas, computer workstations, audio-visual equipment, and photocopiers. All library personnel promote information literacy as an integral part of the college experience by offering a comprehensive program of library instruction, individualized research advice, and reference assistance to foster and encourage our students to become lifelong learners.

The Graduate School of Jewish Studies library, located at 43 West 23rd Street in Manhattan, maintains a large collection of print and electronic books in the areas of Judaica and Hebraica. The print collection (open stacks; app. 35,000 volumes) is augmented by approximately 10,000 volumes of rare and classic Hebraica and Judaica on microfiche or microfilm, including several thousand Hebrew manuscripts and over one hundred volumes of Hebrew incunabula. The professional library staff at 43 West 23rd Street includes a full-time Judaica reference librarian, who has the linguistic and academic expertise to assist students in their research.

Midtown librarians and faculty members have also contributed to the development of a strong collection of Webbased electronic resources specifically in the field of Jewish Studies which is available on-campus and off-campus via username and password. Important titles and collections are:

- American Digital Archive of the Jewish Experience
- Bar Ilan University Responsa
- The Bibliography of the Hebrew Book
- COTAR

- Dissertations & Theses @ Touro
- EBSCO multi-search
- Encyclopaedia Judaica, 2nd ed.
- Encyclopedia of the Founders and Builders of Israel
- Halacha Brura
- Hebrewbooks.org
- Index to Hebrew Periodicals
- Index to Jewish Periodicals
- JNUL Digitized Book Repository
- ISTOR
- Judaica-Sammlung Frankfurt
- Kotar (eBooks)
- Otzar HaHochma
- Proquest Central
- RAMBI
- Talmudic Text Databank

The library is hard-wired for the Internet, has wireless capabilities, and includes an area of clustered research computer workstations and a classroom in support of the Touro Information Literacy Initiative (TILI). It also includes a multi-media room which houses the Library's microform and audiovisual collections, and viewing equipment including a state-of-the-art reader-printer.

Access to the libraries' print, media, and Web-based collections is provided via a virtual library (www.touro.edu/library/) that is being developed to meet the needs of a diverse student body and to tap the wealth of quality Web-based resources. It includes the *Library Catalog* with records and locations of items, material selected by professors as course reserves, links to proprietary and public domain ebooks, and links to *Proprietary Databases*.

Annotated links to the above proprietary and free resources comprise the virtual library's *Web & Search Sites* directory. The directory includes *Ready Reference* databases *Subject Directories*, and *Search Engine*. The virtual library also has a *Directory* of libraries, *Information Literacy* information and resources and *Guides & Tutorials* (the *NoodleTools* MLA citation and APA reference generator, etc.). It has an *Ask a Librarian* option that provides research advice and answers to questions via email within 48 hours, CHAT instant reference messaging, and features OCLC's Collaborative Digital Reference Service. It also includes *EReserves* (electronic required course reserves) that is linked in *Blackboard* courses.

In addition to intra-library resource sharing, the Midtown Library has ready access to the wealth of material available in metropolitan New York and on Long Island. The college is a member of METRO (New York Metropolitan Reference and Research Library Agency). METRO includes most academic and research libraries. When items or resources are not available at a Touro College or public library, staff may be able to make referrals to METRO libraries. When materials are not available locally, staff can obtain them via interlibrary loan featuring OCLC (Online Computer Library Center) and LVIS (Libraries Very Interested in Sharing).

THE TOURO COMPUTER CENTER

The Touro College Computer Center provides computer laboratory facilities to support a variety of course offerings. Computer laboratories are available to graduate students at the following locations:

- Main Campus/Annexes 27-33 West 23rd Street, 3rd, 5th & 6th Floors New York, NY 10010
- Lander College for Men 75-31 150th Street Kew Gardens Hills, NY 11367

STUDENTS WITH DISABILITIES

Touro College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Assistance is available for students who have physical or learning-related disabilities. Disabled students should contact the Office of Disabilities Services (ODS) at (718) 252-7800, ext. 273 at the start of every semester to discuss their needs and problems.

The College 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 College.

A student requesting accommodation for a documented disability under the ADA must meet with the Director of Disabilities Services and submit a Request for Accommodation of Disability Application (RADA). Verbal disclosure prior to or following admission is not sufficient inasmuch as supporting documentation is required and verbal disclosure cannot substitute for required documentation. Students may apply for reasonable accommodations any time during their academic curriculum; however, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively) and only for the academic year in which it is requested. Students must reapply for accommodations each academic year. If the nature of the accommodations being requested is unchanged, the student will not be asked to provide updated supporting documentation; such documentation is required only if there is a change in the nature of accommodations being requested.

Students seeking accommodation must have the following paperwork and documentation on file:

- 1. A Request for Accommodation of Disability application, filled out in its entirety.
- 2. Documentation from a physician, clinical psychologist, or other certified individual of the specific disability, to include:
 - A cover letter from the physician, clinical psychologist, or other certified individual,
 - Appropriate and thorough diagnostic test results, conducted no more than five years prior to
 the request. Summarization of results, while helpful, by itself is not considered satisfactory. The
 detailed report should also clearly diagnose the disability, report the severity of the disability,
 offer implications of the disability for the student's program of study, and include a summary of
 what accommodations are needed to assist in overcoming the disability. A cursory report
 suggesting that a disability exists and detailing a list of accommodations requested, without
 more, is unacceptable.

Decisions on RADAs are made by the Dean in consultation with Touro College's Office of Compliance. If the RADA is granted, the Executive Assistant to the Dean will notify the student and his or her instructors.

A Handbook for Students and Applicants with Disabilities can be obtained from the Office of the Dean.

ALUMNI RELATIONS

The Graduate Division actively seeks to maintain a relationship with its alumni. An Alumni Advisory Board is composed of supporters of Touro College from the fields of law, medicine, education, government, the private sector and religious institutions, meets to explore ways to make the public aware of the many programs offered by Touro College. Education seminars and professional development workshops are some of the special activities offered to alumni.

PROGRAM REQUIREMENTS

Thesis Track

- 1. A minimum of 30 credits of approved graduate course work beyond the bachelor's degree, including a total of 24 credits in the area of specialization.
- 2. Submission and approval of a Master's thesis. The thesis track is recommended for students seeking to continue their studies toward a doctoral degree.

Non-Thesis Track

- 1. A minimum of 36 credits of approved graduate course work beyond the bachelor's degree, including a total of 24 credits in the area of specialization.
- 2. Successful completion of a written comprehensive examination in the area of specialization.

AREAS OF SPECIALIZATION

Jewish History

Jewish history during the past millennium comprises the main area of focus, with particular attention to intellectual history. Students must take three core courses of 3 credits each:

- 1. **HJS 600-601:** A two-course sequence examining Jewish literature, culture, and history of the medieval and modern periods.
- 2. **HJS 670:** A methodological seminar on the use of historical sources of the medieval and modern periods;

Thesis-track students must also complete **HJS 672**, an advanced research seminar leading toward the thesis. Students may choose from a wide variety of electives in the area of specialization and cognate disciplines. Emphasis is placed on the student's ability to analyze texts and source materials of the period.

Jewish Education

This specialization combines the best of theory and practice in Jewish education, and provides mentored practical classroom experience using sophisticated observation techniques.

Students take three core courses of 3 credits each:

- 1. **HJS 600-601:** A two-course sequence examining Jewish literature, culture, and history of the medieval and modern periods.
- 2. **EJS 670:** A practicum in teaching strategies;

Thesis-track students must also complete **EJS 672**, an advanced research seminar leading toward the thesis. Electives are available in the areas of philosophy and psychology of Jewish education; classroom instruction and management; curriculum development, and teaching methodology.

UNDERGRADUATE STUDENTS

Qualified undergraduates of Touro College are permitted to register for certain Master's level courses for undergraduate credit, up to a maximum of nine credits.

ONLINE COURSES

The Graduate School of Jewish Studies offers certain courses via an online format; students should check with their advisor regarding their eligibility to take a specific online course.

Distance learners are expected to assume greater responsibility for their own learning than students in traditional classroom-based courses. They must understand and address their own learning needs; take initiative in asking questions and obtaining help; interact with faculty and other students as appropriate; and be prepared to deal with technical difficulties in the two-way flow of information.

Online course offerings for each semester will be available to Touro students at registration. Touro has established eligibility criteria for taking online courses; interested students should read the *Student Handbook for Online Courses*, updated for each semester and available from the Office of the Registrar or on the Touro website.

Student Identity Verification Procedures

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Touro College has established and will periodically evaluate its process to confirm that a person who is enrolling in the College is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Touro College will use one or more of the following methods for verification:

- A secure login with user name and password
- Proctored examinations (on-site or at a distance)
- New or emerging technologies and practices that are effective in verifying student identification
- Comparison of student work with previously assigned work or plagiarism data-bases

Students testing at a distance are informed in advance that there are additional costs associated with taking an online proctored exam.

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA), any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

Personally identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID number
- Last 4 digits of the student's Social Security Number
- At least 2 other pieces of information, such as the student's email address on file, date of birth, address, or user name

Identity Verification for New Students

- All students who enroll at the College are required to create a user account in Touro's portal (with secure student user name and password) and are authenticated through an identity management system. Students must go through this system in order to register for online courses.
- Students access Blackboard after they are authenticated by portal and set up an avatar. The avatar is a picture of the student that appears next to their names in each of their courses.

Information about identity verification for online exam takers can be found in the *Student Handbook for Online Courses* or in the Lander Colleges 2014-2016 Catalog, available at www.touro.edu/students.

COURSE DESCRIPTIONS

JEWISH HISTORY

HJS 600 History of the Jews in the Middle Ages (Fall)

Social, economic, political. and intellectual history of medieval Jews, particularly in the major European centers. Emphasis is placed on developments in law, philosophy, poetry and mysticism. Topics include: the status of Jews under Christianity and Islam; communal organization and economic activity; Jews in European culture; Jewish-Christian polemics; controversy regarding the study of philosophy; crusades and martyrdom; expulsion, Marranism; Sabbatianism; and transition to the modern period. 3 credits.

