
2018-2020 CATALOG

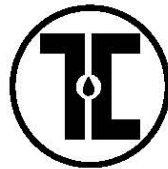
GRADUATE SCHOOL OF TECHNOLOGY



TOURO COLLEGE

Where Knowledge and Values Meet

gst.touro.edu



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Catalog

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revised and reissued August 14, 2020

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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, Pennsylvania 19104 (Tel: 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, Jerusalem, and Moscow..

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 (Tel: 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, 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:

Matthew Lieberman

Touro College

500 7th Avenue, 4th floor

New York, NY 10018

matthew.lieberman@touro.edu

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

and 646-565-6000 x55330.

As an alternative, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the above. The Office for Civil Rights is located at 32 Old Slip, 26th Floor, New York, New York 10005. They may be reached by phone at (646) 428-3800 or via email at OCR.NewYork@ed.gov

IMPORTANT NOTICE

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

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

This Catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne 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, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Alternative Dispute Resolution" provision for a more elaborate treatment.

GENERAL DISCLAIMER

The Touro College and University System endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may be obligated or otherwise compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website.

COVID-19

The COVID-19 global pandemic, which has caused a disruption to all higher education institutions and has forced Touro to move temporarily to an online modality, has affected some of our policies and procedures. While we will continue to operate with the same policies that we had prior to the pandemic, slight procedural modifications may be needed. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

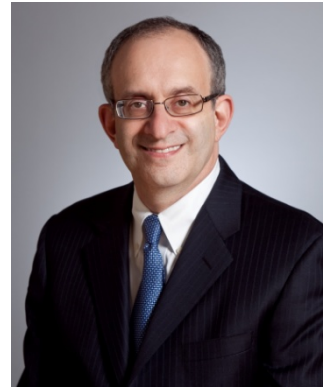
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Message from the President

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 allied health 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. The Graduate School of Technology works towards these objectives by preparing a diverse cadre of highly-qualified professional who are distinguished by their academic expertise, ethics, and commitment to excellence. The School provides superior quality instruction to a diverse student body serving the 21st century needs of the technology industry.

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

Sincerely,

A handwritten signature in black ink that reads "Alan Kadish". The signature is written in a cursive, slightly stylized font.

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 take great pride in introducing you to the catalog of The Graduate School of Technology, one of six graduate schools that make up Touro's Division of Graduate Studies. Since its founding in 2006, the School has grown dramatically, diversified its programs, added new esteemed faculty, attracted a diverse student population from around the world, enhanced its online course offerings, and broadened its connections to the community. Dean Issac Herskowitz, Ed.D., has spearheaded this growth, supported by a very capable staff of program chairs, directors, and faculty.



Recently, the GST has added a new concentration in Web and Application Development to its MSIN program; it has expanded the corporate non-certification track in its Instructional Technology Program; it has seen dramatic growth in its recently launched Web and Multimedia Design Program and has greatly extended the scope of its Career Services office to help students launch their professional careers upon graduation. The school has also initiated seminars and workshops for the community at large on current topics of interest in technology and communications.

The Graduate School of Technology, 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,

A handwritten signature in black ink that reads "Nadja Graff". The signature is fluid and cursive.

Nadja Graff, Ph.D.

Patricia Salkin, Provost, Graduate and Professional Divisions

Dear Touro Students,

Congratulations on choosing Touro College to continue your education. We are confident that at Touro you will find a vibrant intellectual community where faculty and students interact with respect and professionalism. You have selected a college that is student-centered and focused on your success. We have a lot to offer, and hope that you will in turn, take advantage of myriad opportunities for learning and inquiry, both inside and outside of the classroom.



While at Touro, you will have opportunities to engage in research, participate in our College-wide Research Day, engage with thoughtleaders and skilled practitioners in your chosen field of study and interact with students and faculty in various disciplines. For those who have committed themselves to careers in the health care professions, you will have unique inter-professional education experiences that are offered in the context of a University System that graduates 7,000 students annually in medicine, health sciences, pharmacy and related disciplines. Our other graduate schools include social work, education, technology, law and Jewish studies – all providing robust opportunities and exposure to traditional and cutting edge curricula.

It is indeed the people that make the place. At Touro College the faculty, administration and staff are warm, caring and committed to your success. Your Touro education will provide the knowledge required to excel in your chosen field as well as critically important community leadership skills. Because of our mission and commitment to social justice and serving the underserved, you will hone leadership skills that will enable you to help others and to make a difference.

Please familiarize yourself with the programs and policies contained in this catalog as they will guide you throughout your academic journey at Touro.

I look forward to meeting you and to watching you reach your academic and career goals, first as students and then as alumni. Best wishes for a meaningful experience at Touro.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patricia E. Salkin', written in a cursive style.

Patricia E. Salkin, Provost
Graduate and Professional Divisions

Welcome from the Dean of the Graduate School of Technology

I would like to welcome you to the Graduate School of Technology at Touro College. We are very excited to offer a new, cutting-edge curriculum with three Master's programs: a Master of Science degree in Information Systems with concentrations in Database Systems, Network Administration and Security, Technology Leadership / Project Management and Web and Application Development, a Master of Arts degree in Web and Multimedia Design, and a Master of Science Degree in Instructional Technology with a K-12 Certification track and a Corporate Education track. These degrees are designed to enhance your technical skills while also preparing you for a promising career that will rely heavily on management expertise.



In today's challenging economy, graduates with state-of-the-art technology training remain very much in demand. Globalization of the software industry has decentralized substantial software production to offshore locations, creating a vital need for management and leadership positions in the United States. Completion of a Graduate School of Technology degree will qualify you to assume these leadership positions that continue to be US-based.

Graduate School of Technology faculty members are committed to teaching excellence, as reflected in our comprehensive and engaging curriculum. Our instructors are eager to share their years of hands-on experience and real-world knowledge in the classroom.

I encourage you to meet with me or my staff to discuss how an education at the Graduate School of Technology can fit into your plans. We look forward to meeting you and helping you advance your career!

Cordially,

A handwritten signature in black ink, appearing to read 'Dr. Issac Herskowitz'.

Dr. Issac Herskowitz
Dean

ACADEMIC CALENDARS

Fall 2018

Tuesday, September 4	Classes Begin
Sunday, September 9 – Tuesday, September 11	No Classes
Tuesday, September 18 - Wednesday, September 19	No Classes
Sunday, September 23 – Sunday, September 30	No Classes
Monday, October 1 – Tuesday, October 2	No Classes
Sunday, October 14	No Classes
Thursday, October 25	Career Day
Sunday, October 28	No Classes
Wednesday, November 21 – Sunday, November 25	No Classes
Sunday, December 23	Classes End

Spring 2019

Monday, January 28	Classes Begin
Sunday, February 17 – Monday, February 18	No Classes
Wednesday, March 20 – Thursday, March 21	No Classes
Tuesday, April 16 – Sunday, April 28	No Classes
Sunday, May 19	Classes End

Summer 2019

Wednesday, May 1	Registration Begins
Wednesday, June 14	Registration Ends
Wednesday, June 14	Classes Begin
Wednesday, June 21	Last Add/drop Day
Sunday, July 2 – Tuesday, July 4	No Classes
Sunday, August 6	Classes End

Fall 2019

Monday, July 15	Registration Begins
Tuesday, September 3	Registration Ends
Tuesday, September 3	Classes Begin
Monday, September 16	Last Add/drop Day
Sunday, September 29 – Tuesday, October 1	No Classes
Tuesday, October 8 – Tuesday, October 22	No Classes
Thursday, November 28	No Classes
Wednesday, December 24	Classes End

Spring 2020

Tuesday, November 12	Registration Begins
Sunday, January 26	Registration Ends
Monday, January 27	Classes Begin
Friday, February 7	Last Add/drop Day
Sunday, February 16 – Monday, February 17	No Classes
Monday, March 9 – Tuesday, March 10	No Classes
Tuesday, April 7 – Thursday, April 16	No Classes
Thursday, May 14	Classes End

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 through 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

INTRODUCTION

This Catalog is intended to be a guide to students, informing them of their rights and responsibilities as well as institutional policies and procedures. It does not constitute a contract and therefore the College reserves the right to make changes at any time without prior notice. This edition replaces and supersedes all prior editions.

Students are responsible for knowing and observing all regulations which may affect their status at the College. For this reason, they are expected to acquaint themselves with the contents of this Catalog and to read regularly the notices posted on the Touro website.

In addition, individual programs within the Touro College may have their own handbooks outlining the policies and procedures that apply specifically to students in those programs. In such cases, the student is responsible for knowing both the school-wide and program policies.

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 18,000 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 18,000 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 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 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

Since its inception, Touro has grown to become one of the largest healthcare educational systems in the country. 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 2014, TouroCOM opened a branch campus in **Middletown**, New York. 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 2016, the **Touro College of Dental Medicine** opened on the campus of New York Medical College, becoming New York State's first new dental school to launch in nearly 50 years.

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**, which for a time became the **Graduate School of Education and Psychology**, launched in 1993 to prepare America's future leaders in education. The Graduate School of Education 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, and in 2016 it became a new Department of Behavioral Science within the **School of Health Sciences**.

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.

MISSION OF THE GRADUATE SCHOOL OF TECHNOLOGY

The Mission of the Graduate School of Technology is to educate “tomorrow’s technology leaders today” through quality technical and professional programs that position students for significant opportunities in the technology marketplace.

To fulfill this mission, the Touro Graduate School of Technology offers three Master’s degrees:

- **Master of Science in Information Systems**, with concentrations in Database Systems, Network Administration and Security, Technology Leadership/Project Management, and Web Application Development,
- **Master of Arts in Web and Multimedia Design**, which integrates elements of design and programming, and
- **Master of Science in Instructional Technology**, with two tracks – one for teachers who lead with the use of technology in the classroom and one for instructional designers in corporate settings.

We prepare graduate students for advanced career achievement by equipping them with the knowledge and technical skills they need to operate in an increasingly complex technological world. Our academic environment encourages the intellectual flexibility students need to adapt to constant change. The School’s programs are designed to offer current professionals, as well as newcomers to these fields, access to real-world experience in a hands-on setting, so they can prepare for the technology and communications opportunities of the future. In doing so, they also gain the managerial skills and technical expertise necessary to transition into desirable information, communications, and educational management positions.

ADMISSIONS

The Graduate School of Technology welcomes applications from all qualified candidates who hold a Bachelor's degree from an accredited college or university. International candidates who hold the equivalent of a U.S. Bachelor's degree are also encouraged to apply.

Admission Requirements

1. **A baccalaureate degree** (or its equivalent) from an accredited academic institution; a major in Computer Science, Information Systems, Graphic Design or Digital Media is recommended, but not required.
2. **A minimum of 9 semester hours of computer science courses**, including the prerequisites (or their equivalents) for the desired program/concentration; applicants who lack these prerequisites **must complete the necessary preparatory courses and earn a grade of “B” or better in each** (see programs/concentrations for details).
3. **A minimum undergraduate and/or graduate grade point average of 3.0** (on a 4.0 scale).
4. **Fulfillment of the English Language Proficiency requirement**, if applicable.*
5. For the MA program in Web and Multimedia Design, **a portfolio of relevant print and/or electronic design work** is also required for review
6. **An essay describing personal goals and objectives** in applying to the desired program.
7. If possible, attach a **current resume**.

*Applicants whose native language is not English or who did not attend secondary school or college in an English-speaking country must show proficiency in the English language. This can be demonstrated in one of three ways:

- A. On the TOEFL examination, achieving a minimum score of either
 - a. 600 (paper-based)
 - b. 213 (computer-based) or
 - c. 80 (Internet-based) or
- B. On the IELTS--Academic examination, achieving a minimum Band score of 6.
- C. On the PTE Academic examination, achieving a minimum score of 58.

Admission Process

Applicants should visit <http://apply.touro.edu>, create an account, and follow the directions for completing our online application. The Touro Office of Graduate Admissions processes applications to all Master's degree programs, and collects the necessary information and documents from each applicant. Admissions officers then partner with GST admissions advisors, who provide initial advisement, on an individual basis, about the academic programs offered by the Graduate School of Technology.

All documents should be sent directly to:

GST Office of Admissions

Touro College

320 West 31st St, Room 331

New York, NY 10001

212.463.0400 x5462

www.touro.edu/gst/MSIN/admissions.asp

The admissions office for the Graduate School of Technology is open from Monday through Thursday, from 9:00 am to 5:30 pm, Friday 9:00 am to 2:00 pm unless otherwise posted.

Transfer Credit

Students who wish to request transfer credits for prior graduate coursework must present (an) official transcript(s) from the graduate school(s) at which the courses were taken. Only courses in which a grade of “B” or better was earned are eligible to be evaluated for transfer. The Program Chair must approve *in writing* the award of credit.

International Students

The Touro College Graduate School of Technology admits a select number of international students to our Master’s-level degree programs. Educational opportunities at this level offer international students the skills, tools, and technology necessary for effective IT leadership and management.

