

TOURO COLLEGE
Los Angeles

Student Handbook

2016 - 2017

CONTENTS

MESSAGE FROM THE DEAN OF TOURO COLLEGE LOS ANGELES	9
CENTRAL ACADEMIC ADMINISTRATION.....	10
TOURO COLLEGE LOS ANGELES	10
CEO AND SENIOR PROVOST, TOURO UNIVERSITY WORLDWIDE & TOURO COLLEGE LOS ANGELES	10
DEAN, TOURO COLLEGE LOS ANGELES	11
DIRECTOR OF LIBRARY	11
SUPPORT SERVICES OF TOURO COLLEGE LOS ANGELES	11
OFFICE OF THE REGISTRAR	11
OFFICE OF FINANCIAL AID.....	12
OFFICE OF THE BURSAR	12
ADMINISTRATIVE COMMITTEES.....	13
COMMITTEE ON ACADEMIC STANDING	13
STUDENT AFFAIRS COMMITTEE.....	13
I. ACADEMIC POLICIES	13
ATTENDANCE AND WITHDRAWAL POLICIES	13
CLASS ATTENDANCE.....	13
LATENESS.....	13
FINAL EXAMINATION ABSENCES.....	13
LEAVE OF ABSENCE.....	14
WITHDRAWAL FROM THE COLLEGE.....	15
COURSES AND CREDITS	15
COURSE CREDITS	15
COURSE CREDIT LOAD.....	15
CORE COURSES	15
DEVELOPMENTAL COURSES	15
DEAN'S LIST.....	16
DROPPING AND ADDING COURSES	16
FULL-TIME STATUS.....	16
ONLINE COURSES	16
PLACEMENT EXAMINATIONS	16
PROBATIONARY STATUS.....	17
SATISFACTORY PROGRESS	17
REMEDIAL COURSES	17
REPEATING A FAILED COURSE	17
REPEATING A PASSED COURSE	17

TAKING LOWER-LEVEL COURSES.....	18
SUMMER SESSIONS	18
SEEING GRADED FINAL EXAMINATIONS	18
TOURO RECORDS WEBSITE.....	18
TRANSCRIPTS	18
REGISTRATION.....	19
REGISTRATION PROCESS.....	19
CLOSED COURSES	19
PREREQUISITES AND CO-REQUISITES.....	19
TAKING COURSES OUTSIDE TOURO COLLEGE LOS ANGELES	19
REGISTRATION.....	20
INDEPENDENT STUDY	20
DIRECTED STUDY	20
CHOOSING A MAJOR	21
GRADES.....	21
GRADING POLICIES	21
GRADING SYSTEM.....	21
GRADE POINT AVERAGE (GPA).....	23
GRADING SYSTEM FOR NON-CREDIT COURSES	23
GRADE APPEALS.....	23
EARNING OUTSIDE CREDIT	24
TRANSFER CREDITS.....	24
OFF-CAMPUS CREDITS	24
CREDITS THROUGH OUTSIDE EXAMINATIONS	24
ADVANCED PLACEMENT EXAMS.....	25
FOREIGN LANGUAGE PROFICIENCY EXAMINATIONS	25
DEPARTMENTAL CHALLENGE EXAMINATIONS	25
YESHIVA AND SEMINARY CREDITS	25
GRADUATION.....	25
GRADUATION APPLICATION FORM.....	25
GRADUATION CEREMONIES	26
GRADUATION HONORS.....	26
GRADUATION REQUIREMENTS.....	26
BULLETIN RULES.....	26
DEGREE PLAN.....	27
MAXIMUM TIME FRAME.....	27
RESIDENCY REQUIREMENT	27
DEGREE DATES	27

OTHER ACADEMIC POLICIES.....	27
CHANGE OF NAME AND/OR ADDRESS	27
COMMITTEE ON ACADEMIC STANDING PROCEDURES	27
DATES AND DEADLINES	28
GLOSSARY OF ACADEMIC TERMS	28
II. STUDENT SERVICES AND GENERAL INFORMATION	30
ADVISEMENT AND COUNSELING SERVICES	30
ACADEMIC ADVISEMENT.....	30
ADVISEMENT SERVICES	30
SERVICES FOR STUDENTS WITH DISABILITIES	31
REQUESTING ACCOMMODATIONS	31
STUDENT RIGHTS	31
STUDENT RESPONSIBILITIES.....	32
GRIEVANCE POLICIES	32
PRE-PROFESSIONAL AND GRADUATE SCHOOL ADVISEMENT.....	32
GRADUATE AND PROFESSIONAL SCHOOL EXAMINATION INFORMATION	32
OTHER STUDENT SERVICES	32
COMPUTER SERVICES	33
FOREIGN STUDENT VISAS	33
TOURO COLLEGE LOS ANGELES STUDENT I.D. CARDS	33
TUTORING SERVICES.....	33
STUDENT LOUNGE	33
LOST AND FOUND	33
STUDENT ACTIVITIES	33
STUDENT GOVERNMENT	33
FURTHER INFORMATION.....	34
FUND-RAISING BY STUDENTS.....	34
CHART OF CONTACT PERSONS OR OFFICES FOR STUDENT CONCERNS AND QUESTIONS	34
IMPORTANT OFFICES AND THEIR PHONE NUMBERS	35
Student Safety	35
IN CASE OF EMERGENCY.....	35
FIRE EMERGENCIES	35
III. FINANCIAL AID.....	36
GENERAL INFORMATION	36
ACADEMIC STANDARD FOR FINANCIAL AID ELIGIBILITY	36
APPLICATION DEADLINES	36
FEDERAL PROGRAMS.....	37