HJS 601 History of the Jews in Modern Times (Spring)

A survey of modern Jewish history from the French Revolution to World War 1. Major developments are analyzed in light of political, social and ideological currents and trends. Emphasis is placed upon the emergence of diverse expressions of Jewish religious and secular identity. Topics include: the Enlightenment and emancipation; Wissenschaft des Judentums; rise of Reform Judaism; the Positive-Historical School: Neo-Orthodoxy; eastern Haskalah; Volozhin and the Yeshiva movement; Mussar movement; Jewish socialism; political and racial anti-Semitism; migrations; Hibbat Zion and Zionism. 3 credits.

HJS 602 History of the Geonim and their Yeshivot (Upon Request)

The Babylonian Jewish community and its institutions from the beginning of the Geonic era until the passing of Rav Hai (1038). The Geonim as successors of the Amoraim, as arch champions of the Babylonian Talmud and as predecessors of the Rishonim in Europe. 3 credits.

HJS 607 Development of Post-Talmudic Literature (Upon Request)

An examination of Jewish legal literature from the close of the Talmud until the 14th century. The course will analyze the authorship, content and methodology of specific works, and assess the purpose of these works. Readings will include: R. Hai Gaon, R. Yitzchak Alfasi, R. Yonatan m'Lunel, Rashi, Ri Migash, Maimonides, Nahmanides, Rashba and Ritvah. 3 credits.

HJS 609 History of the Rabbinate in the Middle Ages (Upon Request)

A study of the emergence of an ordained, professional rabbinate in the Middle Ages. Topics include: sources related to the institution of rabbinic ordination; the 16th century semikha controversy; rabbis as educators; the rabbinate in Sephardic and Ashkenazic communities. 3 credits.

HJS 610 Ashkenazic Jewry in the Middle Ages (Biennial)

A study of the political status, economic foundations, communal organization. family structure, educational ideals and reality as well as the intellectual activities of Ashkenazic Jewry in the Middle Ages. Emphasis placed on the primary sources of the period. 3 credits.

HJS 612 Italy: Conduit of Medieval Jewish Culture (Biennial)

A study of the sources of Italian Jewish history highlighting Italian Jewry's role as a transmitter of Jewish culture and its characteristic blend of materials and forms. Topics include: the beginning of Italian Jewish civilization and the varieties of Italian Jewish literary creativity during the early and late Renaissance, with attention paid to such figures as Anatoli, Recanati, Shibbolei Haleket and Azariah de Rossi. 3 credits.

HJS 615 The Church and the Jews (Upon Request)

This course will examine the range of Christian attitudes to Jews and Judaism over the centuries, from the first century to our own time. It will focus on major events and themes. These include the foundational teachings of Paul and the Church Fathers; the growth of the Western Church; the First Crusades; forced disputations; late medieval demonization of the Jews; the impact of the Protestant and Catholic Reformations; the emergence of the ideas of tolerance; and the issuing of "Nostra Aetate" (Vatican II). 3 credits.

HJS 618 The Controversy Over the Study of Philosophy in the Thirteenth and Fourteenth Centuries (Upon Request)

An examination of the controversy in Spain and Provence, exploring the varied positions of proponents and opponents of Maimonides' writings, and the roles of Rashba and Hameiri. 3 credits.

HJS 619 The Jews of Early Modern Europe (Annual)

This course will deal with a period of major transformation in European Jewish life, from 1492 to 1750. It will focus on changes in Jewish-Christian relations, the impact of modern state-building on Jewish existence, and currents in Jewish thought and social life. Throughout, it will entail an examination of different patterns of development within Sephardi, Ashkenazi, and Italianate Jewish communities, as well as the interaction between members of these sub-groups. 3 credits.

HJS 620 History of the Conversos in Spain and Portugal (Upon Request)

This course focuses on the key dynamics of change within the population of Conversos from Spain and Portugal over the course of three hundred years, from 1391 to the end of the seventeenth century. The course will consider major controversies among scholars regarding who the Conversos 'really' were, and examine the creation of a diaspora of ex-conversos who rejoined, or established Jewish communities outside Iberian lands. 3 credits.

HJS 623 Jews in the Muslim World: 15th - 20th Centuries (Biennial)

A survey of the history of Jewish communities in Muslim societies and under Muslim rule, from the conquests of the 15th century to the dispersions and transformations of the 20th century. Including: Social, political, economic and legal developments; Demographic trends; Interactions between communities; Impacts of Imperialism, Nationalism and modern State-Building. 3 credits.

HJS 630 Messianic Ideas and Movements (Biennial)

Survey of messianic ideas and movements in Jewish history, with emphasis on medieval developments and their significance. Topics include: messianic movements under Islam; messianism in medieval Jewish philosophy, especially the writings of Maimonides; the impact of the Spanish expulsion; David Reubeni and Solomon Molkho; Lurianic Kabbalah; Sabbatianism and Hasidism. 3 credits.

HJS 632 Readings in Jewish Historical Literature: From the Second Temple Period to the Spanish Inquisition (Biennial)

A study of Jewish historical writing from the Second Temple period to the Spanish expulsion in 1492. Readings include the Letter of Aristeas, Josephus, Iggeret Rav Sherira Gaon, Sefer Josippon, Sefer ha-Kabbalah, Crusade Chronicles and writings of the Spanish Inquisition. Attention is paid to the question of medieval Jewish attitudes toward the study and meaning of history. 3 credits.

HJS 633 Readings in Jewish Historical Literature: From the Sixteenth Century to the Modern Period (Biennial)

A study of Jewish historical writing from the works of sixteenth century authors including Solomon ibn Verga, Joseph ha-Kohen, Samuel Usque and Azariah de Rossi, to the diary of Gluckel of Hameln and Nathan Hannover's Yeven Metzulah, to the writings of the Wissenschaft des Judenthum in the nineteenth century. 3 credits.

HJS 634 History of the Jews in Eastern Europe, 1772-1917 (Biennial)

A survey of the social, political, religious, and intellectual history of the Jews in Russia and Poland from the partitions of Poland to the Russian Revolution. Topics include: the legacy of the Polish commonwealth; Hasidism and traditional Jewish society; Jews in Russia, Galicia, Congress Poland and Posen; Alexander II, the great reforms and the flourishing of Haskalah; emancipation in Poland, Austria and Prussia; social and economic transformations; the rise of Jewish nationalism; socialist, autonomist, and revolutionary ideologies; beginnings of migration; Hebrew and Yiddish literature; traditional Jewish life and the emergence of an orthodoxy; constitution, war, and revolution. 3 credits.

HJS 635 History of Early Hasidism (Biennial)

An examination of the social, economic and religious context which gave rise to Hasidism. The course will include: an analysis of the tales related to the Baal Shem Tov and disciples of the Besht; a study of the formation of a Hasidic movement; Mitnagid opposition to Hasidism; Hasidic customs and fundamental ideas of Hasidism, including the Zaddik and Devekut. 3 credits.

HJS 636 Reform and Counter-Reform (Annual)

A detailed examination based on original sources of the theological, halakhic, and social issues which shaped the early reform movement in Germany, Hungary, England and the United States; Orthodox reaction and response as mirrored in periodical and responsa literature; internal development and transformation of attitudes within the reform movement; contemporary trends. 3 credits.

HJS 637 Jewish Historical Scholarship in Poland: 1918-1939 (Biennial)

An examination of the various ways in which a sense of national mission shaped the intellectual contours of Jewish historical scholarship in interwar Poland. The course focuses upon the writings of Schipper, Schorr, Balaban, Mahler, Friedman and Ringelblum. 3 credits.

HJS 638 The Holocaust (Annual)

A seminar on the destruction of European Jewry during the years 1939-1945. Topics include: antisemitic and racist antecedents; the rise of the Nazi dictatorship; implementation of the "Final Solution"; Jewish responses to the catastrophe; reactions to Nazism in the free world, and post-World War II legacies. 3 credits.

HJS 639 History of Anti-Semitism (Biennial)

An examination and analysis of the historical and cultural roots of antisemitism from ancient times until the present, concentrating on religious, sociological, economic and philosophical expressions. 3 credits.

HJS 640 The Rise of Modern Israel (Annual)

The emergence of Zionism during the years 1880-1948 is examined with an emphasis on the major ideologues of the movement and factors which ultimately led to the creation of the State of Israel. 3 credits.

HJS 642 Israel and the International Protection of Human Rights (Annual)

The seminar will address the development of international human rights law and politics from the end of the Holocaust until today. Our focal point will be the application and impact of these developments on the state of Israel. Particular attention will be paid to the United Nations system. The course will include a visit to one or more UN meetings. 3 credits.

HIS 644 The Holocaust through the Lens of Documentary Films (Annual)

This course will focus on cinematic treatments of the Holocaust and its public memory and representation. We will highlight how the mechanisms of the rounding up, the camps and killing processes have been represented in documentary films as well acts of courage and resistance by victims, perpetrators and bystanders. Questions to be addressed include: What roles have films played in shaping public awareness of the Holocaust? How have documentary films about the Holocaust and their public reception changed over time in different countries, especially in Germany and Eastern Europe where most of the slaughter actually took place? 3 credits.

HJS 645 Jewish Life in Europe after the Holocaust: Community and Memory (Annual)

This course will examine Jewish experiences in postwar Europe, exploring social, religious, and cultural issues confronting survivors as they attempted to rebuild their personal lives and communal institutions in Eastern and Central Europe and in the DP camps. 3 credits.

HJS 646 Jewish Communities of the World (Annual)

An exploration of the cultural, social, political and religious character and needs of Jewish communities, large and small, throughout the world, in light of their individual histories. 3 credits.