Non-U.S. citizens who wish to enroll in the School and do not hold a green card must obtain an F-1 (student) visa issued by the U.S. Department of State. Applicants accepted to the School will need to furnish documentation for Touro to issue an I-20 form, one of the items needed for the F-1 visa application. For detailed information, please visit the Touro International Students website at <http://www.touro.edu/departments/international-students>. Also, these staff members are available to help international students navigate the admission and F-1 visa processes:

The Assistant Director of the Graduate School of Technology is available to further clarify *academic and admission* policies and procedures for applicants. Contact information:

320 West 31st Street Suite 337
New York, NY 10001
212-463-0400 ext. 55462
info.gst@touro.edu

The Assistant Director of International Student Services is available to further clarify *visa procedures* for applicants. Contact information:

320 West 31st Street Suite 337
New York, NY 10001
212-463-0400 ext. 55607
sun.choi3@touro.edu

Please be aware that, regardless of past academic achievement, only persons who possess or qualify for visas permitting the visa holder to pursue higher education in the United States are eligible to enroll.

Transcript Evaluation

Applications to Touro Graduate School of Technology from students who have studied outside of the United States can only be processed after the school receives the following two documents:

1. An **original transcript** (mark sheet) must be sent to Touro Graduate School of Technology directly from the issuing school. Transcripts issued to students are not considered official documents. Additionally, if your transcript (mark sheet) is in a language other than English, you must provide a certified translation of that transcript.
2. A **course-by-course educational credential evaluation** is usually required to certify academic work completed outside the US. This should be sent directly to the School by a Touro-approved Agency. A list of agencies is available by logging onto www.naces.org/members.htm. Copies of previous evaluations are not acceptable. Students who have graduated with three year bachelor degrees from accredited schools need to have their transcripts and course work evaluated by the GST staff.

Tuition & Fees 2018 - 2019*

MS in Information Systems	\$2,241 per 3-credit course
MA in Web & Multimedia Design	\$2,241 per 3-credit course
MS in Instructional Technology	\$1,689 per 3-credit course
Application Fee	\$50 (non-refundable)
Administrative Fee	\$100 per semester (non-refundable)
Late Registration Fee	\$100 per semester
Late Payment Fee (up to \$500 total)	\$100 per month
Graduation Fee	\$200
Technology Fee	\$100 per semester
Returned Check Fee (Bank charge)	\$40
Transcript Fee	\$10

** 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.*

TouchNet

TouchNet is Touro's means of providing our student body 24-hour access to account activity, making payments and setting up payment plans online. To access TouchNet, login to TouroOne at www.touroone.touro.edu following the user and password guidelines, and then select "TouchNet" from the menu. For questions or issues with access, please contact Touro Nonstop at 844-868-7666.

Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% non-refundable convenience fee by our third party provider, TouchNet® Pay Path.*

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.

Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your TouchNet account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student's bank account of choice. Please ensure that you update your account information. The college is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

In the case of application for federal direct loans (i.e., the federal Stafford 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 Financial Aid office within 14 days.

Policy for Withdrawing from All Classes

Students who wish to officially withdraw from a program are required to complete a "Withdrawal from the Program" (WFP) form, obtain approval from their program advisor (department chair or dean), FA

and Bursar and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and time stamped at the Office of the Registrar.

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

The Office of the Registrar is the only Designated Campus Official for all official withdrawals. Official notification to the school occurs when a student notifies the Registrar of his or her intention to withdraw. Intent to withdraw means that the student indicates he or she has either ceased to attend the school and does not plan to resume academic attendance or believes at the time he or she provides notification that he or she will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form. (see “Dropping and Adding Courses, p. 53).

Tuition Refund Schedule

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

Summer Semester (up to 8 weeks in length)

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

For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.

Fall & Spring semesters - When withdrawing from all courses:

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

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

Policy for Withdrawing from a Partial Load

Students are required to submit an add/drop form or other written notification (email from the official Touro email address will be acceptable) listing all of the courses that they wish to withdraw from to initiate the process. The form must be approved by the appropriate program advisor (department chair, or dean). The add/drop form must be submitted to the Office of the Registrar by the deadline set by the student's school in order to be processed in the SIS. Students must refer to their school's academic calendar and/or college catalog for withdrawal dates and submission deadlines. The official date of withdrawal from the course(s) is the date on which a completed add/drop form is submitted and time stamped at the Office of the Registrar.

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

For students who add and drop classes of an equivalent Credit load, there are no financial implications, and no tuition adjustments are needed.

Students who drop courses placing them in a status below their original load will have their tuition adjusted per course dropped as follows:

Summer Semester (up to 8 weeks in length) – when withdrawing from a Partial Load

- Before the first day of the semester: 100% of tuition Credit for course(s) dropped
- During the add/drop period: 100% of tuition Credit for course(s) dropped
- During the week following the add/drop period : 50% of tuition Credit for course(s) dropped
- After that week: No refund

For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.

Fall & Spring Semesters – When withdrawing from a Partial Load

- Before the first day of the semester: 100% of tuition Credit for course(s) dropped
- During the add/drop period: 100% of tuition Credit for course(s) dropped
- During the week following the add/drop period : 50% of tuition Credit for course(s) dropped
- After that week: No refund

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

Please note that students in receipt of Title IV funds are subject to Federal Return of Title IV policies when withdrawing from ALL classes. Please contact the Financial Aid Office for further information.

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. 55276

PLEASE NOTE: Because of the nature of federal, state and institutional guidelines affecting financial aid programs, the information contained in this catalog is subject to change. For further information about available financial aid programs and whether you meet eligibility requirements, please contact:

<https://fafsa.ed.gov/>

<https://studentloans.gov/>

<https://www.hesc.ny.gov/>

<https://www.csac.ca.gov/cal-grants>

<http://www.isac.org/students/>

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**

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

Federal Perkins Loan Program Extension Act of 2015 (the Extension Act), enacted on December 18, 2015, extends the Perkins Loan Program through September 30, 2017. In limited circumstances, the College may award Perkins Loans through September 30, 2017. Contact your financial aid office for information on Perkins Loan availability.

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

A minimum undergraduate GPA of 3.0 or its equivalent is required to be eligible for Graduate School of Technology scholarships. Students not awarded a scholarship upon their initial enrollment may reapply for a scholarship for the following academic year if their first year program GPA is at least 3.0. Scholarship amounts are determined by the Dean based on merit.

Scholarships must be renewed annually, each fall. Students must submit a new scholarship application to apply for scholarship renewal. A student whose cumulative GPA falls below 3.0 is not eligible for scholarship renewal, by may reapply for the following academic year.

Should a refund check generated by Institutional funds which is issued to a student remain unclaimed for one (“1”) year, Touro reserves the right, in its sole discretion, to make adjustments to any internal funds which remain on a student’s account as unclaimed. The student shall not have any right to the adjusted funds.

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

DEGREE PROGRAMS

Master of Science in Information Systems (MSIN)

The **Master of Science in Information Systems (MSIN)** is a 33-credit program that equips students with the skills, tools, and technology necessary for effective IT leadership and management. Outsourcing of IT services has grown dramatically, yet it is projected that most management and leadership positions will continue to be based within the United States. Acquiring the skills to manage these complex information systems is more critical than ever.

The MSIN program is designed around a core of foundation courses in technology management appropriate for students of all backgrounds. Building on this broad foundation, students then define their academic focus by choosing one of four concentrations:

- Database Systems
- Network Administration and Security
- Technology Leadership / Project Management
- Web and Application Development

Program Requirements

1. Core Management Courses (12 credits)*
 - MSIN 605** Strategic Management of Technology
 - MSIN 607** Effective Oral and Written Communication
 - MSIN 609** Information Technology Project Management
 - MSIN 695** Capstone Course: Information Systems Research Project
2. Four Required Courses in Chosen Concentration (12 credits)*
3. Three Elective Courses in Chosen Concentration (9 credits)*

**All courses carry 3 credits.*

Database Systems Concentration

The Database Systems concentration explores current issues in designing, managing, and securing complex information systems. It serves industry professionals seeking to broaden their knowledge base and upgrade their administrative skill set. It also offers a detailed introduction to the industry for newcomers seeking to change careers or to recent graduates in either Computer Science or Information Systems.

The Database Systems concentration is most suited for those with an undergraduate degree in a computer science or information systems-related field. However, persons with an undergraduate degree in another field and a strong interest in database systems are also encouraged to apply for admission to the program with this concentration. Such individuals may be accepted into the program on the condition that they complete preparatory courses offered at Touro College or their equivalents at other accredited institutions.

Preparatory Courses*

(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. Each course required must be completed with a grade of “B” or better.)

GCON 141⁺	Introduction to Programming
GCON 147⁺	Computer Hardware and System Security
WMMN 607	Database Concepts and Design

Required Courses*

MSIN 615	Database Management and Design
MSIN 616	Advanced Database Management
MSIN 620	Database Administration
MSIN 626	Database Security

Electives *(choose any three)**

MSIN 623	Database Concepts for Financial Systems
MSIN 628	Special Topics in Databases
MSIN 630	Web Database Application Development
MSIN 632	Enterprise Database Systems
MSIN 633	Database Applications
MSIN 634	DB2 System Administration
MSIN 675	Professional Internship Experience
	Any Other Elective Approved by the Dean

Choose this concentration if you aspire to become a:

- Database Administrator
- Database Analyst
- Database Manager
- Database Engineer
- Database Consultant

**All courses carry three credits, unless otherwise noted.*

+ for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nyscas.touro.edu/media/schools-and-colleges/nyscas/documents/NYSCASCatalog2017-2020.pdf>

Network Administration and Security Concentration

The Network Administration and Security concentration focuses on the planning, managing and securing of sophisticated networks of linked computers, both within organizations and across the Internet. It updates the knowledge base of current industry professionals, while fine-tuning their management skills at the same time. Newcomers to the industry seeking to change professions, or recent graduates in either Computer Science or Information Systems, will also benefit from this valuable introduction to network analysis, administration, and engineering.

The Network Administration and Security concentration is most suited for applicants with an undergraduate degree in a computer science or information systems-related field. However, persons with a strong interest in Network Administration and Security, and undergraduate degrees in other areas, are also encouraged to apply for admission to this concentration. Such individuals may be accepted into the program on the condition that they complete preparatory courses offered at Touro College or their equivalents at other accredited institutions.

Preparatory Courses:*

(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. Each course required must be completed with a grade of "B" or better.)

GCON 147⁺	Computer Theory with Operating System
GCON 202⁺	Networking Essentials
GCON 354⁺	Local Area Network Concepts and Software (LAN)
MSIN 411	Computer Concepts Tutorial - 1 credit

Required Courses*

MSIN 640	Data Communications
MSIN 641	Advanced Data Communications and Internet Technologies
MSIN 645	Network Security
MSIN 647	Computer Networking Routing and Switching

Electives *(choose any three)**

MSIN 643	Advanced Topics in LAN
MSIN 644	Wireless Networks
MSIN 646	Network Architecture and Design
MSIN 648	Advanced Network Security
MSIN 652	Unix/Linux System Administration
MSIN 655	Advanced Computer Networking: High Performance Networks
MSIN 675	Professional Internship Experience Any Other Elective Approved by the Dean

Choose this concentration if you aspire to become a:

- Network Administrator or Manager
- Network Analyst or Architect
- Network Consultant
- Network Engineer

**All courses carry three credits, unless otherwise noted.*

+ for description of these courses, see the New York School of Career and Applied Studies Catalog
<http://nyscas.touro.edu/media/schools-and-colleges/nyscas/documents/NYSCASCatalog2017-2020.pdf>

Technology Leadership / Project Management Concentration

The Technology Leadership / project management concentration introduces the administrative concepts, the legal and financial skills, and the social and ethical issues required to successfully manage growing, complex technology organizations. The course of study is designed to benefit seasoned industry professionals, but may also prove valuable for recent graduates with Bachelor's degrees in Computer Science or Information Systems who are seeking to broaden their knowledge base and join the ranks of tomorrow's technology leaders.

Preparatory Courses*

(To enroll in this concentration, you must have an undergraduate degree in Computer Science, Information Systems, Information Technology or equivalent relevant industry experience. Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. Each course required must be completed with a grade of "B" or better.)

GCON 232⁺ Advanced Programming and Data Structures
GCON 353⁺ Computer Hardware and System Security
MSIN 411 Computer Concepts Tutorial - 1 credit
WMMN 607 Database Concepts and Design

Required Courses*

MSIN 610 Advanced IT Project Management
MSIN 611 Leadership in the Technology Organization
MSIN 621 Budgeting and Finance for Technology Managers
MSIN 622 Legal, Social and Ethical Issues in Technology

Electives (choose any three)*

MSIN 649 Information Security Management
MSIN 657 Knowledge Management
MSIN 661 Strategic Collaboration Technologies
MSIN 663 Business Process Management
MSIN 675 Professional Internship Experience
Any Other Elective Approved by the Dean

Choose this concentration if you aspire to become a:

- Manager
- Project Leader
- Technology Manager
- Project Executive
- CIO
- All courses carry three credits, unless otherwise noted.