FEDERAL PELL GRANT.....	38
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG).....	38
FEDERAL WORK STUDY	38
FEDERAL LOAN PROGRAMS	38
VETERANS ADMINISTRATION (VA) BENEFITS.....	42
AMERICORPS	42
FEDERAL TAX INCENTIVE PROGRAM.....	43
STUDENT LOAN INTEREST DEDUCTION.....	43
CALIFORNIA STATE FINANCIAL AID PROGRAMS.....	43
CAL GRANTS.....	43
TOURO COLLEGE PROGRAMS.....	45
TOURO ACADEMIC SCHOLARSHIPS.....	46
TOURO DEAN'S SCHOLARSHIPS	46
INTERNATIONAL STUDENT GRANTS.....	46
TUITION PAYMENT PLANS.....	46
ALTERNATIVE LOANS.....	46
OTHER SOURCES OF AID	46
DEFINITIONS OF SOME FINANCIAL AID TERMS	46
IV. COLLEGE CODES AND STUDENT RESPONSIBILITIES	48
CAMPUS CITIZENSHIP	48
ACADEMIC INTEGRITY STANDARDS	48
COLLEGE POLICY	48
PLAGIARISM	49
CHEATING AND OTHER IRREGULARITIES	49
SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS	49
APPEALS OF SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS	49
THE TOURO COLLEGE CODE OF CONDUCT.....	49
ADJUDICATION OF COLLEGE CODE OF CONDUCT VIOLATIONS	51
DISCIPLINARY HEARINGS	51
SANCTIONS	51
APPEALS OF DISCIPLINARY SANCTIONS IMPOSED FOR CODE OF CONDUCT VIOLATIONS	52
PROTOCOLS FOR DISCIPLINARY HEARINGS	52
STANDARDS OF CLASSROOM BEHAVIOR.....	53
STUDENT GRIEVANCES AND RIGHTS	53
V. DISCRIMINATION, BIAS, AND HARASSMENT COMPLAINTS	54
ACADEMIC ISSUES	54
ISSUES OF STUDENT BEHAVIOR.....	54

ADMINISTRATIVE GRIEVANCES	54
PROTECTION AGAINST RETALIATION	54
SEXUAL HARASSMENT AND SEXUAL OFFENSE PREVENTION POLICIES	55
POLICY AGAINST SEXUAL HARASSMENT	55
SEXUAL HARASSMENT CONTACT	55
FALSE STATEMENTS.....	55
TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES	56
FILING CHARGES FOR INCIDENTS OF SEXUAL ASSAULT.....	56
VI. TOURO COLLEGE LOS ANGELES DRUG AND ALCOHOL ABUSE POLICY.....	56
TOURO COLLEGE LOS ANGELES DISCIPLINARY STANDARDS FOR STUDENTS POSSESSING, USING, DISTRIBUTING AND/OR SELLING DRUGS AND CONTROLLED SUBSTANCES	56
PUBLIC EDUCATION STATEMENT ON ILLICIT DRUG AND ALCOHOL USE.....	57
TOURO COLLEGE LOS ANGELES REGULATIONS RELATING TO ALCOHOL USE.....	58
TOURO COLLEGE LOS ANGELES CAMPUS SECURITY POLICIES	58
ACCESS TO THE CAMPUS	58
REPORTING CRIMES.....	58
VII. MISCELLANEOUS COLLEGE POLICIES	58
NON-DISCRIMINATION	58
ANTI-HAZING REGULATIONS.....	59
NO-SMOKING POLICY	59
COMPUTER USE POLICY	59
INTERNET AND E-MAIL POLICY	59
ACCESS TO AND PRIVACY OF STUDENT RECORDS.....	59
ARBITRATION CLAUSE	60
VIII. APPENDICES.....	62
PROCEDURE FOR RESOLVING VIOLATIONS OF COLLEGE CODES.....	63
APPENDIX C: TOURO CAMPUS LOCATIONS.....	65
ADMINISTRATION OF TOURO COLLEGE LOS ANGELES.....	65
FACULTY.....	66
DIRECTORY	68
APPENDIX D: HELP HOTLINES.....	68

Touro College Los Angeles is a division of Touro University Worldwide, which is accredited by the WASC Senior College and University Commission (WSCUC): 985 Atlantic Ave. #100, Alameda, CA 94501-6444; Tel. 510-748-9001. Touro College Los Angeles is an Equal Opportunity Institution.

IMPORTANT NOTICE

This Undergraduate Student Handbook ('Handbook') does not form a contract. Touro College Los Angeles reserves the right to amend, modify, supplement or revoke this Handbook, in whole or in part, at any time with or without notice in its sole discretion. This Handbook is neither written nor meant to confer any rights or privileges on a student, staff or faculty or impose any obligations on Touro College Los Angeles other than its obligations under the law. As with all Touro College handbooks, rules and policies, this Handbook is written for informational purposes only, may contain errors and may not be applicable to every situation or circumstance. Any dispute, claim or controversy arising out of or related to this Handbook, which is not resolved through Touro College's internal procedures (hereinafter, 'Disputes'), shall be resolved exclusively through final and binding expedited arbitration conducted solely by the American Arbitration Association ('AAA'), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on the Touro College Los Angeles campus where the student, staff or faculty member (or was last) affiliated.

MESSAGE FROM THE DEAN OF TOURO COLLEGE LOS ANGELES

Welcome to Touro College Los Angeles (TCLA)! TCLA is the only regionally-accredited college under Orthodox Jewish auspices on the West Coast. As such, we are committed to providing a quality secular education in an environment that is in full alignment with and supportive of our precious *mesorah*.