HJS 647 Varieties of Jewish Memoir Literature: From the Late Middle Ages to the Modern Period (Biennial)

The course explores different forms of Jewish self-writing from the middle ages to the modern period. We will read letters, diaries and autobiographical texts from both Western and Eastern Europe. The Jewish works will be analyzed within their wider social and cultural context. Readings include letters of Rabbi Yom Tov Lippman Heller, the autobiography of Leon of Modena, writings of 16th century mystics, diaries of R. Chaim Yoseph David Azulai and Rabbi Moshe Sofer. 3 credits.

HJS 648 Monographic Literature of Modern Jewish History (Biennial)

Students will read substantial portions of major works on various themes of the modern Jewish experience and analyze the historical methodology of the authors. Topics will include: Emancipation; the Anglo-Jewish experience; Jewish life in France; German Jewish life; Jews in Czarist Russia; the Mussar movement; the emergence of a Jewish middle class; Zionism; and the American Jewish experience. 3 credits.

HJS 652 American Jewry in the Twentieth Century (Upon Request)

Seminar on the American Jewish experience from the East European migration to the present. Topics include: acculturation; novel forms of communal life; assimilation; the growth of American Zionism; non-Jewish perspectives, and contemporary issues of concern. 3 credits.

HJS 654 Religious Issues in American Jewry (Biennial)

An examination of religious matters in American Jewish life from colonial times to the present, reflected in responsa, periodical literature and other primary sources. Issues will include: religious Reform and Orthodox responses to Reform; attitudes to the Zionist movement; Conservative / Reconstructionist Judaism; Modern Orthodoxy; Hasidism and the "Yeshiya world" in post-war America. 3 credits.

HJS 660 Topics in Jewish History (Annual)

An analysis of currents in medieval and modern Jewish history through readings of selected texts. Sample topics: Diasporas, Networks and Urban Centers in the Jewish World from the 15th to the 20th Centuries; Echoes and Imprints of Purim in Medieval Jewish History; The Art of the Other: Jews in Medieval and Modern European Art; Jews and Art; Jews and Modern Media; The War Against the Talmud; Jewish Autobiographies in 19th and 20th Century Eastern Europe; Holocaust and Halakhah; Historiography of the Holocaust; Holocaust Compensation and Restitution; French Jewry, 1806-1905; Religion and State: Israel - A Case Study. 3 credits.

HJS 661 Aggadah and its Medieval Commentators (Biennial)

The attitude of Rishonim toward aggadot Hazal, how the commentators distinguished among various types of aggadot, and how they put their theory into practice in the form of commentary on the aggadot. Among the Rishonim whose views and approaches will be studied are R. Abraham ibn Ezra, Rambam, Ramban, Rashba, and R. Menahem Hame'iri. Special emphasis on the place that aggadah and its interpretation occupied in the world outlook of halakhists, philosophers, and kabbalists in the Middle Ages. 3 credits.

HJS 662 Avot Commentaries as a Source of Jewish History (Upon Request)

Studies in the history of interpretation of passages in tractate Avot, as barometers of trends and developments in Jewish intellectual and social history. 3 credits.

HJS 663 Topics in the History of Halakhah (Annual)

Text-based analysis of topics related to the development and literature of halakhah, with emphasis upon the medieval and modern periods. Sample topics include: The Mishnah; Codes of Law: Arukh Ha-Shulhan and Mishnah Berurah; Jewish Magic and Halakhah; Ritual and Symbols in Judaism; Pluralism and its Limits in Jewish Legal Theory. 3 credits.

HJS 665 From Synopsis to Code: A History of Halakhic Literature (Biennial)

A history of the medieval halakhic literature from Geonic times: methods and styles of codification and Talmudic exegesis, literary style and influences, genres and their spread. 3 credits.

HJS 666 History of Jewish Ethical Literature (Upon Request)

A survey of Jewish ethical writings from post-talmudic to modern times. Authors studied include Maimonides, R. Bahya ibn Pakuda, R. Judah the Pious, R. Jonah Gerondi, R. Moses Luzzatto, and R. Israel Salanter. Emphasis is placed on the role of ethical literature in Jewish intellectual history. 3 credits.

HJS 667 History of Minhagim (Biennial)

This course will examine the historical and social development of minhag within the body of rabbinic literature. We will investigate the place and status of minhag in halakhah as well as its role as a historical source of law. The analysis will focus on such principles as minhag mivatel halakhah, minhag Yisrael din and minhag avotenu biyadenu. Illustrative examples of specific customs will be explored, including minhagim such as mourning rites during sefirat haomer, the times when women are exempt from work, kapparot, beards, and customs related to the holiday of Shavuot, bar and bat mitzvah and Sefer Torah. 3 credits.

HJS 668 Individual Reading and Research (Annual)

Credits by arrangement.

HJS 670 Methods Seminar - The Use of Historical Sources (Annual)

Close analysis of texts, with emphasis on proper utilization of primary source material, general and specific methodological problems in the study of Jewish history, currents in recent scholarship, and practical use of bibliographical and research aids. 3 credits.

HJS 672 Research Seminar (Annual)

Students pursue guided research into the sources of Jewish history and formally present the results of their investigations in class for discussion and critical evaluation. 3 credits.

JEWISH PHILOSOPHY AND BIBLICAL EXEGESIS

PJS 600 Religion and Philosophy in Medieval Judaism (Biennial)

Study of the framework and basic concerns of medieval Jewish thought as expressed in the works of R. Saadiah Gaon, R. Bahya ibn Pakuda, R. Judah Halevi, Maimonides, and R. Joseph Albo. Themes include: faith and reason, prophecy, miracles, free will, dogma, reasons for the commandments, ethics, and prayer. Differing attitudes toward the value of philosophy will be analyzed, and attention paid to relevant writings of Islamic and Christian thinkers. 3 credits.

PJS 602 Modern Jewish Philosophy (Upon Request)

Study of the framework and basic concerns of modern Jewish philosophy as developed in the works of such thinkers as Franz Rosenzweig, Emil Fackenheim, A.J. Heschel and Rabbi Joseph B. Soloveitchik. Themes include: the human-divine relationship, philosophy of halakhah and mitzvot, covenant, faith, post-holocaust theology and Jewish peoplehood. 3 credits.

PIS 615 Reasons for the Commandments in Medieval Jewish Thought (Biennial)

This course will survey the variety of approaches to ta'amei ha-mitzvot by Jewish thinkers from the 9th through the 16th centuries. Among the rabbinic positions discussed will be those of: R. Saadya Gaon, R. Bahya ibn Pakuda, Maimonides, R. Judah Halevi, R. Hasdai Crescas, Nahmanides, and the Maharal of Prague. 3 credits.

PJS 617 Philosophy of the Maharal (Upon Request)

Text-based study of the thought of Maharal of Prague and the influence of his work. 3 credits.

PJS 630 Jewish Ethics (Upon Request)

A survey of major themes in the treatment of ethical issues as found in Jewish sources. Topics include the autonomy of ethics, the relationship of halakhah to ethics, supererogatory behavior, imitatio Dei, Jewish models of moral perfection, and applied moral problems such as lifeboat ethics, capital punishment and war. Emphasis is placed on the methodology of Jewish ethics as a discipline, and on close reading of sources, which include selections from biblical, talmudic, midrashic, halakhic, philosophic and ethical works. 3 credits.

PJS 660 Topics in Jewish Philosophy (Annual)

Analysis of a selected topic in medieval or modern Jewish philosophy through readings of primary sources. Sample topics include: Nature and Miracle in Medieval Jewish Philosophy; Simple Faith and Sophisticated Faith: Rabbi Saadiah Gaon and Rabbi Moses Taku; The Writings of Rabbi Joseph Soloveitchik. 3 credits.

LJB 602 Medieval Biblical Exegesis (Annual)

A systematic and comparative study of the exegetical methods of medieval Jewish Bible commentators, including Rashi, Rashbam, Ibn Ezra, Radak, Nahmanides, and Gersonides. Attention is paid to exegesis as a mirror of intellectual history. 3 credits.

LIB 603 Studies in Sixteenth-Eighteenth Century Biblical Commentaries (Biennial)

A systematic, comparative study of the exegetical methods of Abarbanel, Sforno, Rabbi Hayyim ibn Attar and Rabbi Elijah Gaon of Vilna. 3 credits.

LJB 604 Studies in Nineteenth-Twentieth Century Biblical Commentaries (Biennial)

A systematic, comparative study of the exegetical methods of R. Kalonymus Kalman Epstein, Malbim, R. Jacob Zevi Meklenburg, Neziv, R. David Zevi Hoffman and R. Meir Simcha ha-Kohen. 3 credits.

IEWISH EDUCATION

EJS 600 History of Jewish Education (Biennial)

A survey of the historical development of Jewish educational theories and institutions from the talmudic period through the medieval and modern periods. 3 credits.

EJS 612 Philosophy of Jewish Education (Biennial)

A survey of the major ideological approaches to Jewish education from ancient until modern times. Special emphasis on contemporary ideologies and their relevance to Jewish education. 3 credits.

EJS 620 Problems in Child and Adolescent Development (Biennial)

Exploration of theories of child and adolescent development in the specialized context of Jewish educational settings. 3 credits.

EJS 632 Curriculum of the Jewish Day School (Annual)

Curriculum mapping and UbD curricula applied to the Jewish Day School. 3 credits.

EJS 633 From Theory to Practice in Curriculum Development (Biennial)

A study of curricular principles and their practical applications by contemporary practitioners. Students prepare curricula in Jewish studies based on the theoretical principles studied in the course. 3 credits.

EJS 634 Methods in Teaching Tanakh (Annual)

Techniques in teaching the Pentateuch, Prophets and Writings. 3 credits.

EJS 635 Methods in Teaching Jewish Values (Biennial)

Techniques in teaching Jewish values, including analysis of classic texts in the field of Jewish values education. 3 credits.

EJS 637 Methods in Teaching Oral Law: Mishnah and Talmud (Biennial)

Techniques in teaching Mishnah and Talmud including methodological case studies using selected rabbinic texts. 3 credits.