**All courses carry three credits, unless otherwise noted.*

“+ for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nycas.touro.edu/media/schools-and-colleges/nycas/documents/NYSCASCatalog2017-2020.pdf>

Web and Application Development Concentration

The Web & Application Development Concentration offers students the tools to become expert back-end web and app programmers. Students may also gain the skills and credentials needed for developer management positions. The concentration is designed for industry professionals, recent computer science graduates, as well as newcomers to the industry.

Preparatory Courses*

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. **Each course required must be completed with a grade of “B” or better.**)*

- WMMN 605** Web Programming I
- WMMN 605L** Web Programming I Lab - 1 credit
- WMMN 606** Web Programming II
- WMMN 607** Database Concepts and Design

Required Courses*

- MSIN 615** Database Management and Administration
- MSIN 617** Web and Application Development
- MSIN 625** Advanced Web and Application Development
- MSIN 636** Web Site Engineering

Electives *(choose any three)**

- MSIN 626** Database Security
- MSIN 630** Web Database Application Development
- MSIN 638** Mobile Application Development
- MSIN 650** Social Web Technologies
- MSIN 656** Intranet and Portal Development
- MSIN 668** Designing Cloud Solutions
- MSIN 675** Professional Internship Experience
- Any Other Elective Approved by the Dean

**All courses carry three credits, unless otherwise noted.*

Master of Arts in Web and Multimedia Design

The Master of Arts in Web and Multimedia Design gives students the advanced tools necessary to fine-tune their current technology skills so they can advance to the next level in their web, multimedia or digital design career. The program educates specialists in their fields who also remain broadly prepared and well-rounded through an innovative mix of collaborative learning and challenging project-based problem-solving courses.

The specific clusters of course offerings in web and app design, 2D and 3D animation, and user experience interface design can give students an edge over other job-seekers with only undergraduate degrees in Graphics, Web design, Computer Science, or Multimedia.

Preparatory Courses*

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. **Each course required must be completed with a grade of “B” or better.**)*

WMMN 608	Introduction to Multimedia Technology
WMMN 609	Foundations and History of Design I
WMMN 611	Foundations of Web Design

Required Courses*

WMMN 600	Media and Culture
WMMN 601	Interface Design Principles
WMMN 602	Web and Application Technology I
WMMN 603	Web and Application Technology II
WMMN 604	Entertainment and Education Design
WMMN 694	Thesis Project (capstone)

Elective Courses*

WMMN 605	Web Programming I
WMMN 605L	Web Programming I Lab - 1 credit
WMMN 606	Web Programming II
WMMN 607	Database Concepts and Design
WMMN 610	Interface Design Concepts
WMMN 613	Interactive Design I
WMMN 614	Interactive Design II
WMMN 615	Advanced Topics in Web and Applications Technology
WMMN 620	Advertising in the Digital Age
WMMN 625	Corporate Design
WMMN 630	The Business of Web and Multimedia Design
WMMN 640	Principles of 2D Animation
WMMN 641	3D Animation I
WMMN 642	3D Animation II
WMMN 650	Type in Motion
WMMN 660	Digital Photography for Designers
WMMN 670	Video and Audio Production Studio

* All courses carry three credits unless otherwise noted.

Master of Science in Instructional Technology

The Master of Science in Instructional Technology is a 33 credit program offered jointly by the Graduate School of Technology and the Graduate School of Education. It is designed for candidates who want to become State-certified technology teachers, technology trainers, and/or technology coordinators in K-12 schools. It is also designed for students who seek to become technology trainers and educators in the corporate setting.

Upon successful completion of the Teacher Certification Track, students who already hold New York State initial teacher certification will be eligible for NYS professional teacher certification as an Educational Technology Specialist, as well as UFT contractual 30 Credits above the Master's salary differential. Students who complete the Corporate Trainer Track will obtain the necessary skills to work as a Corporate Trainer, Instructional Designer, or Staff Developer.

The academic calendar is available in the Catalog of the Touro Graduate School of Education. (<http://gst.touro.edu/thriving-at-gst/current-students.php>)

The Master of Science in Instructional Technology has two tracks:

- Teacher Certification Track
- Corporate Trainer Track

Teacher Certification Track Required Courses*

- EDSN 600 History and Philosophy of Education and Special Education
- EDIN 601 Foundations of Computers
- EDIN 617 Foundations of Instructional Technology - Teaching with Computers
- EDIN 622 Networking in the Education Environment
- EDIN 623 Foundations of Instructional Design
- EDIN 651 Internet Technology in the Classroom
- EDIN 653 Integrating Technology in the Curriculum
- EDIN 670 The Educational Technology Specialist As School Leader
- EDIN 692 Projects in the Educational Technology (Pedagogical)

Teacher Certification Track Elective Courses (*choose any two*) *

- EDIN 621 Advanced Web Applications in the Classroom
- EDIN 626 Teaching Computer Applications in the Classroom
- EDIN 641 Programming in the Classroom
- EDIN 642 Multimedia Education Applications in Software Development
- EDIN 643 Children, Technology and Media Literacy
- EDIN 646 Distance Learning Applications
- EDIN 652 Assistive and Special Needs Technology
- EDIN 654 21st Century Instructional Technology Models
- EDIN 673 Designing Online Instruction

Teacher Certification Track Special Requirements

Degree candidates must already hold New York State initial teacher certification in any subject area.

** All courses carry three credits unless otherwise noted.*

Career options include:

- Computer Lab Teacher / Technology Teacher
- Computer Cluster Teacher
- Professional Staff Developer
- Instructional Technology Coordinator
- Director of Technology

Corporate Trainer Required Courses

EDSN 600 History and Philosophy of Education and Special Education
EDIN 601 Foundations of Computers
EDIN 617 Foundations of Instructional Technology – Teaching with Computers
EDIN 622 Networking in the Education Environment
EDIN 623 Foundations of Instructional Design
EDIN 646 Distance Learning Application
EDIN 651 Internet Technology in the Classroom
EDIN 673 Designing Online Instruction
EDIN 692 Projects in the Educational Technology (Corporate)

Corporate Trainer Elective Courses (*choose any three*)

EDIN 624 Foundations of Quality Assurance
EDIN 626 Teaching Computer Applications in the Classroom
EDIN 641 Programming in the Classroom
EDIN 642 Multimedia Education Applications in Software Development
EDIN 643 Children, Technology and Media Literacy
EDIN 652 Assistive and Special Needs Technology
EDIN 653 Integrating Technology in the Curriculum
MSIN 605 Strategic Management of Technology
MSIN 607 Effective Oral and Written Communication for Managers
MSIN 609 Information Technology Project Management
MSIN 610 Advanced IT Project Management
MSIN 615 Database Management and Administration
MSIN 675 Professional Internship Experience
WMMN 601 Interface Design Principles
WMMN 604 Entertainment and Education Design
WMMN 607 Database Concepts and Design
WMMN 608 Introduction to Multimedia Technology
WMMN 611 Foundations of Web Design
WMMN 660 Digital Photography for Designers
WMMN 670 Video and Audio Production Studio
WMMN 675 Professional Internship Experience

Career options include:

- Corporate Trainer
- Corporate Staff Developer/Teacher Trainer
- Online Course Developer
- Educational Software Developer
- Educational Sales Representative
- Instructional Designer

** All courses carry three credits unless otherwise noted.*

COURSE DESCRIPTIONS

All courses carry 3 credits unless otherwise noted.

EDIN 601 Foundations of Computers

Introduces the technological underpinnings of information technology in the educational environment. Students become proficient in integrating word processing, spreadsheet, database, and presentation software into educational settings, learning about the general operations of computer hardware, telecommunications, and operating systems. Students gain a general appreciation of the complexity of modern information and of information literacy.

EDIN 617 Foundations of Instructional Technology - Teaching with Computers

Based on discussions of theory and research, this course examines the transition from the oral/aural classroom to the written/visual learning environment introduced through various forms of instructional technology, including the computer. Students explore many forms of instructional and educational technology, copyright and intellectual property laws, learning theories in reference to technology, assistive technologies, technology planning, theories of distance education, and the national educational technology standard (ISTE).

EDIN 621 Advanced Web Applications in the Classroom

Social networking environments have had a profound impact on how students communicate, collaborate and publish materials. This course explores web applications such as a portfolio-based Wiki that allows for collaboration through shared calendars, collaborative websites, shared online documents, and discussion forums. In addition, the course presents such technological innovations as Webspiration, Google Apps, Blogger, Voki, and VoiceThread. Because new technologies are always being introduced, students learn to create differentiated learning experiences at all grade levels by leveraging many tools that are free and accessible to all. Prerequisite: EDIN 601

EDIN 622 Networking in the Education Environment

Introduces students to the fundamentals of data communications in the classroom and the school district environment. Students learn how to design, support, and troubleshoot Local Area Networks (LAN). Students also learn the complex details of network information security. Prerequisite: EDIN 601

EDIN 623 Foundations of Instructional Design

Teaches students to design instructional activities that are consistent with curriculum goals, based on accepted pedagogy and effective in helping students synthesize information in a meaningful way. Students explore the foundational theories of learning and investigate models of instructional design. The focus is on the process of learning, the instructional plan, the technologies that support this process, and the many ways that teaching and learning effectiveness can be assessed.

EDIN 626 Teaching Computer Applications in the Classroom

Introduces students to a variety of computer applications and how to integrate them into lessons across the curriculum. Students develop lesson plans that incorporate each of the tools in line with ISTE standards. Students also develop effective techniques to teach computer tools and applications at all grade levels. Prerequisite: EDIN 601

EDIN 641 Programming in the Classroom

Introduces programming using the Java programming language. Students learn to design and implement Java programs, develop and select appropriate algorithms and data structures to solve problems, code fluently in an object-oriented paradigm, and understand large programs consisting of several classes with interacting objects. These skills form the framework for teaching the new AP Java course available to high school students. Prerequisite: EDIN 601

EDIN 642 Multimedia Education Applications in Software Development

Students develop computer-based educational software using hypermedia, and either an authoring language or programming language. Some background in instructional design is recommended. Prerequisite: EDIN 601

EDIN 643 Children, Technology and Media Literacy

Grounded in social science theory and research, this course examines the complicated effects of mass media on children. Students learn to analyze and evaluate images and electronic forms of communication in such major contested areas as the effects of media violence, pro-social programming and its impact, cognitive processing of media content, the effects of advertising, and the impact of media consumption on children's emotional health. Beyond theory, the course examines appropriate intervention strategies for countering negative impacts on students.

EDIN 646 Distance Learning Applications

Explores various technologies that are used to provide platforms for distance learning. Students produce and evaluate materials for the delivery of online instruction and learn instructional design concepts that uniquely apply to learning outside the classroom. Prerequisite: EDIN 601

EDIN 651 Internet Technology in the Classroom

Examines the Internet and World Wide Web as technology integration tools for collaborative learning activities, data collection and exchange, virtual field trips, Web Quests, and online mentoring. Students also develop a more comprehensive understanding of how to carry out successful Internet research. Prerequisite: EDIN 601

EDIN 652 Assistive and Special Needs Technology

Designed to expand the knowledge base of educational leaders who specialize in providing assistive and special needs technology. In addition to knowledge of specific hardware and software solutions that aid students with disabilities, the course provides theoretical and practical knowledge on how to conduct assistive technology evaluations and identify a variety of funding sources to support assistive technology for students with disabilities. Prerequisite: EDIN 601

EDIN 653 Integrating Technology in the Curriculum

Because educational technologies change and update constantly, this course teaches the necessary skills to evaluate and select the appropriate software and hardware to integrate into the curriculum and the classroom. Students learn how to use specific technologies to support general education students and students with special needs. A primary objective is to empower our students with the skills and knowledge they need to become agents of change for school reform. Prerequisite: EDIN 601

EDIN 654 21st Century Instructional Technology Models

Focuses on the use of technology as a vehicle to transform the learning environment from an outdated teacher-centered model to one that is student-centered and more personalized. Participants will study the problems facing our schools, while looking at emerging innovations aiming to better meet the needs of our students through exploration of: The National Education Technology Plan, 21st century pedagogy, models, frameworks, and tools of innovation. Learning experiences align to four main topic areas: Model

technology schools and programs, innovations in instructional technologies, problem-based learning, and, school leadership and strategic planning.

EDIN 670 The Educational Technology Specialist As School Leader

This course is required for professional certification track students. In the course, The Educational Technology Specialist as School Leader, students explore the role of the Educational Technology Specialist, a school or district-based resource and support person and leader. The course prepares students to assess needs and plan, implement, and assess best practices in the use of Educational Technology. The course explores: 1) how to mentor and support colleagues in using technologies to improve teaching and learning, and 2) how to select and implement appropriate technology resources to assure that students receive the most appropriate and effective educational experience possible. Prerequisites: EDIN 601, EDIN 617, EDIN 651

EDIN 673 Designing Online Instruction

This course is required for Corporate Track students and can be used as an elective for Certification Students. It teaches instructional design as a creative process that uses a variety of strategies to address the unique needs of learners. To architect highly effective online learning experiences, participants will focus on such topics as project planning, content expertise, communication skills, and current technologies to design relevant learning experiences. Students will synthesize content, evaluate new technologies, and develop learning solutions that best meet the needs of a diverse audience. As a culminating project, students will create, implement and evaluate a short online course about an engaging topic of their choice.