Touro College Los Angeles admitted its first class in the fall of 2005 under the capable leadership of Dr. Esther Lowy, a”h. Our students continue to benefit from the educational opportunities and the warm and friendly community she established, which provide a place to learn without the need to compromise religious practice, and free of the negative influences found on so many college campuses today. Students can pursue a Bachelor of Science degree in Business Management and Administration, a Bachelor of Arts degree in Psychology, and a Bachelor of Arts degree in Judaic Studies. TCLA has added a health science concentration for those students who wish to pursue graduate school and professional opportunities in health science and medicine.

TCLA is fortunate to be able to draw upon the traditions established by Touro College New York. At Touro College, students pursue their academic and professional goals without sacrificing their personal growth as Torah-observant Jews. Just as students at other campuses in the Touro College and University System have been accepted by prominent graduate programs, TCLA graduates have been accepted to some of the most prestigious graduate and professional programs in the country, including those at UCLA, USC, Columbia University, Boston College Law School, Southwestern School of Law, Sackler School of Medicine and Touro Colleges of Medicine, Pharmacy, Physician’s Assistant and Nursing.

Touro College Los Angeles boasts an outstanding faculty. A majority of our instructors hold PhDs or terminal degrees from prestigious universities and all of our faculty bring a wealth of practical, professional experience to their classrooms as well. They serve as tremendous role models to our students. In addition, small class size allows for a close interaction between professor and student. Students are able to realize their full potential and thrive both on personal and academic levels.

You have made a wise choice in choosing TCLA for your undergraduate studies. I look forward to getting to know you and to helping you on your path to your educational and career success.

Rabbi David Jacobson, PhD



Rabbi Dr. David Jacobson earned an M.A. and a Ph.D. in Education (Educational Psychology) from the University of California, Los Angeles, semicha from studies in both Los Angeles and Israel and a B.A. in Jewish Studies from the University of California, Los Angeles. Rabbi Dr. Jacobson was appointed Dean in the Fall of 2016 after serving as Director of College Affairs. He has worked in Education and Jewish Education for over 30 years including as an instructor and administrator at elementary, high school and college levels in Los Angeles, Israel and Dallas. He is the founding director of Yeshiva Educational Services, a nonprofit dedicated to the improvement of Jewish education and has lectured, presented workshops and coached and mentored teachers nationally.

CENTRAL ACADEMIC ADMINISTRATION TOURO COLLEGE LOS ANGELES

CEO AND SENIOR PROVOST, TOURO UNIVERSITY WORLDWIDE & TOURO COLLEGE LOS ANGELES

The CEO and Provost are the Chief Executive and Educational Officers for Touro University Worldwide. The CEO and Provost will have overall administrative and academic responsibility for Touro University Worldwide and the Touro College Los Angeles campus. Dr. Neumann and Dr. Neumann approve budget, staff, curriculum, oversee the academic program, public information program, and the development of programs and curriculum, business development and the accreditation of the college.

CEO

Dr. Yoram Neumann
Touro University Worldwide
10601 Calle Lee, Ste. #179
Los Alamitos, CA 90720
(818) 874-4101

Provost

Dr. Edith Neumann
Touro University Worldwide
10601 Calle Lee, Ste. #179
Los Alamitos, CA 90720
(818) 874-4101

DEAN, TOURO COLLEGE LOS ANGELES

The Dean of Touro College Los Angeles is the chief academic officer of the TCLA Campus, reporting to the CEO and Provost of Touro University Worldwide. The responsibilities of the Dean are to provide leadership in academic matters, and to plan, direct and coordinate the operational, personnel and student activities of the Campus of Touro College Los Angeles. The Dean is responsible for program development, maintenance of academic standards, and all matters related to faculty hiring and retention and enrollment on the campus. The Dean is responsible for the effectiveness of the student recruitment process and for strategies to implement efforts in that area.

Rabbi David Jacobson, Ph.D.
1317 North Crescent Heights Boulevard
West Hollywood, CA 90046
(323) 822-9700 Ext. 85150
David.Jacobson4@touro.edu

DIRECTOR OF LIBRARY

The Director of Library is responsible for the development and functioning of the TCLA's library. She reports to the Director of Libraries for Touro College and University System and the Dean of Touro College Los Angeles.

Ms. Sylvia Lowe
1317 North Crescent Heights Boulevard
West Hollywood, California 90046
(323) 822-9700 Ext.85157
sylvia.lowe@touro.edu

SUPPORT SERVICES OF TOURO COLLEGE LOS ANGELES

OFFICE OF THE REGISTRAR

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

1. Coordinating semester course registration;
2. Preparing official transcripts;
3. Evaluating transfer credits for enrolled students;
4. Processing Change of Address, Change of Name, Leave of Absence and other forms;
5. Handling matters pertaining to veterans;
6. Verifying whether students meet graduation requirements;
7. Processing certificates of full-time status for insurance, licensing, etc.;
8. Issuing diplomas upon graduation;

9. Processing all matters relating to student visas.

Registrar

Ms. Rivka Weinberg
1317 North Crescent Heights Boulevard
West Hollywood, CA 90046
(323) 822-9700 Ext. 85152
rivka.weinberg@touro.edu

OFFICE OF FINANCIAL AID

This office is responsible for the processing and packaging of Federal, state, city, and Touro grants and loan applications. It also coordinates the College Work Study Program. The Free Application for Federal Student Aid (FAFSA) application, required for all financial aid, is found at www.fafsa.gov. All questions about financial aid should be directed to this office. Students and/or their parents who need assistance in filling out the FAFSA application should make an appointment.