EJS 638 Methods in Teaching Oral Law: Aggadah (Upon Request)

Techniques in teaching aggadah, including analysis of selected rabbinic texts. 3 credits.

EJS 639 Methods in Teaching Jewish History (Biennial)

Techniques in teaching Jewish history, with emphasis on utilization of primary source materials. 3 credits.

EJS 640 Methods in Teaching Biblical Exegesis (Annual)

Techniques in teaching comparative Biblical exegesis, including analysis of classic commentaries and their methodologies. 3 credits.

EJS 642 Methods in Teaching Jewish Thought (Upon Request)

Techniques in teaching Jewish thought, including analysis of classic texts of Jewish philosophical literature. 3 credits.

EJS 643 Methods in Teaching the Holocaust (Biennial)

Techniques in teaching the history of the Holocaust as part of an elementary and secondary level curriculum. 3 credits.

EJS 648 The Effective & Skillful Teacher: Personal & Instructional Excellence Part I (Annual)

Key approaches and strategies necessary to run a successful classroom. Characteristics of a successful teacher, teacher-student relationships, positive expectations and motivation, checking for understanding, formative & summative assessment. 3 credits.

EJS 649 The Effective & Skillful Teacher: Personal & Instructional Excellence Part II (Annual)

The "Notable Nine" instructional strategies for classroom success: setting objectives and providing feedback, cooperative learning, summarizing and note taking, homework. 3 credits.

EJS 650 Classroom Management Part I (Annual)

Problems relating to classroom organization and student-teacher interaction, with particular reference to the day school classroom situation. 3 credits.

EJS 651 Classroom Management Part II (Annual)

How to prevent and deal effectively with disciplinary issues in the classroom. 3 credits.

EJS 655 Testing and Evaluation in Jewish Studies (Upon Request)

A survey and analysis of various aspects of educational evaluation, with particular application to Jewish studies. 3 credits.

EJS 658 Gender & Learning (Annual)

What are the differences between the ways boys and girls learn and how can we plan instruction to best meet the needs of each gender? 3 credits.

EJS 660 Topics in Jewish Education (Annual)

Sample topics include: The Happy and Giving Student; Positive Psychology in the Classroom; Advanced Seminar in Positive Psychology in the Classroom; Challenges and Dilemmas in Contemporary Jewish_Education. 3 credits.

EJS 670 Methods Seminar: Practicum in Teaching (Annual)

Classroom strategies; observing and critiquing lessons using Marzano's Framework. 3 credits.

EJS 671 Readings Seminar in Contemporary Jewish Education (Biennial)

Theoretical and practical issues in Jewish education, with careful attention to current literature in the field. 3 credits.

EJS 674 Research Seminar: Thesis (Annual)

Students pursue guided research leading toward the preparation of a thesis. Students must formally present the results of their investigation in class for discussion and analysis. 3 credits.

EJS 675 Advanced Practicum (Annual)

Students will present lessons in class as well as in a formal school setting, and receive specific and detailed feedback from both the instructor and master teachers. 3 credits.

RULES AND REGULATIONS

NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella (MMR). They must also complete and submit the Meningococcal Meningitis Vaccination Response Form.

Students must submit acceptable medical proof of immunization. Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at www.touro.edu/registrar/immunization.asp.

Students who fail to provide the required proof of immunization will not be permitted to register and attend classes until a properly completed form has been submitted to the Office of the Registrar.

THE REGISTRATION PROCESS

SELECTING COURSES

The Graduate School of Jewish Studies offers both day and evening classes in the Fall, Spring, and Summer semesters. Registration dates and times, prior to the start of classes, are assigned for each semester. Students choose courses each semester to satisfy program requirements. Academic advisors and the Dean are available to assist in this process, but the **final responsibility for any academic transaction rests with the student**. Registration is an on-line process and students receive notification from their program of the on-line registration dates for the next semester. Students are able to access registration from the TCWeb by first logging onto their portal account at **mytouro.touro.edu**. Additional information regarding on-line registration is available by clicking on **"HOW DO I ...?"** link located in the **Student Service Navigation** panel on the portal.

Courses are closed to students once they reach optimal enrollment. Conversely, courses may be cancelled if there is insufficient enrollment.

Students may be denied credit if they change courses or sections without filing the appropriate "Add/Drop" form. Loss of credit may also result if a student attends a course or section he or she is not registered for or takes a course out of sequence without appropriate written approval. Additionally, this may result in the loss of financial aid.

CHANGE OF PROGRAM

Adding a Course

A student may change his/her program by adding a course(s) within the first two weeks of the Fall or Spring semester and within the first week of the Summer semester. The student must file an add/drop form signed by the Dean or his representative with the Registrar's office.

The effective date of the program change is the day that this form is signed and dated by the advisor. Any form submitted to the Registrar by a student more than two weeks after the date of the advisor's signature will have to be re-signed. Forms submitted directly to the Registrar by an advisor or other College official will be processed effective the date of the official's signature. Forms lacking a written date will be processed effective the day they are received by the Registrar.

Dropping a Course

A student may drop (a) course(s) within the first eight weeks of the Fall or Spring semester and no later than the fifth session of the Summer semester. An add/drop form must be filed following the procedure above. Withdrawals during the first two weeks of classes will not appear on a student's permanent record. A withdrawal after this time will appear on the record.

Unauthorized Withdrawal from Courses

Students who register for a course and do not complete the examination or submit the required papers or projects will receive a failing grade of "WU" if:

- 1) The student has neglected to withdraw from the course by the deadline indicated above.
- 2) The student was not excused from the examination/paper requirement.
- 3) The student was not officially granted an Incomplete in the course.

Courses dropped within the first two official calendar weeks of the Fall or Spring semester, or during the designated period at the start of the Summer semester, will not appear on the student's academic transcript. Courses dropped after this time will appear on the transcript with the grade of "W." "W" grades are not included in the calculation of a student's GPA. Courses with W grades will be counted in calculating credits attempted when calculating a student's rate of progress and maximum time-frame for Satisfactory Academic Progress purposes. For all drops, the student must file an "Add/Drop" form, following the procedure described above for adding a course.

For some government programs, financial aid eligibility is dependent on full-time enrollment status. The student is strongly urged to consult with the Office of Financial Aid before withdrawing to find out his/her status and to understand what the financial effect of the change might be. Please note that any student adding or dropping a course should also consult with the Bursar prior to submitting the form to the Registrar's office. Charges may apply to dropped courses in accordance with the tuition refund schedule.

REPEATING A COURSE

With the permission of the Dean, a student may repeat two courses in which the grade of "B-" or lower (including the grade of "F") was received. No course may be repeated more than once, and no more than two courses in the student's program may be repeated. The course for which the student registers as a repeat must be the same (i.e., course number and title) as that in which the original grade was received.

In these instances, both courses appear on the student's official transcript. The earlier course will have its credit value (e.g., 3.0) reduced to 0.0 (no credits), but the grade will remain on transcript. The grade received in the repeated course will appear along with the credits earned. *Only the second grade received*—**whether higher or lower than the original one**—is calculated in the student's GPA.

IMPORTANT: At the time of registration the student must file a completed "Request to Repeat a Course" form—with the necessary approvals from the Dean and the Financial Aid Office—with the Office of Registrar. *Failure to do so may result in loss of credit for the second grade received*, and the inclusion of the original grade in the GPA calculation. Please also be aware that repeating a course *may affect eligibility to receive financial aid*.

Students are only allowed to receive federal financial aid for one repeat of a course in which a passing grade is earned but a higher grade is required to meet program requirements. If after that one allowable repeat, a satisfactory grade is not achieved, the student may **not** be eligible to receive federal financial aid for additional repeats of the same course.

CREDIT LOAD

In any given semester, the minimum credit load for a Graduate School of Jewish Studies student who wishes to be considered full-time is 9 credits. Students who register for 6 credits or less are considered to be part-time.

CONTACT HOURS

The standard unit for measuring a student's course of study is the "semester hour." For undergraduate 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. College-level lecture courses are normally assigned one credit per semester hour. Generally, lecture courses that include laboratory assignments will include additional contact hours (see below).

For graduate courses, one semester hour similarly represents one hour of class and two hours of out-of-class student work per week over a 15-week semester, or a total of three hours of time-on-task per week. Since, in graduate courses, the expectation for out-of-class work and research is enhanced, the ratio of in-class to out-of-class time may vary by program, with the total of approximately three hours of time-on-task-maintained.

In accord with academic practice, the Touro College and University System will also award college credit for an equivalent amount of work as described above for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For students taking developmental courses that carry no credit, contact hours with the associated homework and preparations are used to determine full-time status for financial aid purposes in a fashion identical to that used in credit courses.

ACADEMIC STANDARDS AND OPTIONS

GRADING POLICY AND SYSTEM

Attendance

Students are expected to attend each lecture on a regular and punctual basis and to complete assignments in a timely fashion in order to obtain the educational benefits that each meeting affords. Excessive absences or failure to complete assignments may lead to a reduction of grade or failure in the course and loss of financial aid, if any. Repeated absences may lead to dismissal from the program.

GRADES

The following grades are assigned to graduate Jewish Studies courses:

Excellent	Good	Fair	Failing
A = 4.000	B+ = 3.333	C + = 2.333	F = 0.000
A - = 3.667	B = 3.000	C = 2.000	WU = 0.000
	B- = 2.667	C - = 1.667	(also see below)

Other Grade Definitions

P: Passing (not calculated in the GPA)

INC: Student did not complete all course assignments and received the instructor's permission to complete course requirements at a later date. (Also see below.)

W: (No penalty – appears on the transcript only after the second week of classes) Student withdrew from a course with permission and filed an Add/Drop form (see **Dropping a Course**, p. 40) with the Office of the Registrar, signed by the Dean. A student who does not file this form will receive a failing grade of F or WU depending on the number of class sessions attended and the amount of work completed.