EDIN 692 Projects in the Educational Technology (Pedagogical)

This capstone course requires students to synthesize their theoretical and practical learning by designing a substantial, innovative educational technology project and integrating it into an active classroom in real time. Students draw from theory and their varied experiences in other classes to apply a new and emerging set of technologies that facilitate learning, communication, and mobility in the classroom while meeting local, state, and/or federal standards in a particular curriculum area. Students are especially encouraged to be innovative in the area of special education, although the project may focus on any curriculum area in the K-12 or higher education realm. A minimum of 120 hours of work is required for successful completion of the course. Prerequisites: EDIN 651 and EDIN 653

EDSN 600 History and Philosophy of Education and Special Education (offered by the Graduate School of Education)

Explores the historical and philosophical underpinnings of modern educational theory and practice, dating back to ancient Greek, Jewish, Christian, and Muslim writings on education and tracking developments into the present. It specifically examines the forces that have shaped educational policies in the United States, highlighting the current debate around meeting the educational and social-emotional needs of students from diverse communities. The role of technology in education and society at large, critical thinking skills, information literacy, and research-based instruction are also featured.

MSIN 411 Computer Concepts Tutorial*

The IT Essentials (ITE) curriculum emphasizes practical experience to help students develop fundamental computer and career skills. ITE helps students prepare for entry-level career opportunities in ICT and the CompTIA A+ certification. The course also provides a learning pathway to Cisco CCNA.

** Students must earn a “B” or better in each preparatory course to be eligible for entry into any of the three concentrations of the Master of Science in Information Systems program or the Master of Arts in Web and Multimedia Design program.*

MSIN 605 Strategic Management of Technology

The strategic management of technology and its application on the path to innovation, from the perspective of the general manager at the product line, business unit, and in the executive suite. Students develop an understanding of the tools used in technology and innovation management. Case studies and examples from a variety of industries are a major element of the course.

MSIN 607 Effective Oral and Written Communication for Managers

The course emphasizes the importance of good communication skills for corporate managers in the business world. This course identifies and reviews the foundations of business communication — listening, speaking, writing, and reading — and broadens students' experience by building communication skills using technologies and practical business applications. The goal of this course is for students to become confident, flexible, and resourceful communicators in the competitive intercultural global business community.

MSIN 609 Information Technology Project Management

The principles of project management and organizing and managing resources in order to complete projects in designated time-frames. In this course, students learn how to use IT architecture to bring order to the sometimes chaotic world of information systems, by defining a set of guidelines and standards and then adhering to them. Students learn to view IT architecture as a reflection and integral part of business strategy, rather than as a stand-alone entity. Students also gain a unique perspective on the issues surrounding the management of information technology in various organizations. Each topic is viewed pragmatically, through case studies analyzing how selected companies implemented various IT strategies and how those strategies affected the bottom line.

MSIN 610 Advanced IT Project Management

Builds on the skills and knowledge gained in Information Technology Project Management to provide students with an in-depth understanding of the principles of project management. Students learn how to organize and manage resources to complete projects in designated time-frames. Students explore project phases and processes in the context of the disciplines of project management including: scope, time constraints, integration, cost analysis, procurement, risk analysis, resource evaluation, identification and confirmation of business requirements, quality control, communication, and project tracking. Each topic is viewed from a business perspective, using case studies analyzing how selected companies implemented various IT strategies. Prerequisite: MSIN 609

MSIN 611 Leadership in the Technology Organization

Issues considered include: the nature of leadership; preparing for opportunities; characteristics of exemplary leadership; understanding structural dynamics in technology organizations; knowledge management; using creativity to develop the right vision and strategy; leveraging the current environment to create a dynamic and sustainable culture; bad leadership and how to avoid it; fostering collaboration and preserving integrity; and vendor relationship management. Pre- or corequisite: MSIN 605

MSIN 615 Database Management and Design

Addresses the basic concepts of sound database design. The course covers database normalization; data integrity, including setting domain constraints, triggers, and referential integrity constraints; design presentation tools such as Visio; E-R diagrams; data manipulation and retrieval using SQL; database implementation using SQL Server; transaction processing; and database issues such as concurrency control, database recovery, and query optimization. Prerequisite: Completion of required preparatory courses (if applicable).

MSIN 616 Advanced Database Management

Building on Database Management and Administration, the course explores additional data modeling techniques, concepts of database integrity and transaction management, stored procedures, user-defined functions, database programming, query optimization, performance and tuning, and other advanced SQL topics. Prerequisite: MSIN 615

MSIN 617 Web and Application Development

Introduces the development of Internet-based applications using client/server-side scripting. Modern programming principles and best practices related to web and application development are reviewed, as well as the creation of dynamic websites and mobile applications. The course addresses organizational concerns about web applications, maximum use of technology in today's market, and retention of data integrity. Students develop and implement dynamic, interactive, database-driven client/server applications using various technologies. Prerequisite: Completion of required preparatory courses (if applicable).

MSIN 620 Database Administration

This course combines lectures with hands-on labs to teach students necessary skills to administer SQL Server instances and databases. Topics covered in the class will include System Databases, Data Files, Log Files & Check Points, Memory CPU and Disk Redundancy Discussions, Functions, Stored Procedures, Triggers, indexing and query optimization, Database backup and restoration, Log Shipping, Database Mirroring, Database Replication, Database Snapshots, Security, Policy Based Management, SQL Agent & Task Scheduling/Automation, Database Maintenance Plans, Monitoring, Alerting & Tuning, New Features, Blocking Transitions & Dedicated Administrator Connection. Prerequisite: MSIN 616

MSIN 621 Budgeting and Finance for Technology Managers

Examines finance and accounting systems designed to track IS/IT expenditures as well as support IS/IT expenditure forecasting. Additional issues considered include: acquisition strategies; “buy versus build”; purchase or lease; maintenance and support costs; optimizing help desk resources; equipment depreciation; the learning curve and human capital; return on investment; true cost of network administration; and the cost of removing obsolete equipment. The relationship of IS/IT systems’ plans and strategies to those of the overall organization within the parameters of budgetary and financial constraints are a particular focus, with actual case studies reviewed and analyzed. Pre- or corequisite: MSIN 609

MSIN 622 Legal, Social and Ethical Issues in Technology

Addresses the legal, social and ethical effects of technology on the workplace and on society in general. Issues considered include: the responsibilities and risks of computing; equity of access; privacy and data security; legal boundaries of intellectual property; appropriate use of e-mail and technology resources; cryptography; encryption; and accuracy of information. Particular attention is focused on the roles, responsibilities, processes and powers of technology leaders.

MSIN 623 / Database Concepts for Financial Systems

Focuses on the intersection of global financial markets and database concepts. The course considers the various business processes involved that affect investors, savers, borrowers, and corporations and how global financial markets rely on data and information. Activities explored include trading, risk management, and portfolio management, among others, and the essential database concepts and data content required to support these functions. Prerequisite: MSIN 615

MSIN 625 Advanced Web and Application Development

Expands on the material covered in MSIN 617 by presenting advanced concepts of server-side languages used to develop more robust web or mobile applications and increase the level of interaction between client and server communication. Explores advanced techniques for web and application programming using current technologies, with a focus on applying advanced scripting technologies to the design and

development of large web applications. Major topics include tiered application design, transacted web applications, components, and web services. Prerequisite: MSIN 617

MSIN 626 Database Security

Introduces database security, which greatly impacts the design of today's information systems. This vendor-neutral course provides an overview of database security concepts and techniques and discusses new directions of database security in the context of Internet information management. The course expounds on the security context of database technologies and examines the exploitation of database vulnerabilities. It also provides an overview of security issues in database systems and shows how current and future commercial systems may be designed to ensure secrecy and confidentiality. Students will learn about common pitfalls of database design and how to identify and avoid them. Also covered are basic security mechanisms and software, database security, intrusion detection, and security models for next-generation databases. Prerequisite: MSIN 616

MSIN 628 Special Topics in Databases

Explores in-depth theoretical and practical issues of advanced database management systems. The main focus is on the introduction of specific concepts, methodologies and techniques related to advanced database topics, which may include database application development, storage and indexing, transactions, query management and optimization, concurrency control, and recovery. Prerequisite: MSIN 615

MSIN 630 Web Database Application Development

Introduces the principles and practice of implementing and designing medium-sized web database applications. Students learn to apply web programming technology and tools for database implementation to the web, including server-side scripting, session management, and authentication. Students also investigate Internet database application issues including database design, human computer interface (HCI) techniques, and evaluation criteria for designing good web database applications. Prerequisite: MSIN 615

MSIN 632 Enterprise Database Systems

A hands-on approach to the effective management of large-enterprise databases. The objective is for students to acquire the skills for designing, maintaining, and optimizing these databases. Concepts and techniques needed to install, configure, administer, maintain, query and generate reports, troubleshoot, backup and recovery data, and fine-tune such systems are explored. Prerequisite: MSIN 616

MSIN 633 Database Applications

Introduces the details of various database structures in several database systems in common use in today's market, such as Oracle, SQL Server, MySQL, Sybase, and DB2. The course covers the implementation of database features including indices, keys, foreign keys, triggers, cursors, stored procedures, and concurrency and transaction management, among other topics. Rudimentary proprietary extensions to SQL are also studied and compared. Pre- or corequisite: MSIN 616

MSIN 634 DB2 System Administration I

Discusses the implementation of many typical database concepts using Microsoft's SQL Server database. Some basic computer science data structures and operating system concepts are covered, as well, in the context of SQL Server internals. Pre- or corequisite: MSIN 616

MSIN 636 Web Site Engineering

Focuses on web engineering methods and processes that support e-commerce development. Presents the website engineering life cycle and user-centered design, including site goals, business models, value propositions, user analysis, information architecture, interface and navigation design, usability guidelines, database, testing, hosting strategies, usage metrics, and collaborative development. Technologies for e-commerce, shopping cart, digital payments, promotion strategies, and security issues are discussed.

Students build fully functional e-commerce websites using database and client- and server-side technologies. Advanced server-side languages are presented which reinforce and build upon concepts and principles outlined in MSIN 625. Prerequisite: MSIN 625

MSIN 638 Mobile Application Development

Learn how to build mobile applications with this advanced course in app development. The course explores the creation of applications for current popular mobile computing devices. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices, as well as the entire software development life-cycle. Prerequisite: MSIN 625

MSIN 640 Data Communications

Introduces students to data communications and related terminology, including LAN/WAN network components and their corresponding functions. Students learn how data flows throughout a network and how “connections” and “communications” are achieved in various network configurations. Students also develop an in-depth understanding of the functionality of the Internet and gain knowledge of data communications networking technologies. Prerequisite: Completion of required preparatory courses (if applicable).

MSIN 641 Advanced Data Communications and Internet Technologies

Focuses on the relationships between major functions of the network, including security, network management, performance, and addressing and routing. Procedures for performing network analysis, architecture, and design are covered, as well as critical design process issues, such as security and management. A systems approach is used to teach these concepts, viewing the network and its environment as part of a larger system, considering the interactions and interdependencies between the network and its users, applications, and devices, as well as covering the entire network life cycle. Prerequisite: MSIN 647

MSIN 643 Advanced Topics in LAN

Expands students’ knowledge of the LAN network environment by introducing the two most common corporate e-mail server applications, Microsoft Exchange Server/Outlook and IBM Lotus Domino Messaging Server/Notes. With an understanding of these two popular e-mail server applications, students make in-depth comparisons of their installation, messaging protocols, recipient and distribution lists, address lists, storage and mailboxes, public folders, and message routing. Prerequisite: MSIN 640

MSIN 644 Wireless Networks

Provides the background knowledge and practical skills needed to design, deploy, manage, and troubleshoot wireless local area networks (WLANs). Starting with an overview of the technology and architecture of WLANs, this course explains the services and advanced features that such networks can provide. Students receive practical design guidance and deployment recommendations, beginning with an overview of Ethernet technologies, 802.11 standards, and physical layer technologies, and how to address challenges and solutions associated with security, mobility, and Quality of Service (QoS). Radio frequency fundamentals and site-surveying methods are reviewed in detail. A series of case studies that highlight WLAN design considerations in various business environments help place all the concepts covered in the context of real-world applications. Prerequisite: MSIN 640

MSIN 645 Network Security

Key aspects of information security, from the basics to advanced cryptography, authentication, secure Web and e-mail services, and emerging security standards. Students gain the knowledge and skills needed to design a secure network infrastructure. They also learn how to model threats and analyze security risks in order to meet business requirements for securing computers in a networked environment. The course develops decision-making skills through simulation of scenarios that may be encountered in real life;

students learn how to collect information and sort through the details in order to resolve given security requirements. Prerequisite: MSIN 647