Financial Aid Coordinator

Ms. Rivka Weinberg
1317 North Crescent Heights Boulevard
West Hollywood, CA 90046
(323) 822-9700 Ext. 85152
rivka.weinberg@touro.edu

OFFICE OF THE BURSAR

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

Students who have questions or problems relating to their tuition bills should contact this office immediately. Students with delinquent tuition balances may be barred from registering for courses.

Bursar

Mr. Kamran Manuel
1317 North Crescent Heights Boulevard
West Hollywood, CA 90046
(323) 822-9700 Ext. 85153
kamran.manuel@touro.edu

ADMINISTRATIVE COMMITTEES

COMMITTEE ON ACADEMIC STANDING

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

All appeals are submitted in writing through an academic advisor. For details on how to file an appeal with The Committee on Academic Standing, please see pages 18 (Grade Appeals) and/or 22 (Committee on Academic Standing Procedures) in this handbook and/or contact an advisor/ counselor for further assistance.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee has jurisdiction over all matters pertaining to student life and student activities. The committee formulates policies and procedures relating to the College Code of Conduct and student judicial affairs, extra-curricular activities, student government, and social events. The committee may impose disciplinary actions for violations of college rules and hears appeals from students concerning disciplinary sanctions imposed by the Dean or his designees.

I. ACADEMIC POLICIES

ATTENDANCE AND WITHDRAWAL POLICIES

CLASS ATTENDANCE

The classroom experience is considered a vital part of the educational experience at Touro College Los Angeles. To maintain satisfactory grades, regular attendance in classes is necessary. Excessive absences may result in poor or failing grades. **Student attendance may be taken into consideration by faculty when assigning final grades.**

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

LATENESS

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

FINAL EXAMINATION ABSENCES

Students who miss the final exam (or other exams/assignments) for a course may receive an Incomplete (INC) for that course. A student who misses a final should contact the instructor immediately for permission to take a make-up exam. The nature of the make-up examination will be determined by the course instructor.

The date of the make-up final is set by the Dean. Students requesting a make-up exam must have a valid and documented reason for missing the regularly scheduled examination. The deadline for making up missed final examinations or other missed work is six weeks into the following semester (not including Summer terms). Once the deadline for completion of work is reached, if the student has not met the requirements or a Change of Grade form has not been submitted by the instructor, the incomplete grade will automatically be converted to a grade of "F".

LEAVE OF ABSENCE

A matriculated student enrolled at Touro College Los Angeles 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" request form signed by all parties noted on the form. Normally, a leave of absence should be requested before the start of the first semester in which the student plans not to attend. However, if extenuating circumstances arise, a student may request a leave of absence mid-semester. These circumstances include, but are not limited to, a death in the family, medical reasons, and personal well-being.

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.

If the student is a recipient of Title IV financial aid funds, the leave of absence, together with any additional leaves or absences, must not exceed a total of 180 calendar days in any 12-month period. This 12-month period begins with the first day of the first leave of absence. PLEASE NOTE: This regulation may impact students who wish to take leaves of absence extending beyond one semester. Therefore, students receiving Title IV financial aid funds should meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form.

A student on an approved leave of absence which has also been approved by the Office of Financial Aid will retain "in-school" (but not enrolled) status for reporting purposes. A student on an approved leave of absence which has not been approved by the Office of Financial Aid (due to length of the leave or timing of the request) will be considered withdrawn for reporting purposes.

A student returning from a leave of absence should contact the Registrar's Office at least one month prior to the first day of the semester in which s/he intends to resume attendance.

ADDING, DROPPING, OR WITHDRAWING FROM A COURSE

A student may add, drop (through week 2) or withdraw (weeks 3 through 8) from courses within the first eight weeks of the Fall or Spring semester and up to the midpoint of the Summer semester. Courses dropped within the first two official calendar weeks of the Fall or Spring semester, or during the designated period at the start of the Summer semester, will not appear on the student's academic transcript. Courses withdrawn from after this time will appear on the transcript with the grade of "W." Courses with W are counted in calculating credits attempted when calculating a student's rate of progress and maximum time frame for Satisfactory Academic Progress purposes. For all adds/drops in the first two weeks, the student may either complete the process on TouroOne *or* may file an "add/drop/withdrawal" form. After the first two weeks, the student **must** file an "add/drop/withdrawal" form as it is not possible to **withdraw** from a course after the add/drop period via TouroOne. The official date of withdrawal from a course is the date on which a completed add/drop/withdrawal form is submitted and time stamped at the Office of the Registrar. **Non-attendance, non-participation, or notification to the instructor or dean does not constitute an official withdrawal.**

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, dropping, or withdrawing from a course should also consult with the Bursar prior to submitting the form to the Registrar's office. Charges may apply to dropped/withdrawn/added courses in accordance with the tuition and tuition refund schedules.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw in good standing from their studies at Touro College Los Angeles and do not expect to return should give official notification to the Office of the Registrar by completing a “Permanent Withdrawal” form. The date of the withdrawal is the date on which notification is received by the Office of the Registrar. (See Financial Aid section on tuition liability and refunds.) Students who are unsure can opt to begin with a Leave of Absence (see above.)

COURSES AND CREDITS

COURSE CREDITS

All courses, except developmental courses, carry a certain number of academic credits. Most classes are 3 or 4 credits. For the bachelor’s degree, students need to complete at least 120 credits. Some majors require more than these minimum number of credits for graduation.