WU: Withdrawal without permission. Student stopped attending before the end of the eighth week of class during a Fall or Spring semester, or the second week during summer sessions; calculated as a failing grade.

WNA: Student never attended class. Not included in calculating the student's GPA, but appears on the transcript.

N: No grade assigned.

Grade Point Average (GPA)

The GPA is obtained by dividing the total number of quality points earned in graduate Jewish Studies courses by the total number of graduate Jewish Studies course credits attempted and not otherwise excluded from the GPA computation. Example: A student receives the following grades during a semester of study:

Grade	Credit Hours	Grade Value	Quality Points	
A	3 x	4.000 =	12.000	
A-	3 x	3.667 =	11.001	
В	3 x	3.000 =	9.000	
Totals	9		32.001	
Calculated GPA: $32.001 \div 9 = 3.555$				

Grade of "Incomplete"

A student who has an approved petition on file with the Office of the Dean authorizing the rescheduling of an examination will be assigned the grade of "Incomplete (INC)." A grade of "INC" will also be assigned if the student has been granted an extension to complete a paper.

A student may be granted permission by the instructor to submit a paper at a later date, beyond the end of the semester. It is the student's responsibility to ensure that the instructor forwards a memorandum to the Office of the Dean authorizing such an extension and specifying the date by which the paper will be completed and a grade submitted for the student. Grades of "INC" must be resolved no more than two semesters (excluding summer sessions) from the conclusion of the course. Students who fail to complete the course work by the date specified by the instructor may receive a grade of "F" for the incomplete work.

Good Academic Standing

All students in the M.A. program are required to maintain a cumulative grade point average of at least 3.000 at all times. Students who fail to do this may be placed on academic probation and may be subject to dismissal for academic deficiency. (Also see "Standards of Satisfactory Academic Progress," p. 23.)

TRANSFER CREDIT

Students may transfer a maximum of six graduate credits toward the Master of Arts degree. All transfer credit must be approved by the Dean. No credits may be transferred for courses in which the student received a grade below B. Students wishing to take courses at another institution while attending the Graduate School must obtain permission in advance in writing.

MAXIMUM TIME-FRAME

A student must complete all requirements for a Master's degree within six years of admission to the program, unless granted an extension by the Office of the Dean.

LEAVE OF ABSENCE

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her study at Touro must submit to the Office of the Registrar a completed "Leave of Absence (LOA)" request form signed by all parties noted on the form. A LOA should be requested after the semester the student is 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 start of the semester in which they wish 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.

GRADUATION

Application for Graduation

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before completing his/her degree requirements to determine whether the requirements are being met. After the graduation conference, the student must notify the Office of the Registrar that he/she is a candidate for graduation by submitting the "Application for Graduation" form by November 15th for January candidates, May 1st for June and July candidates, and July 15th for September candidates. Students who complete their degree requirements in January, June, or September of a given year participate in the annual June commencement exercises.

Participation in commencement exercises does not necessarily mean that the student has graduated. Graduation is certified by the Office of the Registrar only after auditing the student's record for completion of all certificate or degree requirements. PLEASE NOTE: Touro College's official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

Graduation Requirements and Standards

Students who have been admitted without a high school diploma or its equivalent must demonstrate that they have obtained this credential before being awarded a degree by the College. Candidates for the Master's degree must complete 30 credits for the thesis track and 36 credits for the non-thesis track. In order to graduate, students must achieve an overall GPA of at least 3.0.

Students must complete at least fifty percent of the coursework for their major at Touro College. Students who are exempted from core requirements must still complete the required number of credits for their degree program in order to graduate. Students may not graduate if they have any work outstanding.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from their studies at Touro College 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 official notification is received by the Office of the Registrar.

MAINTENANCE OF STATUS

Students who have completed all of their course work but have not yet submitted the thesis or taken the comprehensive examination must register for maintenance of matriculation and pay the required fee. Failure to do so will jeopardize the student's eligibility for his/her degree.

TRANSCRIPTS

Students who wish to order official copies of their transcripts have two options: online or "paper" requests.

Online Transcript Ordering

Transcript Ordering is a secure transaction provided through the National Student Clearinghouse, a non-profit organization serving the higher education community in cooperation with Touro College. This convenient method allows students to order official transcripts via the Web at any time, 24/7. Registering for this service is free, and as many as five official copies per transaction can be ordered, using any major credit card. The fee is \$7.75 per official copy ordered, plus a \$2.25 service charge per transaction. After clearance is received from the Bursar's office, the official copy(ies) is (are) automatically sent to the specified institution(s). Each order generates one unofficial "student" copy free of charge, which acts as a confirmation that the official copies have been issued. Students who use this service receive real-time order updates by email, and can also track their orders online at the NSC site.

For more details and to access this service, visit www.touro.edu/registrar/transcripts.asp and click on "Request an Official Transcript – Online Ordering" in the middle of the page.

"Paper" Transcript Requests

Students can also order official copies of their transcripts by completing a form which can be obtained by visiting the Registrar's office, or by downloading it from the Touro portal or the Touro College website. The completed form should then be submitted either in person, by mail, or by FAX, according to the instructions. The fee for transcripts is \$10.00 per copy for the first five official copies in an order and \$5.00 per copy for any additional, payable by credit card. Students are also entitled to one unofficial copy per official copy ordered. Those who submit their requests in person must first pay the fee to the Bursar and receive a clearance. The standard processing time is 7 to 10 business days from receipt in the Registrar's office, longer during peak periods. Students who would like Federal Express overnight delivery once their order is processed may pay the applicable fee.

The "paper" option is recommended if the student is requesting:

- more than 5 copies of an official transcript.
- an official transcript that needs to be sent with an attached form.
- an official transcript to be sent to another Touro division.
- an unofficial copy only.

(**Note:** With either transcript ordering method, if a request is denied by the Bursar because of an outstanding balance, the Registrar will inform the student.)

Unofficial Transcripts or Grade Reports

Students who want only unofficial or "student" copies of their transcripts should use the quicker and easier alternative to submitting a transcript request: downloading an unofficial grade report from TCWeb, Touro's online student services site, via the "MyTouro" web portal. This method is available to students 24 hours a day, 7 days a week.

Viewing and Printing Your Unofficial Transcript from the Touro Website

- 1. If you do not already know it, obtain your Touro College student ID number from the Registrar's office.
- 2. From any computer with Internet access, go to the Touro website, www.touro.edu. Log onto the "MyTouro" portal from the home page, then onto TCWeb. (The portal home page has many links to help you, whether you are a first-time user, have forgotten your ID or password, or need other assistance.)
- 3. Click on "My Grades" from the menus at the top of the page; you will see an overview for your current division.
- 4. Click on "Final Grades, All Divisions, All Terms"; you will see all of your semesters and courses displayed.
- 5. To print a report with a Touro College logo and heading on it, click on the "Print" option from the "File" menu on the toolbar at the top of the screen; the words "This is an unofficial grade report" will print at the top and bottom of the report.

If you do not have access to a computer and/or printer, you may log onto the website and print your report in any Touro College computer lab.

COLLEGE CODES AND POLICIES

TOURO COLLEGE CODE OF CONDUCT

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro College Code of Conduct and will result in disciplinary sanction:

- 1. Theft of, or damage to, College records and property, caused by intentional, negligent or irresponsible conduct;
- 2. Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
- 3. Conduct which interferes with or obstructs any College functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
- 4. The physical or sexual abuse or harassment of any member of the college community (such incidents must also be reported to the Title IX coordinator);
- 5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the College (such incidents must also be reported to the Chief Security Officer);
- 6. Disorderly, disruptive or abusive conduct in the classroom or on College premises;
- 7. Refusal to follow the directives of College officials acting in performance of their duties;
- 8. Impersonating college faculty, College officials, or college staff;
- 9. Forging signatures or other information on registration forms, financial aid forms or any other College documents;
- 10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the College's computer system;
- 11. Unauthorized sale, distribution or consumption of alcoholic beverages on College premises;
- 12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
- 13. Gambling in any form on College premises;
- 14. Possession, distribution or sale of weapons, incendiary devices, or explosives on College premises;
- 15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
- 16. Participation in or furtherance of any illegal activity on Touro's premises;
- 17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
- 18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
- 19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the college premises;
- 20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the College;
- 21. Aiding or abetting any conduct prohibited by this College Code;
- 22. Conviction of a felony crime while enrolled at the College;
- 23. Intentionally filing a false complaint under this College Code of Conduct;
- 24. Academic dishonesty and lack of academic integrity.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro College. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro College.

Adjudication of College Code of Conduct Violations

[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section below entitled "Procedures in Response to Violations of Academic Integrity."]

Any member of the College Community may notify the Dean of Students or his/her designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Dean of Students within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean of Students, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Dean of Students.

After meeting with the individual charged with the infraction, the Dean of Students or his/her designated representatives (individuals or committee) will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Dean of Students and/or his/her designated representatives (individuals or committee) can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except that the Dean of Students (and/or his/her representatives) cannot require payment of restitution or order expulsion;
- refer the charges to the Student Affairs Committee for a disciplinary hearing;
- upon consultation with the college's legal counsel suspend a student for an interim period not to exceed fourteen (14) school days, pending disciplinary hearing by the Student Affairs Committee;
- dismiss the charges.

Disciplinary Hearings

The Dean of Students may institute disciplinary proceedings by referring a matter to the Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

Sanctions

After a hearing, the Student Affairs Committee may take one or more of the following actions:

- 1. **Dismiss the Charges**: After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.
- 2. **Impose disciplinary sanctions**, which include but are not limited to the following:
 - (a) Warning A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - **(b) Disciplinary Probation** A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the college in any capacity. Further violations while on probationary status will

result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.