MSIN 646 Network Architecture and Design

A historical perspective and structured approach to the design of networks in today's environments. The course presents both strengths and weaknesses of current technologies and discusses methods of using these elements to produce workable solutions for emerging communication needs. Beginning with how networks meet basic connectivity requirements, it expands to how networks interconnect and how they are optimized to satisfy the needs of applications layered upon them. Sample case studies may include current initiatives in VoIP and Video over IP. A special focus on Internet optimization lends relevance to these discussions with real-world engineering challenges. Prerequisite: MSIN 647

MSIN 647 Computer Networking Routing and Switching

Routing and Switching Uses a structured approach to explain how networks work, including the physical layer of networking, computer hardware and transmission systems, network applications such as e-mail, the domain name system (DNS), the World-Wide Web, and various forms of multimedia. It also encompasses current network technologies including wireless networks, Bluetooth, video conferencing, streaming video, and Voice-over IP (VoIP). Pre- or corequisite: MSIN 640

MSIN 648 Advanced Network Security

Focuses on the managerial aspects of information and network security. Students study information security concerns and techniques utilized in the current business environment to protect against the risk of revenue loss. Prerequisite: MSIN 645

MSIN 649 Information Security Management

Beginning with the technical aspects of information system security, this course goes on to address both formal as well as informal controls regarding the normative structures that exist within organizations. Issues considered include: the nature and scope of information system (IS) security; models for technical specifications of IS security; cryptography and technical IS security; IS risk management; corporate governance for IS security; security standards; legal aspects of IS security; and computer forensics. Case studies of actual security systems, including a selection of security system failures, are analyzed. Prerequisite: MSIN 611

MSIN 650 Social Web Technologies

You will learn how to program web applications powering current popular social networks, including web technologies powering Web 2.0 services, web-based applications that are highly interactive, conversational and participatory. Topics to be covered in this course may include folksonomy, tagging, social networks, blogs, wikis, geospatial web, Semantic Web, Ajax, REST web services, RSS syndication and mashups. Students will be expected to evaluate new web technologies from a cultural and business perspective and develop proof-of-concept web applications. Pre- or corequisite: MSIN 617

MSIN 652 UNIX/Linux System Administration

This course provides students with knowledge of standard and advanced techniques needed to set up and maintain a UNIX/Linux environment. Focusing on aspects of configuring and managing an Internet-based server with the Linux operating system. Students learn Linux software configuration and installation, user management, security, and data integrity. Prerequisite: MSIN 640

MSIN 653 Web Application Security

This course presents the foundational principles of information and web security in the context of the systems development and security life cycle process. The focus is on both managerial as well as technical aspects. Students will learn how to protect web servers from cross-site scripting and SQL injection attacks

and employ the principles of least privilege, fail-safe stance, and protecting against the weakest link to achieve security. Pre- or corequisite: MSIN 617

MSIN 655 Advanced Computer Networking: High Performance Networks

High Performance Networks Performance concepts and issues regarding the TCP/IP protocol over wired, wireless, optical, and satellite networks. Concepts covered include TCP/IP network performance evaluation methods, network traffic management in routers and hosts, and implementations of the TCP/IP protocol stack in hardware and software. Prerequisite: MSIN 647

MSIN 656 Intranet and Portal Development

Intranets and portals allow organizations to exploit inexpensive web technologies for in-house applications, such as corporate information dissemination, internal social networking, and more. Various open-source and commercial portal technologies will be explored. Students will learn how to develop and design intranet and portal applications. Pre- or corequisite: MSIN 617

MSIN 657 Knowledge Management

Emphasizes the direct connection between an organization's intellectual assets and positive business results. The "knowledge component" of business activity is examined as a discrete area of concern reflected in strategy, policy, and practice at all levels of the organization. The continuously-accelerating rate of knowledge growth in general, and of technology change in particular, is viewed not only as a phenomenon posing challenges, but also as a source of opportunity. Prerequisite: MSIN 605

MSIN 661 Strategic Collaboration Technologies

Trains students to identify and apply strategic collaboration technologies both within the organization and in the broader external environment. Students explore innovative collaboration technologies such as wikis, weblogs, online communities, intranets, portals, webinars, video conferencing, GPS, and internet document sharing. More traditional collaboration tools, such as forums, conferences, small and large group meetings, workshops, shared calendars, email, flowcharts, and knowledge sharing and management, are also analyzed. Students design and implement projects using a variety of collaboration tools and technologies, with a focus on their role within the organization and the role of their organization within the wider competitive, economic-minded business community. Prerequisite: MSIN 605

MSIN 663 Business Process Management

Presents the activities necessary for planning, managing and monitoring the performance of business processes (e.g. the methods and techniques of designing and managing a software development environment). Students explore how the adoption of a process approach enhances the effectiveness of a quality management system. Prerequisite: MSIN 609

MSIN 668 Designing Cloud Solutions

Cloud computing gives businesses the ability to balance their needs with available resources. You will learn how to properly design cloud solutions and deploy web and software applications, databases, and user interfaces in a cloud environment. The focus of the course is upon architecture and design considerations within the cloud, as well as practical experience in designing, developing, and deploying cloud-based solutions.

MSIN 675 Professional Internship Experience

The student will work in a professional environment, for a minimum of 480 hours over a period of at least of Career Services. Weekly logs and examples of work are required for the successful completion of the internship, and are reviewed by the Faculty Internship Coordinator, upon completion of the internship. The purpose of the internship is to provide students with practical, hands-on experience in their chosen

field of expertise to complement their coursework. The Internship MUST be approved in advance by the program chair. Prerequisite: Permission of the Program Chair

MSIN 695 Capstone Course: Information Systems Research Project Seminar

Provides students with the opportunity to plan a major research paper or project and implement it from start to finish using a combination of their conceptual, technical, and applied knowledge. As the capstone course in the program, the project developed draws on the skills and knowledge gained throughout the program. Project deliverables have deadlines staggered throughout the semester. Must be taken in last semester.

WMMN 600 Media and Culture

Explores the complex influences that technology exerts on contemporary culture and communications. By examining the history of technological change and how designers shape visual trends and media tools, students will learn valuable media design problem-solving strategies.

WMMN 601 Interface Design Principles

The course addresses design patterns, critical issues, and theories of interactive design. Students learn to analyze and inform their design decisions using knowledge about human-computer interaction, user testing, UX/UI, psychology, and graphic design. Students learn to employ industry practices for prototyping, testing and polishing interactive media.

WMMN 602 Web and Applications Technology I

Introduces key concepts, tools and technologies used professionally to design websites and mobile apps. Students build websites from the ground up and learn how to use a text editor, upload files to a server, and follow standard industry practices for file and site management.

WMMN 603 Web and Applications Technology II (Responsive Web)

Explores the roles of designers and front-end developers in producing responsive websites. Using up-to-date procedures, programs and practices, students code websites using JavaScript that are “responsive and mobile first.”

WMMN 604 Entertainment and Education Design

The course analyzes a range of storytelling and immersive experiences including virtual reality and augmented reality in the context of edutainment. Video Game Design is a major component of this course. Students design games and go through the design, playtesting and iteration process for their games. Students design their final edutainment product in their chosen format which can range from graphic novel, to animations, apps and games.

WMMN 605 Web Programming I*

This course introduces fundamentals of programming. Students will learn the standard concepts of events, variables, control structures, and functions, in the context of web content development. Practical skills such as debugging methodology and variable usage will be applied in designing dynamic web pages. Students are expected to apply programming skills in imaginative ways to produce functional interactive experiences.

** Students must earn a “B” or better in each preparatory course to be eligible for entry into any of the three concentrations of the Master of Science in Information Systems program or the Master of Arts in Web and Multimedia Design program.*

WMMN 605L Web Programming I Lab*

The goal of this lab is to build a website using all of the core concepts learned in class. Students will apply their skills to hands-on programming projects in a fully interactive setting where they will be able to seek assistance from each other as well as consulting with an experienced staff member.

WMMN 606 Web Programming II*

This course builds on the introductory concepts covered in WMMN 605 progressing to more advanced computer concepts and interactive programming. Students will learn to develop Web applications that use three-tier architecture, session management, object-oriented techniques, and advanced database interactions.

WMMN 607 Database Concepts and Design*

Provides students with an understanding of data structures, storage and retrieval. It introduces the basic concepts of relational database design, including elementary SQL. The course also explores HTML5's key/value local storage, comparing server-side and client-side data management.

WMMN 608 Introduction to Web & Multimedia*

This course is designed to introduce prospective Web and Multimedia students to basic topics and terminology relevant to the tools and applications of the field. The Adobe Creative Cloud applications are used for image creation, editing, and layout. Best practices and issues related to image resolution and file formats are covered. The course explores the following topics: Introduction to Adobe Bridge, Introduction to Adobe Illustrator, Adobe Photoshop, Adobe InDesign.

WMMN 609 Foundations and History of Design I*

The curriculum focuses on visual literacy, the vocabulary of visual forms and the principles and elements of design. Creative problem solving and technical competence is mastered through class critiques and student presentations. Student projects will reflect cumulative understanding of concepts and skills including: color, 2D composition, artistic research, Intellectual Property, Copyright and Fair Use.

WMMN 611 Foundations of Web Design I*

Complete coverage of the key elements in Web Design using basic HTML5 and CS3. Topics covered include creating graphics, typography and interactivity. Planning a website from start to finish integrating text, graphics, navigation and design. Problem solving strategies are emphasized.

WMMN 613 Interactive Design I

This is a web prototyping course. Students will first be introduced to web interactive concepts and learn how to create basic to high-end prototypes for a website. Students will learn how to use at least one prototyping tool (Invision). Students will design a website from scratch or select a website in need of a redesign and create a full prototype website for their final project.

WMMN 614 Interactive Design II

This is a mobile prototyping course. Students will first be introduced to mobile interactive concepts (iOS and Android) and learn how to create basic to high-end prototypes for a mobile app. Students will learn how to use at least one prototyping tool (Invision). Students will design a mobile app from scratch or select a mobile app in need of a redesign and create a fully prototype mobile app for their final project.

** Students must earn a "B" or better in each preparatory course to be eligible for entry into any of the three concentrations of the Master of Science in Information Systems program or the Master of Arts in Web and Multimedia Design program.*

WMMN 615 Advanced Topics in Web and Applications Technology

Supports advanced work related to app and web development, including programming technologies that underlie advanced interactive design work. It enables students to competently realize their advanced design concepts and fine tune their programming and database skills through a real-world project.

WMMN 620 Advertising in the Digital Age

Appreciating advertising's rich history, the course explores the latest commercial trends that impact marketing and advertising on the Internet and the array of portable digital information devices through which people connect. Using a variety of applications, students develop concepts, a marketing plan, and appropriate research methods to evaluate the effectiveness and reach of today's digital advertising.

WMMN 625 Corporate Design

Introduces coordinated identity branding within a digital context and the many applications required to reach the multitude of stakeholders in the corporate audience. After analyzing relevant cases, students design original identity systems that are effective in any format or medium as visual expressions of corporate culture and goals.

WMMN 630 The Business of Web and Multimedia Design

Students take the first steps towards establishing their own web and multimedia design businesses by defining their career goals and developing business and marketing plans. They also analyze successful projects, research target clients, and learn to articulate their interests, personal style, and design and technical skills.

WMMN 635 Mobile Application Development I

The course focuses on the application development process for iOS platforms. Students will apply the iterative design process building a product that has been developed from wire-frame through rough minimally functional products through user-testing towards the deployment stage. Students will be exposed to the Xcode Integrated Development Environment and Apple's Swift programming language.

WMMN 636 Mobile Application Development II

In this course, students will build upon their existing App Development knowledge to craft applications for phones and tablets that are informed by contemporary production practices and design principles.

WMMN 637 Advanced Mobile App Development

This course will cover advanced features and functionality of both iOS and Android Mobile App development. This course will focus on application interfaces for web access and multimedia capabilities, analyze how mobile front end applications utilize and access functionality hosted in a cloud computing environment. Learn how social networking software like Facebook and Twitter; In-App purchases and ads can be used to promote and extend mobile applications. Prerequisites: WMMN 635, WMMN 636

WMMN 640 Principles of 2D Animation

This course explores contemporary principles, techniques and applications of 2-D animation. After learning concepts and techniques using the latest technology, students produce a final project by writing a short script, developing an original character, and animating their character in a 2D environment of their own design.

WMMN 641 3D Animation I

Students will learn how to use 3D modeling, lighting and texturing tools create 3D environments, props, and models using Autodesk Maya. The curriculum will include Maya tools for UV modeling, painting custom textures, introduction to NURBS, 3D lighting and camera effects, displacement maps, bump maps and projections. Students will also learn the principles of 3D object animation. Upon completion of the course, students will have created an original 3D environment with textures, props and lights that they can showcase in their portfolio.