COURSE CREDIT LOAD

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

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

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

During the Summer semester, students are restricted to a maximum of 7 credits per session.

CORE COURSES

Touro College Los Angeles requires students to complete a core of courses in the liberal arts, also known as the General Studies requirements. These courses are designed to provide students with exposure to a broad range of subjects.

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

Students are required to take basic writing and mathematics courses during their first terms on campus. In addition, students are urged to take core courses each semester and not to leave all their core requirements for the end of their college stay.

DEVELOPMENTAL COURSES

Students who demonstrate through a placement examination the need for intensive instruction in mathematics may be required to complete a Developmental Math course before taking College Math.

Developmental courses are designed to help students improve their skills. Developmental classes do not carry academic credits. However, developmental courses count toward the credit load required to qualify for financial aid.

DEAN'S LIST

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

DROPPING AND ADDING COURSES

Adding or Dropping a Course

Please see section above, "Adding, Dropping or Withdrawing from a Course".

FULL-TIME STATUS

During the Fall and Spring semesters, students must take at least 12 credits or semester hours to be considered full-time. Students taking less than 12 credits are considered part-time. Many financial aid programs require that the student be enrolled full-time. Dropping a class during the semester may affect the full-time status of a student and may make the student ineligible for government grants in the following semesters. Non-credit developmental courses *can* count toward a student's full-time status.

Courses taken at other institutions, even with valid permission, may not count toward full-time status for financial aid purposes. Credits earned through examinations (such as AP examinations) do not count toward full-time status for financial aid purposes.

Some students must be registered full-time to be covered by their parents' health or auto insurance.

ONLINE COURSES

The college offers a variety of its own courses online, as well as through Touro University Worldwide to supplement its course offering when necessary. No more than two courses can be taken online per term. You can only register for an online course if you satisfy all of the following:

- You are not on probation
- You have at least a 3.0 (B) cumulative grade point average
- It is not your first semester at Touro College Los Angeles
- The course isn't one normally offered on ground at TCLA

PLACEMENT EXAMINATIONS

Placement examinations, usually in English and mathematics, are given to entering degree students in the Fall and Spring semesters. Baccalaureate students who register at Touro College Los Angeles for the first time in the Summer semester should take these examinations in advance of the Fall semester.

The English Placement Test is used to determine which English Composition course in the series a student must start with: Introduction to English Composition, English Composition I, or English Composition II. It is also required if an exemption from the English Composition requirement is to be granted. The placement test must be taken even if a student has already completed one or more college-level composition course(s) at another college.

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

PROBATIONARY STATUS

Students who are admitted on probation may be removed from probation upon completing 12 credits with a grade point average of 2.5 or by completing 24 credits with a grade point average of 2.0. Probationary students who fail to achieve the 2.0 grade point average within the designated time may be dismissed from the college.

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

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

SATISFACTORY PROGRESS

In order to maintain good academic standing, a student must also demonstrate satisfactory progress toward completing his/her degree. This progress is measured in terms of the Academic Standard Chart.

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

REMEDIAL COURSES

Students are expected to demonstrate continued progress in their remedial courses. A student who fails a remedial course twice is making unsatisfactory progress and may be dismissed from the college or required to receive tutoring or attend a more basic course reattempting the developmental course. A student who withdraws from a remedial course after five weeks of the semester may be considered to be repeating the course upon his/her next attempt at the course. Students who repeatedly withdraw from a remedial course (more than two times for any course) are not considered to be making satisfactory progress and may be dismissed from the college.

REPEATING A FAILED COURSE

A student may repeat a failed credit-bearing course without obtaining special permission. Even if repeated the failing grades are calculated in the grade-point average and appear on the student's permanent record.

REPEATING A PASSED COURSE

A student who has taken and passed a credit-bearing course and wishes to repeat the course may do so only one time. After this, the same course **or any other passed course** may not be repeated. A student may only repeat a course in which a grade of B- through D- has been received, and only if the overall grade point average in that semester is at least 3.0, excluding the course being repeated. Both courses will appear on the student's permanent record. The first course will have its credit value (e.g. 3.0) changed to 0.0 (no credits). The grade will remain on the record. The grade for the repeated course will appear with the credits earned. Only the second grade earned will be counted in the grade point average.

The student must file a *Request to Repeat a Passed Course* form with the Office of the Registrar at the time of registration. Failure to submit this form may result in the loss of credit for the second grade earned. In cases where the student has received permission to take a course(s) at another college and/or submits a transcript to the Office of the Registrar that indicates passing transferable grades (C or better), the course(s) may not be repeated for credit at Touro College. If repeated at Touro, credit will be denied for the repeated course, although the grade for that course will be allowed to remain on the student's record. A repeated passed course will not count toward the student's minimum

credit load for financial aid purposes.

TAKING LOWER-LEVEL COURSES

A student may not take a course at a level lower than one the student has successfully completed. For example, a student who has passed Pre-Calculus may not go back and take College Math. Students who have completed several Psychology courses without taking Introduction to Psychology should consult with the department chair about substituting an extra elective from the suggested courses.

SUMMER SESSIONS

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

SEEING GRADED FINAL EXAMINATIONS

Copies of final examination answer booklets are held by either the instructor or the Registrar's Office for a period of six months following the date of the exam. Please contact the appropriate person if you wish to view your graded final exam.

TOURO RECORDS WEBSITE

Students can access their grades and other information in their TCLA record online at any time by logging onto the TouroOne website at <https://touroone.touro.edu/>. The website is updated in real time, so data is always current.