- **(c) Counseling and Treatment** A student's continued enrollment at Touro College may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.
- **(d) Restitution** A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her action.
- **(e) Suspension** A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension and he/she must apply to the Student Affairs Committee for reenrollment.
- **(f) Expulsion** This is termination of the student's enrolled status at the college. A student who has been expelled from the college is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
- 3. **Impose Additional Sanctions** The Student Affairs Committee may impose the following sanctions in addition to those listed above:
 - (a) A **fine** of to be paid to the college, in addition to restitution.
 - (b) **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.
- 4. **Legal Action** In addition to imposing the disciplinary sanctions outlined above, the Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of Institutional Compliance.
- 5. **Other Sanctions** The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Dean or his representatives for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days of the disciplinary action decision. The copy of the appeal should be submitted to the Dean.

The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The burden of proof is on the student to demonstrate that the decision of the Dean was erroneous, arbitrary or capricious.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Dean of Students within ten (10) school days of the committee's decision. The Dean of Students shall appoint a **Special Appeals Panel** consisting of the Dean of Faculties (or his/her representative), three full-time faculty members, and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals

Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Dean of Students, the Student Affairs Committee, and the Special Appeals Panel will be governed by the following protocols:

- (a) All hearings are closed to the public.
- (b) A quorum of the committee membership, defined as 51% of the total membership, must be present.
- (c) Attorneys are not allowed to be present at any hearings.
- (d) Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- (e) The preponderance-of-evidence rule will govern the decision-making process.
- (f) Decision will be made by a majority of participating members.
- (g) The committee deliberations will be *in camera*.

TOURO COLLEGE AND UNIVERSITY SYSTEM ACADEMIC INTEGRITY POLICY

Statement on Academic Integrity

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

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

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

The Touro College and University System's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity.

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy, modeled after that of Rutgers University, requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;

- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress;
- Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- Proper credit is given for ideas, words, results, and other scholarly accomplishment;
- No student has an inappropriate advantage over others;
- The academic and ethical development of students is fostered;
- The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The Touro College and University System administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity, and for establishing fair procedures to deal with allegations of violations of academic integrity.

Violations of Academic Integrity

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who are in violation of one of the offenses listed below or similar such offenses or who assist in the commission of such offenses may be subject to sanctions as described below in the section "Procedures in Response to Violations of Academic Integrity."

PLAGIARISM

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one's own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Intentional Plagiarism

Plagiarism takes many forms. Flagrant forms, or intentional plagiarism, as stated in the Thesis Guidelines of the New York Medical College, include, but are not limited to: purchasing or copying a paper from the Internet or from a fellow student or anyone else, whether or not that paper has been published; copying or cutting and pasting portions of others' work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include not only print material but also computer programs, CD-ROM

video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

Students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism, and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

Students are cautioned against assuming that a fact or idea is common knowledge and are encouraged to provide citation, to deflect a charge of plagiarism.

Unintentional Plagiarism

Plagiarism is not only the failure to cite but the failure to cite sources properly. If a source is cited but in an inadequate way, the student(s) may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, show exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate its penalties between intentional plagiarism (as defined above) and failure to cite sources properly. However, both forms are violations.

CHEATING ON EXAMINATIONS AND OTHER CLASS/FIELDWORK ASSIGNMENTS

The Student Code of Academic Integrity at the New York Medical College defines cheating as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructors is also cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for you on any form of test or examination;
- Working on any form of test or examination beyond the allotted time; hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

- Giving or receiving person-to-person assistance or information in any manner, including notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all Touro College and University System test procedures will be considered a violation of the Academic Integrity Policy.

RESEARCH MISCONDUCT AND OTHER UNETHICAL CONDUCT

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators. These standards are described briefly in the New York Medical College Guidelines for Ethical Practices in Research and Policies for Dealing with Instances of Alleged Violations of Ethical Standards and more fully in the US Public Health Service Policies on Research Misconduct.

Research misconduct is defined in the USPHS Policy as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results." When appropriate, adjudication will be conducted according to Touro College and University System's Guidelines for Ethical Practices in Research cited above.

In the Student Code of Academic Integrity, the New York Medical College uses the following as examples of research misconduct:

Fabrication

Fabrication means making up information, data, or research results, or pretending to have performed experiments that were not, in fact, conducted.

Falsification

Falsification means inappropriately altering or manipulating data, images, or information on clinical or laboratory records, practicum experiences, research results, equipment, and/or processes so that one possible conclusion or interpretation is favored over others.

Plagiarism (As Research Misconduct)

Plagiarism, on its own a violation of academic integrity, may *additionally constitute research misconduct* if it is committed in the context of a research effort.

Misleading or Fraudulent Behavior

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function:
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering

Unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work, for the purpose of gaining an unfair academic advantage. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal to prevent other students from having access to the required reading material;
- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;

Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of "fair use", can make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. As a general rule, if you think that you might be violating the copyright law, you probably are. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically);
- Disseminating an image or video of an artist's work (such as a Netter® or Adam® anatomical drawing) without permission;
- Copying large sections of a book.

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link: http://www.copyright.gov/fls/fl102.html

Procedures in Response to Violations of Academic Integrity

This Touro College and University System Academic Integrity Policy applies to all students in each of Touro's schools. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which at no time will be less stringent than the requirements and standards set forth in this Policy Statement.

REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING

Faculty members or other members of the Touro community who encounter cases of plagiarism or cheating should contact the Chair of the relevant department, and inform the offending student of such. The Chair will report the incident, in writing, to the Dean. The Chair will provide faculty with advice specific to the individual incident. No grade may be entered onto the student's record for the course in question before the issue is resolved, either informally or formally.

RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS

Students who are found to have violated the Touro College and University System's Standards of Academic Integrity are subject to sanctions. Each school shall designate the Dean responsible for adjudicating violations of Academic Integrity (herein referred to as the "Dean" except where otherwise noted). Depending on the school's Student Handbook or Catalog, this may be the Dean of Students, the Dean of Faculties, or another appropriate responsible individual.

As stated above, incidents are reported to the department Chairperson, and a report by the Chair is submitted to the Dean. The method of resolution of the violation may be either informal or formal.

At the discretion of the Dean or Chair, the student may be removed from the class pending a resolution of the matter. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend the Touro College and University System, the student may be temporarily suspended from the Touro College and University System upon recommendation of the Dean. In the case of suspension, an expedited formal hearing will be scheduled. Suspended students may not avail themselves of the informal resolution process.

Informal Resolution

The student and faculty member may resolve the issue informally—with notice to the Chair of the Department and the Chair's consultation with the Dean (which must be accompanied by a written synopsis of the matter)—and the faculty member, in consultation with the Chair, may impose any range of sanctions (Class C, D, or E) short of suspension and expulsion. If the student agrees to the decision, then any disposition will be final. Once accepted by the student, the decision of the faculty member and Chair is not subject to appeal, and is binding on both the student and faculty member.

The Chair must indicate whether the violation was a minor or inadvertent violation that is not subject to reporting, or whether the violation is significant enough to warrant reporting. The outcome of the informal resolution should be reported in writing to the Dean, who will maintain the record of significant violations for the duration of the student's academic career.

The informal resolution process is not available to individuals who have been previously reported.

Formal Resolution

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student is a repeat offender, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the Dean, then the matter shall be submitted for formal resolution.

The Touro College and University System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

To institute formal resolution, the following procedures shall be followed:

- The Dean receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The Dean shall arrange a hearing which, generally speaking, should take place no earlier than three (3) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by e-mail and followed by a hard copy, will be given at least twenty-four hours prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot for good cause be present at the appointed time. Any postponement may not extend beyond a three-month period.
- The student charged and the person making the charges will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are to be closed sessions. The Committee may hear other people of its choosing who may be knowledgeable about the issue(s) under consideration, and may investigate relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- A quorum of this Committee must be present in order to conduct official business and render a decision.
- All decisions shall be made by majority vote, the mechanism to be determined by Committee membership.
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Representation by an attorney is not permitted.
- A recording secretary may be appointed by the Committee Chair. Transcripts of the proceedings are not mandatory or required.
- All issues in dispute shall be presented orally by the Committee Chair.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The Dean, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.

- At the completion of all discussions, the student and his/her accuser may each make a closing statement. The administration may also be afforded an opportunity to make a statement.
- At any time during the hearing the student, his/her accuser, the Committee, and/or the Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The Committee's decision will be presented in writing to the Dean and the student.
- In the absence of an appeal, the Dean will transmit the Committee's decision to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanction.

ACADEMIC APPEAL PROCESS

- Following notification of the Committee decision, a student may wish to appeal the decision. He or she has three (3) working days within which to submit a formal written appeal of the decision to the Dean of the Division or School. The appeal should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
- After consideration of the Appeal, the Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision in the event the sanction imposed was a suspension, expulsion or revocation of the degree. In all other instances, the Dean's decision will be FINAL.
- A copy of the Dean's Final decision will be transmitted to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanctions, for action consistent with overall TCUS standards.

In the event the Dean and the Committee have decided to suspend, expel or revoke a student's degree, following notification of the Dean's decision, a student may wish to appeal the decision. He or she has five (5) working days within which to submit a formal written appeal of the decision to the respective Chief Academic Officer (e.g., the Provost or Senior Provost) or Presidential designee. The appeal should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal of the prior recommendation or decision by the Committee or the Dean.

The Provost may grant an appeal only on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Dean.
- New material documenting information that was not available to the Committee or a relevant Dean at the time of the initial decision.
- Procedural error.

The Provost may interview the student, but will not conduct a hearing. The Provost will consider the merits of the appeal and may even consult the Chair of the Committee. The Provost will notify the student in writing of the appeal decision. The decision of the Provost shall be final.

Status of Student Pending Action

Pending resolution on charges, the status of the student will not be altered except in cases where the student has been suspended, in which case an expedited resolution procedure will be in effect. If a student is suspended for any reason, all as-yet undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

SANCTIONS

Sanctions may be imposed by the faculty, the Dean or the Committee. Sanctions may include the following or combinations thereof:

Class A Sanctions:

- Expulsion/dismissal;
- Revocation of awarded degree in the event that the violation is identified after graduation.