WMMN 642 3D Animation II

Students will learn how to use 3D modeling, lighting and texturing tools to create 3D environments, props, and models using Autodesk Maya. Maya tools for UV modeling, painting custom textures, introduction to NURBS, 3D lighting and camera effects, displacement maps, bump maps and projections will be covered. Students will also learn the principles of 3D object animation. Upon completion of the course, students will have created an original 3D environment with textures, props and lights that they can showcase in their portfolio. Prerequisite: WMMN 641

WMMN 650 Type in Motion

This course will expose students to the use of dynamic typography, FX and motion graphics. Building on the rich history of title design, students will use typography as a tool for telling a text-based story through animated words supplemented by graphics, animation, still images and/or video.

WMMN 660 Digital Photography for Designers

The course offers a practical introduction to the craft of digital photography. It addresses diverse approaches to the photographic image, focusing on how photography can support and enhance the communicative power of web and interactive designs. Significant historical and contemporary photographs are critically examined to stimulate the student's creativity.

WMMN 670 Video and Audio Production Studio

Students learn the aesthetics and technical aspects of good visual and sound design to effectively communicate messages in digital distribution platforms. Hands-on projects help students to develop concepts, to shoot video, and to capture audio effectively, editing both using industry accepted software, and to manage post-production workflow and distribution.

WMMN 675 Professional Internship Experience

The student will work in a professional environment, for a minimum of 480 hours over a period of at least two semesters. Students may secure an internship independently or may work with the GST Department of Career Services. Weekly logs and examples of work are required for the successful completion of the internship, and are reviewed by the Faculty Internship Coordinator, upon completion of the internship. The purpose of the internship is to provide students with practical, hands-on experience in their chosen field of expertise to complement their coursework. The Internship **MUST** be approved in advance by the program chair. Pre- or corequisite: Permission of the Program Chair

WMMN 694 Thesis Project (capstone)

Students research, plan, and develop an original media product which showcases their specific skills in web, app and/or multimedia design. The outcome of this class is a body of fully functional professional-level work, developed independently of all other coursework that can be viewed live as a fully functional production.

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: <https://help.touro.edu/hc/en-us>
- [1-844-868-7666](tel:1-844-868-7666)
- help.touroone@touro.edu
- Email: studentservices@touro.edu
- Phone: 212-463-0400 x55736

Office Of The Registrar

The Registrar's Office for the Graduate School of Technology is located on the first floor of 320 West 31st Street, in Manhattan.

The Registrar's Office maintains students' academic records. The functions of this office include coordinating the semester course registration process and processing "Change of Name," "Leave of Absence," and other official forms. The Registrar's Office also provides the following services: prepares official transcripts, handles matters pertaining to veterans, verifies fulfillment of academic graduation requirements, processes certificates of enrollment status for insurance or certification purposes, addresses all matters related to student visas and, issues diplomas upon graduation.

Touro College Web-Based Student Services (TouroOne)

Touro College's TouroOne site (<http://TouroOne.touro.edu>) allows students to do the following:

- Register for courses each semester
- Add/drop courses during the registration period
- View and print grades
- View and print class schedule
- Search current course offerings
- Check if there is a "hold" against your name
- Check your financial aid status
- Download financial aid forms
- Access TouchNet for online e-bills and tuition payments
- Order an Official Transcript
- Access to your email
- Access to your Blackboard

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.

The Graduate School of Technology Office of Financial Aid in Manhattan is located at 320 West 31st Street, first floor. The Brooklyn office is located at 946 Kings Highway Hours of operation at both locations are Monday through Thursday, 9:00 a.m. to 5:30 p.m. and Friday 9:00 a.m. to 2:00 p.m.

Office of the Bursar

The mission of the Office of the Bursar is to obtain and process the data necessary to provide accurate bills and information to students. The Office of the Bursar, 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. You may speak to your Financial Aid counselor about your eligibility.

Once your financial aid application is processed and you have met all Federal and state guidelines, funds awarded are later credited to your tuition account and will be reflected on your 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 TouchNet accessed via TouroOne, the College's website for online student services. TouchNet is Touro's means of providing our student body 24-hour access to E-bills and making payments online. Payment methods accepted through TouchNet include all major credit cards or by E-Check using your 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 Office of the Bursar is located at 320 West 31st Street, Manhattan, First Floor.

Student Advisement

Program chairs (or designated program staff) from each of the three Master's programs meet with each student registered in their programs at least twice a year. During the first meeting, advisors help students to select areas of concentration, where appropriate; in subsequent meetings, they guide and advise students in matters relating to course requirements, choice and sequence of course and internship experiences, as well as tracking their progress toward completion. Program chairs and staff also provide assistance with registration and tuition matters. Students are encouraged to contact program chairs and their staff members whenever a problem arises or if they need to discuss particular issues related to their program of study. Instructors meet with their students at mutually convenient times for guidance or advice as needed. This open door policy, a strength of the Touro College experience, extends to the Office of the Dean as well.

Library Services

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 an 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.

Graduate Division students, faculty and administrative staff have access to all collections and services provided by the Touro College Libraries. The gateway to these resources is the libraries' website, www.tourolib.org/. The Midtown campus library (212.460.0400 ext. 55323), located at 320 West 31st Street (4th floor), Manhattan, is open Monday thru Thursday 9 AM – 9 PM, Friday 9 AM – 2 PM and Sunday 10 AM – 6 PM. The Kings Highway Graduate Center (718.301.2032), located at 946 Kings Highway (entrance on Coney Island Avenue) is open Monday thru Thursday 9 AM – 9 PM and Sunday from 9 AM – 5 PM. The Bay Shore campus library (631.665.1600 ext. 6224) located at 1700 Union Boulevard, Bay Shore, is open Monday – Thursday 8 AM – 10 PM, Friday 9 AM – 2 PM and Sunday 8 AM – 4 PM. Hours of operation for all other locations throughout the city are available by going to the Locations and Hours page on the libraries' homepage.

Important library links include Find Books & more, the library online catalog, which identifies print and non-print items located throughout the Touro College library system. The catalog contains links to 3,996 Ebooks on education which can be read remotely. Links to e-journals and databases provide access to 986 journals on education. The link to Student Services provides links to: Identifying Different Sources Types, Conducting the Search, Writing the Paper, Citing Sources, and Tutorials. Linking to Faculty Services includes Library workshops, Citation guides and tutorials and Copyright & Fair Use tutorials. Ereserves provides electronic remote access to required course reserve material. To seek assistance remotely patrons are encouraged to use Ask a Librarian (email response within 24 hours) or CHAT (instant messaging for reference questions).

Off campus access is available for students and faculty who have active Touro IDs and who have registered at a Touro College library. To obtain a username and password simply link to Off-campus access on the library homepage.

Publications

The Graduate Division provides a variety of printed materials to assist prospective and registered students in better understanding the college's mission, the goals and objectives of the programs, and special projects. The Graduate Division's *Touro Links* includes up-to-date informal information about faculty, programs and alumni. For further information, call 212-463-0400 ext. 55786.

Academic Computing

Computer lab time is available to all graduate students, Graduate Division faculty, and administrative staff at the Main Campus and at the Graduate Division's other locations throughout the city. For information regarding specific lab schedules contact the Main Campus computer lab 320 West 31st Street, Manhattan) at 212-463-0400, ext. 55240/55674/55498/55347, or log onto Touro College's website

www.touro.edu and link to Student Services – Computer Labs. The Director of Academic Computing can be reached at 212-463-0400, ext. 55231.

The computer labs at 320 West 31st Street is available Monday through Thursday from 9 a.m. to 9:00 p.m., Friday 9:00 a.m. to 2:00 p.m. and Sunday from 9:00 a.m. to 4:00 p.m. except when classes are in session.

The Graduate Center at Kings Highway, located at 946 Kings Highway, includes a computer lab, which is available from Monday through Thursday from 9:00 a.m. to 9:00 p.m. and Sunday from 9:00 a.m. to 4:00 p.m., except when classes are being held in the lab.

Students with Disabilities

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

The College is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that 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. The College has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Graduate School of Technology students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for GST, Professor Arjun Mahat, arjun.mahat@touro.edu.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator and submit an *Application for Accommodations & Services*. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:

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

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

The process, including all submitted documentation, remains confidential. The *Receipt of Accommodations* (“Receipt”) should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented. A copy of the *Application for Accommodations & Services* may be available by contacting the Office of Student Disability Services Coordinator for GST, Arjun Mahat, arjun.mahat@touro.edu.

Student Rights and Responsibilities

Student Rights

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

Student Responsibilities

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

Grievance Policy

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

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. For more information regarding alumni support services, call 212-463-0400, ext. 55785.

Health Care Options for International Students

Medical insurance is available for International Students through Student Secure International Student Insurance (not affiliated with Touro). For details on what's covered and how to apply, visit: internationalstudentinsurance.com or call Toll Free USA: (888) 247-1387, direct +1 (904) 247-1387.

AMG Medical Group (not affiliated with Touro) also provides medical services. For details visit: www.amgmedicalgroup.com or call (877) 264-1027.

For other Health Care Programs offered by New York City, visit: www.nyc.gov/html/hia/html/public_insurance/immigrant.shtml

Those who do not fall into the U.S. Citizens, Qualified Immigrants or Persons who are Permanently Residing under Color of Law (PRUCOL) groups, please visit Community Health Center, HHC Hospital or DOHMH Clinic. For list of locations, visit: www.nyc.gov/html/hia/html/resources/resources.shtml

Non-residents may apply for a Discount Prescription Drug Card, provided by New York City. For details visit: www.bigapplerx.com

Should you have questions, please contact our International Student Coordinator, Lita Cabezas at lita.cabezas@touro.edu or (212) 463-0400 x 55644.

Housing

While Touro Graduate School of Technology does not provide housing for its students, there are many affordable options available in New York City. Educational Housing Services (not affiliated with Touro) is a company that provides student housing. For details, visit: www.studenthousing.org or call (888) 466-8056.

Career Services

The Touro College Graduate School of Technology has an active Career Services Office with a dedicated professional staff to assist students. Our Associate Director of Career Services is an experienced professional who develops and sustains relationships with employers, connecting them with our students and promoting the quality of our programs. Our staff also works cooperatively with students on resume preparation, interview techniques and career planning.

We have many resources to help you determine your career options, gain work experience, and prepare for your career search. Call us at 212-463-0400 ext. 55462, or stop by our office, to make an appointment with our Associate Director of Career Services.

ACADEMIC 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. They must also complete and submit the Meningococcal Meningitis Vaccination Response Form.

Students must submit acceptable medical proof of immunization. Forms are available with registration materials or from the Registrar's office. Students who fail to provide the required proof of immunization will not be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at <https://help.touro.edu/hc/en-us/articles/223627708-Immunization-Requirements>.

Attendance

Students are expected to maintain good attendance throughout the semester. In one semester, 1 absence per course is allowed. Two absences will lower the final grade by one full letter, and 3 absences may require that the course be dropped. In the event that a student misses a class, he or she is responsible for the activities of that class period. Make-up exams are given solely at the discretion of the professor and are not guaranteed.

Registration

The Graduate School of Technology uses online registration procedures for all students. To register for courses, students must first meet with their program advisors to insure that they are signing up correctly for courses. Once student and advisor agree on which courses the student will take, the advisor will issue a temporary pin number to the student that will all him or her to register successfully on line. Please note that you may register only for the courses approved by your advisor and for a maximum of twelve (12) Credits per semester. Students who are not registered may NOT attend classes under any circumstances or for any reason.

Dropping and Adding Courses

IMPORTANT: Also see "Policy for Withdrawing from All Classes," p.15, and "Policy for Withdrawing from a Partial Load," p. 15, under "Tuition Refund Schedule."

Adding a Course

A student may add (a) course(s) online through the TouroOne portal during the official add/drop period, typically scheduled within the first two weeks of the Fall or Spring semester and within the first few days of the Summer semester. Students who experience any problem with the online method should contact the Office of Advisement or the Office of the Registrar.

Dropping a Course

A student may drop (a) course(s) by the midpoint of the Fall or Spring semester and up to the midpoint of the Summer session. During the established official add/drop period, this can be done online through the

TouroOne portal. After those points, or if a student wishes to drop all courses at any point in the semester, the online method cannot be used. Instead, the student must file an “Add/Drop” form signed and dated by his/her advisor with the Office of the Registrar. In those cases, the effective date of the program change is the day that this form is received by the Office of the Registrar. 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’s Office by an advisor or other College official will be processed effective the date they are received. Forms lacking a written date will also be processed effective the day they are received by the Registrar.

Courses dropped during the official add/drop period 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 determining a student’s rate of progress and maximum time-frame for Satisfactory Academic Progress purposes.

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.

Credit Load

Matriculated students (those accepted and enrolled in a degree or certificate program) may take courses on either full-time or part-time basis.

Full-time students should take at least 9 credits per semester, and may register for a maximum of 12 credits per semester. Note: students who wish to take 12 credit allowed in the summer must take those credits throughout the *entire* semester rather than attempting to complete the credits during only *half* of the semester.

Non-matriculated students may register for a maximum of 12 credits per semester unless advised otherwise, and a maximum of 18 credits *in total*.