To access personal records, a student must create a TouroOne account. To create an account, a first-time user will need to have his/her Touro ID number (shown on the student's letter of admission or obtainable from the Registrar's office), the last 4 digits of his/her Social Security number, and his/her date of birth.

TRANSCRIPTS

You can order an official Touro College Los Angeles transcript online. Online transcript ordering is a secure transaction provided through the Parchment Ordering Service. The address to order transcripts is https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=BvAuSmGBNe7OwBzw. A link to this website is available on the TCLA website and within TouroOne.

The fee for transcripts is \$10 per copy payable by credit card (Visa or MasterCard). (*Note: If a request is denied by the Bursar because of an outstanding balance, the student will be notified.*) The standard processing time is 7 to 10 business days from receipt in the Registrar's office, longer during peak periods. Rush options are available for additional fees.

Unofficial Transcripts or Grade Reports

Students who want only unofficial or "student" copies of their transcripts may print one out at any time via the TouroOne portal. The student's complete academic history and unofficial transcript may be located under the **Academic** tab. This method is available to students 24 hours a day, 7 days a week.

REGISTRATION

REGISTRATION PROCESS

Students sign up for courses during designated registration periods in the Fall, Spring, and Summer. Students who attend classes without having completed the registration process on TouroOne will not receive credit for work done.

The registration schedule and the list of courses offered are available before the registration period. Students should become familiar with the list of course offerings and consult with their advisors prior to working out their program for the semester. Students should be certain that the program for which they sign-up meets their needs and educational goals. The “smorgasbord” approach, choosing courses from several disciplines, often works well for freshmen who have not decided upon a major. There are a number of required core courses that all students must take.

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

- **Course Scheduling:** Not all courses are offered every semester. Some programs of study and majors are highly structured and courses must be taken in sequence. Missing a course in sequence, such as an introductory chemistry course in the Fall semester, will prevent you from taking more advanced courses in the field the following semester. Disciplines such as accounting, management, mathematics, computer science, and the natural sciences have a rigid sequence of courses. Other majors have fewer prerequisites.
- **Scheduling:** How are the hours of your day/evening taken up? Consider breaks between classes, student activities, personal responsibilities and commitments.
- **Class Hours:** How many hours of class attendance are required for each course? Science courses have additional hours for recitation and laboratory work.
- **Work Load:** How much work do the courses require? Think about readings, term papers (how many), exams, projects, programming assignments, etc.
- **Outside Responsibilities:** What responsibilities do you have other than your College studies? Do you work part-time or full-time? Do you have to support yourself and/or a family? Do you have children you are responsible for? Can you handle it all?

CLOSED COURSES

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

PREREQUISITES AND CO-REQUISITES

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

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

TAKING COURSES OUTSIDE TOURO COLLEGE LOS ANGELES

Students wishing to take courses or equivalency examinations at another institution while attending Touro College Los Angeles must obtain official permission in advance. They must submit a completed *Permit to Attend Another*

College form, which is available in the Office of the Registrar. Failure to obtain official permission to take courses at another institution may cause either a delay in obtaining credit or complete disapproval of the transfer credit.

REGISTRATION

The following step-by-step instructions will guide you through the on-line registration process:

1. Before you begin the online process, make sure you know the status of your Financial Aid and Bursar account.
2. You must meet with your academic advisor to determine your approved courses before you begin the online registration process. To make an appointment to meet with their advisor, students should contact Barbara at Barbara.Avitan@touro.edu.
3. Log onto TouroOne. For your convenience, you can use the Computer Lab.
4. If you find your access to the online system is blocked, please contact the registrar's office immediately. You may also call 844-868-7666 or email help.touroone@touro.edu to determine the problem.
5. TCLA students need to speak with an advisor and receive an alternate PIN before registering for classes on TouroOne. Be sure to have your PIN ready before you start.
6. The **Add or Drop Classes** screen lists your added classes and their credit hours under the **Current Schedule** heading. From here you can add up to ten classes at a time using the **Add Classes Worksheet**. To add a class: Type one or more Course Reference Numbers (CRNs) into the **Add Classes Worksheet** and click **Submit Changes**.
7. Alternatively, the **Look Up Classes** feature enables you to add classes while you browse through TCLA's course offerings.
8. Repeat step 6 (or 7) for each course you are approved to register for. REMEMBER:
 - You are allowed to register only for the courses approved by your advisor.
 - You may not register for more than EIGHTEEN (18) credits; if you attempt to register for more than 18 credits, the on-line system will automatically block you. Students with probationary status are limited to 12 credits, and non-matriculated students are limited to 9 credits.
9. When you have finished entering all of your courses, review your registration carefully to make sure all of the information is correct, then print the screen showing the completed registration and keep it for future reference.
10. Be sure to log out by clicking "Log out" on the upper right-hand corner of the screen.

NOTE: Online registration will be restricted to the time period announced each semester. If you need to register after registration has ended, please contact the registrar, Rivka Weinberg, for assistance.

INDEPENDENT STUDY

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

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

DIRECTED STUDY

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

A student of high academic standing (3.333 GPA or higher) may take a directed study course. S/he must obtain

written approval from the instructor, the department, and the Dean. A directed study course requires an appropriate number of meetings with the faculty member, readings, a report, term paper, and/or midterm examination and a final examination. A student may not take more than one directed or independent study course in each term.

CHOOSING A MAJOR

The major is the subject area that contains most, if not all, of a student's advanced courses. Selecting a major is one of the most important decisions that students need to make. Among the factors that go into choosing a major are a student's interest in a subject, his/her aptitudes, goals and experiences, as well as career objectives. Assistance in making this important choice is available from advisor/counselors and from faculty members in different disciplines.