Class B Sanctions:

• Suspension (up to twenty-four months)

Class C Sanctions:

- Indication of the disciplinary action in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.;
- Notification of the violation to the other schools within the Touro College and University System;

Class D Sanctions:

- Placement on Probation;
- Failure in the course and requiring the student to repeat the entire course/clerkship;

Class E Sanctions:

- Ordering student to take additional ethics tutorials intended to assist student to avoid future misconduct;
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship or the entire course/clerkship with or without the option of redoing the work;
- Requiring the student to redo the assignment;

Other Sanctions:

• Other sanctions, as deemed just and proper. For example, repeat offenders may be subject to more stringent sanctions.

RECORDKEEPING

Records of the resolution of proceedings shall be kept in accordance with the following:

- If the Committee finds no merit in the allegation under discussion, the Touro College and University System records of the proceedings shall be sealed and secured in the office of the Dean until such time as any legal statute of limitations has expired. Upon the running of the limitations period, all records shall be destroyed. Should a need arise to open the sealed records, the Provost, Dean, or Chief Compliance Officer shall issue an order to open the record. These records will not go into a student's file.
- If the Committee determines that there is merit in the allegation, all matters relative to the resolution shall be entered in the student's academic file, with a copy held by the Dean.

A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in *Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System.*

ARBITRATION OF DISPUTES

Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in this Catalog.

Touro College's arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College's current and former students (as well as applicants) related to or arising out of a current, former, or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Catalog. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College's damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes.

A student's acceptance, registration, enrollment, matriculation and/or continued enrollment and matriculation at Touro College acts as his or her consideration and consent to these terms. Each student agrees that he or she will pay for their own fees and expenses related to or arising out of the arbitration. Each student acknowledges and understands that by registering and matriculating at Touro College they are clearly, freely and unambiguously agreeing to exclusively arbitrate any disputed claims that may arise, that are not otherwise resolved via Touro College's internal complaint or dispute mechanisms. You agree to waive any right to a trial by jury or to bring an action in court.

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies "of whatever nature or kind", whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act, The Americans With Disabilities Act of 1990, Campus Sex Crimes Prevention Act, as amended, Sections 1981 through 1988 of Title 42 of the United States Code, if applicable, Family Educational Rights and Privacy Act of 1974 (FERPA), if applicable, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil law, as well as any other law related to students, not-forprofits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

Requests to arbitrate must be filed with the other party and with AAA within one hundred and twenty (120) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within one hundred and twenty (120) calendar days after the claim or Dispute arises, that claim or dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

The Arbitrator, rather than any court, is the sole venue for any claims regarding the arbitration mechanism. If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated.

FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro College. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro College makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro College's liability (as well as its faculty, staff, and third parties action by, through or on its behalf) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

POLICY ON BIAS, HARASSMENT AND DISCRIMINATION

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in an effective and timely manner, and will ensure that it does not recur.

Those believing that they have been harassed or discriminated against on the basis of their race, religion, color, national or ethnic origin, alienage, age, military veteran's status, disability, and/or marital status should immediately contact the Dean of Students, Human Resources, and/or Security. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Any member of the Touro community including students, faculty, employees, or vendors has a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate Touro Policy and will notify the Touro Compliance Officer of such violations promptly.

The Compliance Officer shall coordinate the enforcement, compliance, communication and implementation of Touro's anti-harassment and anti-discrimination policy.

Complaints may be filed by contacting:

Elan Baram Compliance Officer Touro College 500 7th Avenue, 4th floor New York, NY 10018 646-565-6000, ext. 55636 elan.baram@touro.edu

or alternatively the Chief Compliance officer at compliance@touro.edu.

A complaint, which must be submitted within the earlier of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred.

Retaliation against any individual who made a complaint will not be tolerated.

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of this policy as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education Office for Civil Rights 32 Old Slip, 26th Floor New York, New York 10005 Phone (646) 428-3800 Fax (646) 428-3843

email: 0CR.NewYork@ed.gov

TITLE IX POLICY

Our Title IX policy applies to all members of the Touro community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.).

Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. *The prohibition against discrimination extends to employment and third-parties.* Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

Retaliation against any individual who made a complaint will not be tolerated.

Title IX Coordinator

The Title IX Coordinator or his designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment and anti-discrimination policy.

The Title IX Coordinator's contact information is as follows:

Elan Baram
Title IX Coordinator
Touro College
500 7th Avenue, 4th Floor
New York, NY 10018
646-565-6000 x 55636
elan.baram@touro.edu

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education Office for Civil Rights 32 Old Slip, 26th Floor New York, New York 10005 Phone (646) 428-3800 Fax (646) 428-3843 email: OCR.NewYork@ed.gov

POLICY ON SEXUAL OFFENSES

This policy applies to all members of the Touro College ("Touro") community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. Touro will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment.

In general, it is a sex crime to engage in any sexual contact with a person who does not consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention.

Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment, in compliance with the Violence Against Women Act (VAWA), and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Please refer to the Touro Portal to view the complete policy.

TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES

The administration of Touro College is concerned with the physical safety and security of the students of the college.

Sexual offenses of all types directed against students by their peers, professors and/or employees of the college on the premises of Touro College constitute criminal acts and violate <u>Touro College's Code of Conduct</u>. Under New York law, sexual offenses include: sexual abuse; rape; sodomy; sexual misconduct; public lewdness; stalking. All of these acts are punishable by imprisonment in New York State.

The College also will hold perpetrators accountable for their behavior. A student found to have committed a sexual offense will be subject to disciplinary sanctions, up to and including expulsion.

Reporting Sexual Offenses to the College and Police

To report sexual offense crimes, immediately call the **Touro College Command Security Post** at the Manhattan Main Campus, which is staffed 24 hours a day, at **212-463-0400 ext. 5782**. To report the crime to the police, dial 911. For rape, assault and sexual violence, you may call the **Sex Crime Hotline at 212-267-7273**.

Victims of sexual assault seeking counseling may wish to contact:

The Crime Victim Center, 50 Court Street, 8th Floor, Brooklyn, N.Y. 11201; telephone: (347)328-8110.

Filing Charges for Incidents of Sexual Assault

To officially file charges for an act of sexual assault or rape, please contact The Office of The Dean of Students. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

If the alleged perpetrator is a faculty member of the college, the Office of the Dean of Students will refer the charges to the Dean of Faculties. Allegations against non-teaching employees of the college will be referred to the Director of Personnel. In all such instances, student victims will be guided and assisted by a staff member of the Office of the Dean of Students.

For Further Information

Please consult our brochure, entitled *Sexual Harassment: Information for College Students*. This brochure is available from the Office of the Dean of Students.

STUDENT COMPLAINT POLICY

Touro College is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the College's policies and procedures. The College does not condone unfair treatment of students by administration, faculty and staff.

Students who believe they have been aggrieved by the College or a member of its staff, and 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.

PURPOSE

This student complaint procedure is available to any Touro College student who seeks to resolve a legitimate grievance directly affecting that student, and 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 College community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the College or the school in which the student is enrolled.

COMPLAINT POLICY

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 with the Dean of the school or division in which he/she is enrolled. When a complaint concerns an administrative function of the College, including but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-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 (described in Phase One below). 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

Formal complaints under this policy may only be brought within ninety (90) 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; the College 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 Student Complaint Policy include, but are not limited to, Financial Aid estimations, awards or denials, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Student Complaint Policy is separate and distinct from the Touro College or program-specific grade appeals polices. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro College programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

STUDENT COMPLAINT PROCEDURE PHASES

PHASE ONE: ATTEMPT TO RESOLVE THE MATTER THROUGH INFORMAL RESOLUTION

Direct Discussion: Students wishing to grieve an alleged violation of the College's policies may first attempt to resolve the matter through informal resolution. In order to do so, the student should first contact the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally, within seventy (70) calendar days of the alleged misconduct.

Informal Mediation: At the request of the student or respondent, the Office of Ombudsman shall arrange for a meeting of parties, attend such meeting(s), and attempt to aid in the resolution of the complaint. Discussions with the Ombudsman are confidential in nature, and therefore Informal mediation does not constitute notification to the College of the complaint.

Advisement: Students uncertain about how to proceed may consult the Office of Institutional Compliance who shall identify the Ombudsman. Information about the Ombudsman may be found at http://www.touro.edu/about/administration/institutional-compliance/ombudsman/.

PHASE TWO: FORMAL REVIEW

(If the matter is not resolved in Phase One)

1. Filing of a Written Complaint: In the event the student opts to avoid informal resolution or if the grievance is not resolved informally within twenty (20) days after the student directly contacted the appropriate person to attempt an informal resolution, the student may obtain review by submitting a written complaint to the Dean or the appropriate director or supervisor of the administrative unit in question, or their designee (herein referred to as the "Dean"). The letter must be sent within twenty (20) days of the first direct contact that the student had

with the respondent (person he/she felt to be responsible for the situation). The student's letter of complaint must include the following:

- 1. The specific written school or program policy that allegedly has been violated
- 2. A description of the facts and evidence supporting the alleged violation
- 3. A description of the redress that the grievant seeks

2. Appointment of an Investigator: The Dean shall direct the complaint to the Office of Institutional Compliance who shall:

- 1. Review the allegedly violated policy
- 2. Meet with the complainant
- 3. Meet with other persons as he or she shall deem appropriate for this purpose of determining the facts and attempting to resolve the complaint
- 4. Draft reports regarding their investigation
- 5. Provide their reports to a third-party fact-finder, who shall be a senior staff member or administrator designated by the Office of Institutional Compliance, upon completion of the investigation. The fact-finder shall render a written decision based upon the merits of the matter to the interested parties.

If the Complaint is against the Dean, the student may directly submit the complaint to the Office of Institutional Compliance by emailing Compliance@Touro.edu.