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.

Online Courses

The Graduate School of Technology offers some courses via an online format; students should consult the program sections of this Catalog for details and check with their advisors regarding their eligibility to take specific online courses.

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 GST 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 for Distance Learners

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 online 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 databases

There are additional costs associated with taking an online proctored exam. Students testing at a distance are informed in advance of these additional costs, both through e-mail and on our website <http://nyscas.touro.edu/academics/course-schedules/online-courses/> (See link at bottom of homepage for additional details regarding Online Exams.)

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA), as well as 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

1. 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.
2. Students access Blackboard/Canvas (see #3 below) after they are authenticated by the 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.

Identity Verification for Exam Takers

- Onsite exams
 1. Students taking examinations will be authenticated by proctors at the time of the exam at the testing center. One valid form of identification, with photo, is required for admission into the examination center. If the first ID is questioned by the test administrator, a second valid photo ID will be required. Examinations which are proctored online similarly require authentication of student identity.
 2. The professor prints out the list of the students taking the exam and their avatars so that the proctor can check against the avatars at the exam as another means of photo identification for onsite exams. Students sign in as they come to take their exams on-site, and the professor or proctor checks the student name and ID against the printed roster.
 3. Exams may be administered in a computer lab through the learning management system in place at the College. Touro College utilized Blackboard as its learning management system until 2018. In Fall 2018, a transition will take place from Blackboard to Canvas. Once the student is signed into their Blackboard/Canvas account, the professor or proctor inputs the password that allows them to begin the exam. Students are required to show their student picture ID as they enter the building where exams are administered. Once the students are in their exam room, the professor or proctor checks the student name and ID against their own printed roster of student names, avatars and IDs.
 4. Lockdown Browser and/or Exam Password: When the professor comes to the student's computer and inputs the password, he or she is checking the student's identity once again by visually noting the student. The professor or proctor watches the student log into Blackboard/Canvas before typing in the passwords. The Lockdown browser application prohibits a student's computer from accessing anything on the computer other than the exam page while the exam is in session.
- Online exams
 1. Getting onto Blackboard/Canvas: Students must be authenticated through the portal, which requires that they know the secure portal password.
 2. Exam password: The professor must supply the proctor with the exam password.

3. Student privacy during a proctored exam at a distance is maintained through direct communication and the use of a secure testing service.
4. Touro College uses an external online proctoring service which also maintains its own security and verification policies

Class Cancellations

For information regarding class cancellations or school/location closings due to snow or other adverse natural or situational conditions, log on to the Touro College website, www.touro.edu and click on the School Closing/Weather tab. You may also call the Main Campus number at (212) 463-0400 and press option #4. Instructions will be given as to which location(s) is closed and what you should do regarding your classes. Beginning in late Spring 2016, depending on the contact information they have entered in the new TouroOne Portal, students will be able to receive notifications via text, email, automated calls.

Grade Values

The following grade values are assigned for each Credit:

A+= 4.000
A = 4.000
A- = 3.667
B+= 3.333
B = 3.000
B- = 2.667
C+= 2.333
C = 2.000
C- = 1.667
D+= 1.333
D = 1.000
D- = 0.667
F = 0.000
INC = Incomplete

Students must maintain a minimum grade-point average (GPA) of B (3.0) to remain in good academic standing

Other Grade Definitions

P: Passing.

F: Student attended/participated in 60% or greater of scheduled classes per semester, but did not achieve passing grades on examinations and assignments, or stopped attending/participating after 60% or greater of scheduled classes in the given semester.

W: (No penalty.) This grade is assigned when a student officially withdraws from a course after the add/drop period by filing an Add/Drop form (see “Dropping a Course,” p. 49) with the Office of the Registrar, signed by an academic advisor. A student who does not withdraw from a course officially will receive a failing grade of F or WU depending on the number of class sessions attended and the amount of work completed.

WU: Student stopped attending/participating before 60% or less of the scheduled classes per semester; calculated as a failing grade.

WNA: Student never attended class. This grade is not included in calculating the student's grade point average (GPA), but it appears on the student's transcript.

INC: May be issued to a student who did not complete all assignments in a course, according to the procedure detailed below (see 'Grade of "Incomplete"' below).

N: No grade assigned.

Grade Point Average (GPA)

The Grade Point Average (GPA), also called the index, is obtained by dividing the total number of quality points earned in graduate Technology courses at Touro College by the total number of graduate Technology course Credits attempted and not otherwise excluded from the GPA computation.

Example: A student receives the following grades during a semester of study:

GRADE IN ONE 3-CREDIT COURSE	NUMERIC VALUE OF GRADE	(GRADE MULTIPLIED BY 3 = # OF QUALITY POINTS)
A	4.000	12.000
B+	3.333	9.999
B	3.000	9.000
		TOTAL 30.999

GPA = 30.999 quality points ÷ 9 Credits = 3.444

Incomplete Grades

A grade of "Incomplete" (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements – such as an examination, a paper, a field work project, or time on a clinical rotation. "Incomplete" grades are routinely allowed only for the completion of a relatively small percentage of work in a course (e.g., 25%). Grades of "Incomplete" are not issued to students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an "Incomplete" begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of "Incomplete." If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the department/program chair. Policies regarding the consequences of missing a final exam may differ in individual schools or programs, and will govern the student's right to request a grade of "Incomplete." If the student is permitted to apply for an Incomplete, he or she will fill out a *Contract for Grade of Incomplete*. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the department/program chair, and a copy is forwarded to the Registrar's Office. The faculty member is asked to record the grade of "Incomplete."

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, a grade of “Incomplete” should not be allowed to stand longer than one semester from the end of the semester in which the course was given. The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an “Incomplete” grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student’s term or cumulative GPA until the “Incomplete” grade is resolved. If the INC grade is subsequently changed to an “F,” the “F” grade will be calculated into the student’s GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student’s financial aid status at the college, but will not initially affect the student’s GPA.

Academic Probation and Dismissal

Students must maintain Satisfactory Academic Progress (3.0 GPA) to remain in good academic standing. Students whose grade-point average (GPA) fall below 3.0, or who receive a grade of D or lower in any course or grades of C in two courses, are automatically placed on academic probation. Notification of placement on probation is made to the student in writing by the Program. Probation may be grounds for dismissal from the program. Students on probation may address the program chair in writing within two weeks of notification regarding their status to appeal their case..

Probation is lifted when the student achieves a cumulative GPA of 3.0. Students who fail to achieve a GPA of 3.00, or to show sufficient progress toward their degree, after two consecutive semesters on probation may register for courses only with the permission of the Program Chair. If this permission is denied, the result is academic dismissal. Students subject to academic dismissal are notified in writing by the Graduate School via registered letter using the contact information on file with the College. Students who have been dismissed and seek to re-enter the School at a later time must reapply for admission and meet the admission criteria in place at the time of their reapplication.

Preparatory Course Passing Grade Policy

IMPORTANT: Students must earn a “B” or better in each preparatory course to be eligible for entry into any of the three concentrations of the Master of Science in Information Systems program or the Master of Arts in Web and Multimedia Design program.

Grade Challenge Policy

Students have the right to challenge a course grade that they feel it is an unfair assessment of their work in a course. The student initiates an appeal by submitting, in writing, a formal request to the professor for a grade change within 14 days of receipt of the grade. The student must provide evidence to support the appeal. The professor should, in turn, respond to the student's request within 14 days of receiving it. The professor's response should include evidence that supports the basis for the grade. If the student's appeal to the professor is denied or goes unanswered, the student may appeal, again in writing, to the Dean, who will assign an independent faculty committee of reviewers to examine the basis of the appeal. After assessing the appeal, the committee will make a recommendation to the Dean, which may be to lower or raise the grade, or to retain the original grade. The Dean will then make a final decision in the matter

based on the independent faculty committee's recommendation. The Dean's decision is final and not subject to appeal.

Repeating a Course

With the permission of a Program Chair or Deputy Chair, a student may repeat a course 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 rare cases, under unusual circumstances, the Dean may authorize that a different course, with similar content, be substituted.)

In these instances, both courses appear on the student’s official transcript, but the code “E” (“Excluded”) will be added to the earlier course entry on the transcript, indicating that the grade received will not be calculated in the student’s GPA. The repeated course entry will appear with the code “I” (“Included”) added, indicating that the grade received will be calculated in the GPA. Therefore, 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 Program/Deputy Chair and the Financial Aid Office – with the Office of the Registrar. Failure to do so may result in the exclusion of the second grade received, and the inclusion of the original grade, in the GPA calculation. Please also be aware that passed courses or failed courses not calculated in a student’s GPA may affect his/her eligibility to receive financial aid. Therefore, students should consult with the Financial Aid Office before submitting a course repeat form.

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.

Withdrawal

[IMPORTANT: Also see “Policy for Withdrawing from All Classes,” p. 15, under “Tuition Refund Schedule”]

A student, who, for personal reasons, must withdraw from his or her graduate studies with no expectation of returning, may do so in good standing by filing a completed “Withdrawal from the Program” (WTP) form with the Registrar’s Office. Although most withdrawals and leaves are voluntary, involuntary withdrawals and leaves are sometimes mandated by the School. In all cases, the School’s decision is final.

Psychological medical leaves or withdrawals are warranted when students are:

- Psychologically unable to perform academically or in field work.
- Dangerous to themselves, others or School property.
- In need of treatment that prevents their continuation at the School.

Students wishing to return from a psychological medical leave must be evaluated by the Academic, Disciplinary, and Human Rights Committee.

Readmission

Students, who withdrew from the School, whether voluntarily or involuntarily, must complete and submit a new Application for Admission. It is strongly recommended that such students submit their completed Application for Admission at least two months prior to the beginning of the semester in which they plan to resume studies. Completed applications received less than two months prior to the semester in which the applicant wishes to resume studies may not be processed in time for the applicant to commence his or her studies as planned. In all cases, the School’s decision regarding readmission is final.

If approved for readmission, a program for completion of degree requirements will be filed in writing, ensuring, among other things, that the readmitted student does not repeat content of courses previously completed.

The Academic, Disciplinary, and Human Rights Committee

The function of the Academic, Disciplinary, and Human Rights Committee is to assess and provide a disposition of problems or issues concerning students enrolled in the Graduate School of Technology. Problems or issues may include matters related to student academic integrity, academic or field learning performance, ethics, or behavior.

The Academic, Disciplinary, and Human Rights Committee consist of a Chairperson appointed by the Dean and at least two Program Chairs or their designees.

Procedures

1. Referrals of concern that fall within the purview of the Academic, Disciplinary, and Human Rights Committee should be made to the student's advisor who, in turn, notifies and consults with the Chair of the Academic, Disciplinary, and Human Rights Committee.
2. The result of the consultation will be a determination as to whether to initiate the Academic, Disciplinary, and Human Rights Committee process.
3. The student's advisor and the Chair, alone or together, will meet with the student and provide information regarding the Academic, Disciplinary, and Human Rights Committee process. This will serve as the notice to the student.
4. Hearings conducted by the Academic, Disciplinary, and Human Rights Committee will be governed by the following protocols:
 - a. All hearings are closed to the public;
 - b. Attorneys are not allowed to be present at any hearings;
 - c. Students have the right to present any evidence they deem relevant, to make opening and closing statements, and to ask questions during the proceedings;
 - d. The rules of evidence will not strictly apply to the proceedings. The preponderance-of-evidence burden will govern the decision-making process;
 - e. Decisions will be made by a majority of the participating committee members;
 - f. The committee deliberations will be *in camera* and will result in a short written decision.
5. A written summary of the Academic, Disciplinary, and Human Rights Committee decision will be placed in the student's program file and a copy given to the student.
6. Any dispute, claim or controversy arising out of or related to matters in the Committee's purview which is not resolved through these internal procedures, shall be resolved exclusively through final and binding expedited arbitration (*also see "Alternative Dispute Resolution," page 72*) conducted solely by the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA rules then in effect. The costs of such arbitration shall be borne equally by the parties, with each party also bearing its own attorneys' fees and any costs associated with presenting its proof. Judgment upon the award rendered may be entered in any Court of competent jurisdiction. The student and Touro College hereby waive trial by jury, which waiver is independent of the agreement to arbitrate disputes.

Requirements for 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 certificate or degree requirements, to determine whether the requirements are being met. For January candidates for graduation, these conferences are held April through June. For June and September candidates, they are held October through December.

After the graduation conference, the student must apply for graduation: for the Associate's degree by completing the "Application for Graduation" and for the baccalaureate degree, online by the established deadlines:

- For January Graduation - November 15
- For June Graduation - April 1
- For September Graduation - April 1

To apply for graduation online, students need to click the "Apply to Graduate" button under the "Academic" tab located on the TouroOne portal and follow the prompts. Students applying for the baccalaureate degree will also be required to pay the graduation fee through TouchNet. Students who complete their certificate or degree requirements in January, June, or September of a given year participate in Division of Graduate Studies commencement exercises.