GRADES

GRADING POLICIES

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

The course syllabus typically includes a list of requirements for the course including a breakdown of how grades are determined.

GRADING SYSTEM

Passing grades for credit-bearing courses are "A" through "D," with plus and minus, and "P."

Failing grades are "F" and "WU."

The following grade values are assigned for each credit:

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

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

- WU:** Student stopped attending class before the end of the eighth week of the semester, but did not officially withdraw. “WU” counts as an “F” in the calculation of GPA.
- P:** May be assigned when a student chooses to take a course on a pass/fail basis.
- N:** Grade is assigned when the instructor has not submitted a grade.
- WNA:** Student never attended class. Grade does not count in student’s GPA.
- W:** Assigned when the student has officially withdrawn from a course (only appears on the transcript after the second week of classes). “W” grades do not count in a student’s GPA.

GRADES FOR INCOMPLETE WORK

The option of receiving a grade of INC is only open to students who have acceptable levels of performance for a given course, but have failed to complete certain course requirements. Incomplete grades are routinely allowed only for the completion of missing course requirements, such as an examination, a paper, etc. Grades of INC are not used for students who are generally 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 generally begins with the student requesting this grade from the faculty member. The request can be in writing or verbally. Subsequently, the faculty member will review the student’s progress and decide whether it is appropriate for the student to receive the grade of INC. If the faculty member decides that the student does not fit the requirements for the grade of INC, they may deny the student’s request. Students who wish to appeal an instructor’s grade should follow procedures outlined below. A student who otherwise satisfies course requirements but misses a final examination (or other class requirement) for last-minute emergency reasons may be given an INC grade by the faculty member, at their discretion.

Once the student completes the required examination/project/assignment, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Once the deadline for completion of work is reached, if the student has not met the requirements or a Change of Grade form has not been submitted by the instructor, the incomplete grade will automatically be converted to a grade of “F”. Grades of INC assigned for Fall courses become final on the last day of the sixth week of the following Spring semester. Grades of INC assigned for Spring and Summer courses become final on the last day of the sixth week of the following Fall semester.

If the course is a prerequisite for other courses, students will not be allowed to use the course as a prerequisite or continue in a further course unless the incomplete grade is resolved. The INC grade for such a course must be resolved no later than the end of add/drop period.

If a student seeks to complete the missing work after the grade of INC has changed to an F, they will need to complete an Extension Agreement (available from the Registrar), which must be approved by the Dean and the instructor. The approved Extension Agreement must be filed with the Registrar’s office.

Grade changes based on work submitted later than one year after the end of the semester in which the course was taken must be appealed to the Committee on Academic Standing.

GRADE POINT AVERAGE (GPA)

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

Example: A student receives the following credits and grades:

4 credits	B-	4 x 2.667	= 10.668
3 credits	A-	3 x 3.667	= 11.001
3 credits	B-	3 x 2.667	= 8.001
3 credits	C+	3 x 2.333	= 6.999
3 credits	C-	3 x 1.667	= 5.001
3 credits	W (not averaged)		
<hr/>		<hr/>	
16 credits			41.67

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

Rounded to two places the GPA is 2.60

GRADING SYSTEM FOR NON-CREDIT COURSES

Pass/Fail grades are assigned to developmental classes:

P Student is ready to move to the next course level

F Student's work was unsatisfactory; demonstrated insufficient effort; student must repeat course

GRADE APPEALS

A student who wishes to appeal a grade should speak first with the course instructor. If the faculty member rejects the student's request for a change of grade, an appeal can be made to the Dean or the Committee on Academic Standing, CAS.

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

- A statement identifying the course, the course number, the semester the course was taken, and the instructor.
- The exact grade being appealed, the reason for the appeal, and appropriate documentation.
- If appealing to the CAS, a copy of the student's appeal should also be submitted to the Office of the Dean.

The committee will respond to the student, in writing, within 60 days of receipt of the student's written appeal.

EARNING OUTSIDE CREDIT

TRANSFER CREDITS

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

Transfer students seeking credit for previous academic work may make an appointment with the Transfer Credit Advisor in the Office of the Registrar to review the assessment of their transfer credits.

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

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

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

OFF-CAMPUS CREDITS

Students wishing to take courses at another institution while attending TCLA must obtain official permission in advance by completing the *Permit to Attend another College* form. The specific courses to be taken must be approved by the Dean. This form and instructions are available from the Office of the Registrar.

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

CREDITS THROUGH OUTSIDE EXAMINATIONS

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

1. The Advanced Placement Program (AP) administered by the College Board;
2. NYU Foreign Language Proficiency Examinations;

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

ADVANCED PLACEMENT EXAMS

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

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

FOREIGN LANGUAGE PROFICIENCY EXAMINATIONS

Touro College Los Angeles grants credits to students who successfully complete the Foreign Language Proficiency Examinations offered by New York University. A maximum of nine credits in one language can be earned. Hebrew or Yiddish Credits earned in that manner do NOT count towards satisfying the TCLA Judaic Studies requirement. Credits cannot be earned for languages in which a student already has college credit. No more than six credits can be earned for a language a student studied in high school. So, for example, a student who studied French in high school would earn three credits for scoring 9 points on the 12-point NYU test and 6 credits for scoring 12 points.

DEPARTMENTAL CHALLENGE EXAMINATIONS

Students who can demonstrate proficiency in particular subject may earn credits by taking a departmental challenge examination. Interested students should contact the Dean for further details.