PHASE THREE: FINAL REVIEW BY A "FACT-FINDER,"—SENIOR STAFF MEMBER OR ADMINISTRATOR

- 1. If no additional information is requested by the fact-finder, the fact-finder shall determine within twenty (20) business days, what, if any, violation occurred and what, if any, remedies are required.
- 2. A request for information will reset the timetable for determination. Furthermore, the issuance of a determination may be postpones by unavailability, school closure any other unforeseeable circumstances.
- 3. The fact-finder's decision as to the appropriate remedy shall be in writing and final, and copies shall be sent to the student and the respondent.

CONFLICTS OF INTEREST

Touro College ensures that final determination of each formal complaint will be made by a person or persons not directly involved in the alleged problem. If at any point in the formal complaint process a student, or any other individual, learns that an investigator is directly involved with the grievance at issue, he or she should inform the Dean of the program or division of the potential conflict immediately. If a Conflict of Interest exists, the College will immediately remove that individual from the investigation.

TOURO COLLEGE CAMPUS SECURITY POLICIES

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro College. The College is committed to keeping its campus locations, centers and sites secure.

Access to the Campus

Students must show a valid identification card to enter Touro College Facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

Security Services

Touro College has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro College, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until New York City Police Officers arrive and/or your local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

Reporting Criminal Incidents & Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility. The Campus Security Administrative office is located at 500 Seventh Avenue, 5th Floor and can be reached at (646) 565-6000 ext. 55134 or via email at security@touro.edu.

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites are published in the *Touro College Campus Security Handbook*.

POLICY ON DRUGS & CONTROLLED SUBSTANCES

Touro College seeks to safeguard the health and well-being of all members of the college community: students, faculty and staff. All members of the college community are accountable to the law and to the regulations of the college.

Students, faculty and staff who distribute or use illegal drugs or illicitly use legal drugs, including alcohol while on the campus locations and facilities of Touro College or as part of any of Touro's activities are violating Federal Laws, New York State Laws and the regulations of Touro College. Violations of federal and state laws can lead to prosecution and criminal sanctions, including but not limited to, fines and/or imprisonment.

Touro College is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. The College recognizes that drug addiction and alcoholism are illnesses that are not easily resolved and may require professional assistance and treatment.

The College will provide confidential counseling and referral services to students, faculty and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice-President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with strict confidentiality.

Disciplinary Standards for Students Possessing, Using, Distributing and/or Selling Drugs & Controlled Substances

It is the policy of Touro College that the unlawful use, possession, distribution or manufacture of drugs or controlled substances on college property is strictly prohibited.

Individuals, who possess, use, distribute or manufacture drugs or controlled substances are subject to college disciplinary action as well as possible criminal prosecution.

Any students arrested for any liquor law or drug law violations or who are found in violation of these policies may be subject to disciplinary proceedings in accordance with the procedures outlined in the "Adjudication of College Code of Conduct Violations" section of respective school catalogs and student handbooks.

Student violators may be subject to the following sanctions and remedial measures:

- Warning A written reprimand putting the student on notice that he/she has violated the Code of Conduct. A copy of this warning is placed in the student's folder.
- Probation A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies, or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college.
- Counseling and Treatment A student's enrollment at Touro College may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies.
- A student's failure to participate in such a program after being advised that his/her enrollment is conditional upon it may result in other disciplinary sanctions.
- Restitution A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her actions.
- Suspension At any time during a student's enrollment at the college, he/she may be suspended and barred from attending classes for a definite period, not to exceed two years. A student may not be automatically re-enrolled at the end of his/her suspension. He/she must apply to the Student Affairs Committee for re-enrollment.
- Expulsion Touro College may terminate a student's status at the college at any time.

Disciplinary Standards for Faculty & Staff Possessing, Using, Distributing and/or Selling Drugs & Controlled Substances

Each faculty and staff member of the college is expected to abide by the college's policies for maintaining a drugfree workplace. The policy statement on drug abuse pertaining to students also applies to faculty and staff.

Furthermore, all faculty and staff are required to notify the Dean of Faculties or the Director of Human Resources of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction.

Faculty and staff (part-time and full-time) who are arrested for any liquor law or drug law violations or who violate college policies on drugs and controlled substances will be subject to disciplinary sanctions as follows:

- Censure A written reprimand, outlining the violation(s) of college policies, may be placed in the personnel file of individual violators.
- Probation Faculty and/or staff may be placed on probation for a definite period of time up to a maximum of one year. In such instances, individuals may be required to enroll in a therapeutic counseling or treatment program.
- Suspension Faculty and/or staff may be suspended from employment without pay for a period of time ranging from seven days to a maximum of one year.
- Termination of Employment Faculty and/or staff may be dismissed from employment upon

written notice by the Dean of Faculties (for faculty members) or the Vice President for Administration (all other employees).

• Legal Action - Faculty and/or staff may be turned over to law enforcement authorities for criminal prosecution and legal action.

In both cases for students and faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude Touro College from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, Touro College may expel a student or terminate a staff or faculty member for a violation of policy without first issuing a warning or putting that student or employee on probation.

Regulations on Alcohol Use/Abuse

The following regulations apply to students, faculty and staff of the college:

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal.
- All persons are prohibited from consuming alcoholic beverages on the premises of Touro College (unless at an event specifically sanctioned by Touro College Administration in writing), or entering or remaining on Touro College premises in an impaired state.
- Any student who falsely represents himself/herself at a sanctioned Touro event as being of age to consume alcohol is subject to disciplinary action as outlined in the Code of Conduct.
- Any faculty and/or staff member of the college who transmits alcohol to a minor on college premises shall be subject to full penalty under the laws of their respective state.
- Alcoholism, while it may be a disability, does not excuse any faculty and/or staff member of the college from violating a legitimate Touro College policy or neglecting their responsibilities to the college. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program.
- If you are an alcoholic, you may self-identify to the Dean of Students or Human Resources, as the case may be, and request reasonable accommodations.

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- Never leave the person unattended
- Seek Medical Attention

For Further Information

Students should consult the *Touro College Campus Security and Drug Alcohol Abuse Policies Information Brochure* for a detailed description of the health risks and dangers resulting from consuming controlled substances. This brochure has a listing of treatment centers in the New York area. The brochure also outlines legal sanctions imposed under Federal Law and New York State Law.

STUDENT RESPONSIBILITIES AND RIGHTS

CAMPUS CITIZENSHIP

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

STANDARDS OF CLASSROOM BEHAVIOR

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

Other Prohibited Actions in Classrooms

To ensure a clean and healthy environment for all students at the college, eating and drinking are strictly prohibited in all laboratories. To assure a clean and healthy environment, students are asked to eat and drink only in designated areas and to refrain from eating in classrooms and auditoriums.

Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have obtained specific authorization in advance from the dean of their division/school.

Additionally, please see Touro's Policy on Weapons in the 2014 Annual Security and Fire Safety Report, https://www.touro.edu/departments/campus-security-department/clery-reports/.

COMPUTER USE POLICY

Touro College provides students with a computer user account that allows access to the university's computer system. It is expected that students will use this opportunity responsibly and for legitimate purposes, such as: obtaining one's class schedule or grade report, logging onto a personal e-mail account, reviewing course syllabi, and accessing the on-line computerized catalog of the Irwin Library.

Students are not permitted to use another person's User ID or password, circumvent or subvert security measures, use university systems for partisan political purposes, make illegal copies of copyrighted material, or use the e-mail to harass, intimidate and threaten any member of the College Community.

The administration reserves the right to limit, restrict or remove computing privileges from any student who violates the College's Computer Policy, local state, or federal laws, as well as the applicable articles of the College's Code of Conduct contained in this Catalog.

INTERNET AND E-MAIL POLICY

The College's Internet and e-mail connections are intended solely for use in conducting the College's business and promoting its educational goals. User's conduct on the Internet and e-mail must conform to the College's code of conduct and must be in furtherance of legitimate college business.

Users must not send, retrieve or download messages or information that may be considered offensive, including messages, images or information that are sexually oriented or that disparage others based on their race, gender, sexual orientation, national origin, age, disability or religious beliefs. Users must not originate or distribute chain letters via e-

mail. Users must not use the College's Internet and e-mail connections for personal gain or profit. Users' accessing of sites and "chat rooms" that feature pornography, off color jokes, hate speech and the like is strictly prohibited.

Violation of this policy may result in termination of Internet and e-mail access, and disciplinary action under the college's disciplinary policy.

ANTI-HAZING REGULATIONS

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

NO-SMOKING POLICY

Touro College recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the college and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside College vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of the Touro College.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

- 1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.
- 2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered "Directory Information" at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

The following is considered "Directory Information" at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing within ten days of the start of each semester:

- Name
- Address
- E-mail address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Dates of enrollment
- Enrollment status
- Classification (freshman, etc.)
- Honors and awards
- Degrees and dates of conferral
- Most recent prior educational agency or institution attended
- Student identification number

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Authorization for Non-Disclosure of Directory Information

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed "Authorization for Non-Disclosure of Directory Information" form to the Registrar within ten days of the start of each semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.

DIRECTORY

The New York Center of the Graduate School is located at:

27 West 23rd Street, 5th Floor New York, NY 10010 Tel: (212) 463-0400 ext. 5581

Fax: (212) 627-3699

www.gsjs.touro.edu

For further information, please contact:

Dean Michael Shmidman

(212) 463-0400 ext. 5580

E-mail: michael.shmidman@touro.edu

Ms. Karen Rubin, Executive Assistant to Dean Shmidman

(212) 463-0400 ext. 5581 E-mail: karen.rubin@touro.edu

Dr. Moshe Sherman

(212) 463-0400 ext. 5587

E-mail: moshe.sherman@touro.edu

The School also maintains instructional sites at:

Lander College for Men

75-31 150th Street Kew Gardens Hills, NY 11367 (718) 820-4885

Touro College Berlin

Haus am Rupenhorn Am Rupenhorn 5 D-14055 Berlin 011-49-30 300 6860 (phone) 011-49-30 300 68639 (fax)

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