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

Degree Works

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

The benefits of Degree Works include:

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

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

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

If you are having difficulty accessing Degree Works, please contact Touro's HelpDesk at nonstop@touro.edu.

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

Transcripts

Students can order official copies of their transcripts as follows:

1. Go to <http://www.touro.edu/nonstop/>
2. Read carefully the information and instructions that appear
3. Click on “Request an Official Transcript”
4. Scroll down to the link that reads “Click here to order an Official Transcript online”

All official transcript requests must be cleared by the Bursar before processing. Processing of official transcripts requires 7-10 business days after receiving Bursar clearance, longer during peak periods.

RUSH Service

Same-day transcript request service is now available. Here’s how the RUSH system works:

- There is a limit of two official transcripts per order.
- Requests must be submitted online – please follow the steps above - no later than 12 noon on business days.
- Transcripts will be available by 3 PM on the same day.
- RUSH requests submitted after 12 noon will be processed on the next business day.
- A fee of \$30.00 is added to the applicable transcript charge for RUSH orders.
- Student copies can also be requested with RUSH service.

Viewing and Printing Your Unofficial Transcript from TouroOne:

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

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, and.
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 Academic, Disciplinary, and Human Rights Committee of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Academic, Disciplinary, and Human Rights Committee shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and a place for a meeting.

After meeting with the individual charged with the infraction, the Academic, Disciplinary, and Human Rights Committee will conduct a preliminary investigation and determine what course of disciplinary action is appropriate. The Academic, Disciplinary, and Human Rights Committee can:

- Dismiss the charges;
- Bring the parties together for informal mediation;
- Impose any of the disciplinary sanctions listed in the section entitled “Sanctions,” except that the Academic, Disciplinary, and Human Rights Committee cannot require payment of restitution.

Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee’s decisions are final.

Sanctions

The Academic, Disciplinary, and Human Rights Committee may take one or more of the following actions:

1. Dismiss the Charges:

(a) After reviewing all relevant information, and record materials, the Academic, Disciplinary, and Human Rights Committee may decide to dismiss the charges against the student.

2. Impose disciplinary sanctions, which include, but are not limited to the following:

(a) Warning – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student’s file.

(b) Disciplinary Probation – A student may be placed on disciplinary probation for a definite period of time, not to exceed one year. While on probation, students may not hold office in student government organizations, clubs or societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student’s file.

(c) Counseling and Treatment – A student’s continued enrollment at Touro College may be conditioned on his participation in counseling or treatment at outside counseling and treatment

agencies. A student's failure to participate in such a program after being advised that his enrollment is conditioned on participation may result in other disciplinary sanctions

(d) Restitution – A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his action. The amount of the restitution is determined by the Academic, Disciplinary, and Human Rights Committee.

(e) Suspension – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his suspension. He/she must apply to the Academic, Disciplinary, and Human Rights Committee for reenrollment authorization.

(f) Expulsion – This is termination of the student's enrolled status at the college. A student who is expelled from the college is not permitted to complete his courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.

3. Additional Sanctions – The Academic, Disciplinary, and Human Rights 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 – The Academic, Disciplinary, and Human Rights Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.

5. Other Sanctions – The Academic, Disciplinary, and Human Rights 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 Committee on Academic Standing within ten (10) school days of the disciplinary action decision. The copy of the appeal should be submitted to the Dean.

The Academic, Disciplinary and Human Rights 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. The Academic, Disciplinary, and Human Rights Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Academic, Disciplinary and Human Rights Committee the student may file a written appeal with the Dean within ten (10) school days of the committee's decision. The Dean shall appoint a Special Appeals Panel consisting of the Dean of Faculties (or his representative), three full-time faculty members, and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Academic, Disciplinary and Human Rights Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

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 violations 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. It is presented here in order to educate the faculty on the enforcement of the policy.

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,¹ 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.

¹ This policy is modeled after that of Rutgers University.

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 commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, 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**, include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one’s behalf; intentionally copying a paper regardless of the source and 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; and in the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, print material, 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.

Additionally, 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.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

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 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, indicate 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 between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating On Examinations And Other Class/Fieldwork Assignments

Cheating is defined 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 instructor is also considered 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 a student 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 without the express written consent of the instructor;
- 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 assistance or information in any manner, including person-to-person, 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, based on the Public Health Service regulations dated May 17, 2005.

Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

- (a) *fabrication* - making up data or results and recording or reporting them;
- (b) *falsification* - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) *plagiarism* - the appropriation of another person’s ideas, processes, results, or words without giving appropriate Credit. Research misconduct does not include honest error or honest differences of opinion.

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

Tampering is the 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. 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;
- 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,” may 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. 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 without permission (such as a Netter® or Adam® anatomical drawing)
- Copying large sections of a book

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: <http://law.cornell.edu/uscode/text/17/107>.

Sanctions

The following sanctions may be imposed for violation of this Policy. Sanctions of one class may be accompanied by sanctions of a lesser or greater class. Except in the case of a student’s expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct.

Class A Sanctions:

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

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro College and University System
- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program’s rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment

Repeat offenders may be subject to more stringent sanctions.

Procedures In Response To Violations Of Academic Integrity

This Touro College and University System Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student’s school, which may not be less stringent than the requirements and standards set forth in this Policy Statement.

The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the “CAI Officer”) to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the “Appeals Dean”). The CAI Officer and the Appeals Dean cannot be the same individual.

Reporting a Case of Suspected Plagiarism or Cheating

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the Chair of the relevant department. The Chair will consult with the faculty member, and if a violation is identified the faculty member will inform the student. The Chair will also report all violations in writing (using the *Academic Integrity Violation Reporting Form*) to the CAI Officer. No permanent grade may be entered onto the student’s record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student’s exam and collect all evidence of cheating. The incident should be immediately reported to the Chair, who will investigate and report in writing to the CAI officer.

Resolution Of Academic Integrity Violations

Incidents of academic integrity violations are reported to the department Chairperson, and a report by the Chair is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated the Touro College and University System’s Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer or the department Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing.

Informal Resolution

After consulting with the department Chair (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution and the sanctions imposed to the department Chair for approval. The faculty member, in consultation with the department Chair, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

The outcome of the informal resolution should be reported in writing by the department Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career.

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

Formal Resolution

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the department Chair or the CAI Officer, then the matter shall be submitted for formal resolution.

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

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

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which will be sent both by e-mail and mail, will be given at least two business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a three-month period.
- The reported student and the person who reported the student will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
- All decisions shall be made by majority vote.
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.

- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

Appeal Process

- Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
- The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
- The Appeals Dean may request to meet with the student.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

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

The CAO may conduct interviews and review materials, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

Status of Student Pending Action

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet-undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Recordkeeping

The CAI Officer of each school will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the CAI Officer will submit data on academic integrity violations to the TCUS Academic Integrity Council.

Such records shall be kept in accordance with the Record Retention Policy as it relates to student records.

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

ALTERNATIVE DISPUTE RESOLUTION

Touro College's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes (see definition below) between Touro College, and Touro College's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Handbook.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro College acts as his or her consideration and consent to these terms. Students agree that he or she will pay for their own fees and expenses related to or arising out of the ADR.

All Disputes (as defined below) between Touro College, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). The parties shall select the mediator jointly, or if they cannot agree, the ADR Organization will provide a list of mediators from which one shall be selected pursuant to the ADR Organization's rules or other procedure mutually agreed upon. If upon completion of mediation all or any part of the Dispute

is still unresolved, the remaining Dispute shall be submitted to final and binding arbitration as set forth below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization,, designated by Touro in its sole and absolute discretion, 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 (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by 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 or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, 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, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

ADR Procedures

To initiate ADR, the Touro College student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro College policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro College and the ADR Organization within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, Touro College shall file the ADR demand with the appropriate office of the ADR Organization. The parties then shall engage in mediation, and to the extent any Dispute remains thereafter; the Dispute will be referred to final and binding arbitration.

The arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum

extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and 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 prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute.

TOURO POLICY ON BIAS-RELATED CRIMES

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old
- Menacing (1st, 2nd and 3rd Degree)Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree)
- Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny
- Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 500 7th Avenue, 4th Floor, New York, NY 10018; office number (646) 565-6134; or by calling 1-88-Touro-911(1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

This policy applies to all members of the Touro College (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard 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.

Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

Title IX Coordinator

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
500 Seventh Avenue, 4th Floor
New York, NY 10018
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

When Title IX Applies

The Title IX process will apply when *all* of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro’s education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

Sexual Misconduct

Touro prohibits 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.

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.

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

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. 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.

All divisions of Touro seek to foster a collegial atmosphere in which 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 contact the Office of Institutional Compliance immediately. 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.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at <https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at <https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

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, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

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/or staff. Students who believe that they have been aggrieved by the College, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Touro College student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the 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.

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

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

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; 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 Grievance Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Policy is separate and distinct from the Touro College or program-specific grade appeals policies. 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.

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

POLICY ON DRUGS AND CONTROLLED SUBSTANCES

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal Law and New York State Law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal Laws, New York State Laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

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

Touro may 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 confidentiality.

Touro College also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro: students, faculty and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

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

Students are urged to view pages 26-28 in the Annual Security and Fire Report at <https://www.touro.edu/departments/campus-security/clery-reports/2018ASR.pdf>.

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, 4th 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 in Touro Campus Security will be glad to render any assistance needed.

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

Students are urged to read the Annual Security and Fire Report at http://www.touro.edu/departments/campus-security-department/clery-reports/51227_TouroASRReport.pdf

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 to 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.

To ensure a clean and healthy environment for all students at the college, eating, drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

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

Additionally, please see Touro's Policy on Weapons in the 2017 Annual Security and Fire Safety Report, <https://www.touro.edu/departments/campus-security-department/clery-reports/>

Acceptable Use Policy for Information Technology

In the interests of learning and research, and to support its academic, research, and administrative functions, Touro provides students, faculty, staff, and guests (thereafter referred to as "the Touro Community") with access to computer and network resources. Touro seeks to promote and facilitate the proper use of Information Technology (IT). However, while the tradition of academic freedom will be respected fully, so, too, will the requirement of responsible and legal use of the technologies and IT facilities that are made available to the Touro Community. This Acceptable Use Policy is intended to provide a framework for the use of Touro's IT resources and should be interpreted to have the widest application. This Acceptable Use Policy addresses the entire Touro Community. Institutional technology resources, facilities, and/or equipment include all technology-based resources, facilities, and/or equipment that are owned and/or operated by Touro as part of its mission. The basic rules for use of the institutional technology resources, facilities, and/or equipment are to act responsibly, to abide by Touro's policies as specified in the Touro Handbooks, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law. Touro technology resources, facilities, and/or equipment may only be used by current members of the Touro Community (hereafter referred to as "users") unless otherwise authorized by the Dean of Faculties, Dean of Students, the Senior Vice President for Administration, or the Senior Vice President and Chief Financial Officer, or their designated alternates. Users may not allow other person(s) to utilize Touro's technology resources, facilities, and/or equipment. All users of Touro technology resource users must sign, upon commencement of their relationship with Touro, or at another appropriate time, the Acceptable Use Policy (AUP), and submit the signed AUP form to the Chief Information Security Officer (CISO). A copy of the form is also available online. In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP. This Policy contains elements that intersect with other policies at Touro. Should there be questions as to which policy applies; requests for clarifications should be addressed, in writing, to the CISO at CISO@touro.edu.

Touro-provided email is considered the primary official communication mechanism recognized by Touro for communication with the Touro Community.

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

Internet Services and User-Generated Content Policy

Touro recognizes that emerging Internet-based services offer both potential organizational opportunity and risk and, as such, requires use of these services in ways that improve the commitment to our community of students, faculty and staff. These Internet services encompass a broad spectrum of online activity. For the purposes of this document, “Internet-based services” is defined as those that allow for user-generated content. These would include, but would not be limited to: “wikis,” “blogs” (for which you write entries or comments); “live”-blogging tools such as “Twitter”; social networks such as “Facebook” and “MySpace”; professional networks such as “LinkedIn”; streaming media such as “YouTube”; discussion forums such as “listservs”; instant messaging; and social bookmarking tools such as “Digg.” Internet-based services extend to services that are not owned, operated, or controlled by Touro, as well as those that we do control, such as our websites and our Web portal and any networking sites paid to host a presence on Touro’s behalf. As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as apply offline. Recognizing the benefits and risks associated with using these services, we have developed a policy to provide guidance to students, faculty and staff of Touro. This policy does not replace other policies or guidelines of Touro; it is in addition to specific policies such as the Information Security Policy, Code of Conduct, or the Acceptable Use Policy. This Policy will be reviewed periodically and will be updated, as necessary. You are responsible for keeping current on any changes to this or any other Touro policy and acting accordingly.

Student are urged to read the entire policy at <https://touro.app.box.com/v/InternetService-UserGenContent>

Dress Code

While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

Anti-Hazing Regulations

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as actions 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 of the Registrar, which can also provide complete information concerning this policy.

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 Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
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 to the Office of the Registrar, 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:

- 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

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 before the last day to add classes in a 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.

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