YESHIVA AND SEMINARY CREDITS

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

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

Credit for yeshiva or seminary studies not taken through an accredited option will be evaluated only after the completion of 45 credits at Touro College Los Angeles.

No yeshiva or seminary credit is awarded for Summer session work.

GRADUATION

GRADUATION APPLICATION FORM

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 notify the Registrar that s/he is a candidate for graduation by completing and submitting the "Application for Graduation" form and the updated degree plan during November for January graduates, and February for June and September graduates.

The graduation fee will be charged to the student's account shortly after form is handed in. It covers all graduation-related expenses other than regalia, including transcript review and diploma. Students will be directed to the College provider to obtain regalia (caps and gowns).

GRADUATION CEREMONIES

TCLA holds graduation ceremonies in June. Students who complete their degree requirements in January, June, or September may participate in these commencement exercises.

Note: Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student's record for completion of all degree requirements.

GRADUATION HONORS

Only baccalaureate degree candidates who have completed at least 60 credits at Touro College Los Angeles are eligible for honors. Honors for general academic excellence are awarded at graduation as follows:

- Summa Cum Laude (Highest Honors): Grade Point Average of 3.8 or higher
- Magna Cum Laude (High Honors): Grade Point Average of 3.6 to 3.79
- Cum Laude (Honors): Grade Point Average of 3.4 to 3.59

The highest honors at Commencement are bestowed upon those students who are chosen to be valedictorians. The valedictorian is chosen from among those students who have achieved the highest cumulative grade point averages.

GRADUATION REQUIREMENTS

Each student must satisfy the graduation requirements of their major and concentration.

Candidates for the baccalaureate degree must complete at least 120 credits of college-level work. No student may take all classes for a degree at an outside campus.

Students pursuing the baccalaureate degree must take a minimum of 45 credits in residence at Touro College Los Angeles. Credits completed in joint programs in Freshman Centers or in Israel do not count toward this requirement. At least 50% of the coursework in the major must be completed on campus at Touro College Los Angeles, and online courses must make up less than 50% of the credits completed at TCLA.

Students must earn an overall Grade Point Average of 2.00 (a "C" average) for courses taken at Touro College Los Angeles; within the major an average of 2.30 (C+ average) must be achieved.

CATALOG RULES

For a detailed description of additional graduation requirements, students should consult the catalog of Touro College Los Angeles. Students who maintain continuous enrollment may choose to graduate under the catalog in effect at the time they began their studies at Touro College Los Angeles or under the catalog in effect at the time of graduation. They may not mix and match requirements between catalogs.

It is the student's responsibility to become familiar with the rules and requirements listed in the Touro College Los Angeles Catalog.

DEGREE PLAN

The Degree Plan is a checklist that must be considered when registering for courses. One may consult with an advisor on how to best fulfill the requirements of a major. The checklist provided for each major indicates the required and elective courses for the degree program in that major. The completed form is submitted to the Office of the Registrar where it becomes part of the student's official file (the student should retain a copy for his/her records). The files of degree candidates will not be processed without this form.

MAXIMUM TIME FRAME

Students must complete their programs within a maximum time frame of 150% of the length of the program in which they matriculated. This is measured in terms of credit hours and credit hours attempted. (Credit hours attempted do not include remedial non-credit courses.)

For example, students matriculated in a 120-credit baccalaureate program should complete the program before they have exceeded 180 credits attempted. Students who fail to complete degree requirements within the maximum time frame may lose eligibility for financial aid and/or be dismissed from the college.

RESIDENCY REQUIREMENT

Students cannot complete an entire degree at an extension center or site. All baccalaureate students must earn at least 45 credits in residence at Touro College Los Angeles in order to graduate.

DEGREE DATES

Bachelor's degrees are conferred by Touro College Los Angeles three times a year: in January, June, and September. Students who finish all their degree requirements at any time may request a letter from the Registrar's Office verifying their graduation status.

OTHER ACADEMIC POLICIES

CHANGE OF NAME AND/OR ADDRESS

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

COMMITTEE ON ACADEMIC STANDING PROCEDURES

The Committee on Academic Standing (CAS) deals with the academic problems of students and appeals from students. The committee hears student requests for readmission, for waivers of academic requirements, for acceptance of course equivalents, and for retroactive withdrawals from courses or leaves of absence from school. The committee also hears appeals concerning probation and academic dismissals, as well as requests for extension of time to complete courses. The committee may review grade appeals, provided all other means for resolving grade disputes have been explored.

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

1. Consult with an Advisor/Counselor for assistance in completing a student appeal form. The appeal should:
 - a. include the student's name, Touro ID number and address;

- b. specify the course(s) and/or semester(s) in question;
- c. explain clearly the reason for making the appeal in a detailed letter;
- d. include documentation to support the appeal;
- e. include the signature and recommendation of an Advisor/Counselor or Dean.

2. Submit documentation such as medical notes, notices of hospitalization, and birth or death certificates to support the appeal, if the reference in the petition is to a medical or personal hardship, the student must

The student will receive a written response from the committee stating its decision. The committee may respond by detailing sanctions or listing conditions under which the appeal is to be granted. The decision of the committee is final.

Students who have questions or who wish to follow-up on the status of an appeal should consult with their advisor or the Dean. Please allow up to sixty days for the Committee to issue a decision.

DATES AND DEADLINES

Students should make certain that they are aware of important academic dates which affect them. Each term has a beginning and ending date, and deadline dates apply to adding and dropping courses, to making up incomplete grades from previous semesters, and to filing for graduation. Students may view the academic calendar for the current semester on the TCLA website and via TouroOne. The academic calendar is also distributed by the Office of the Registrar via email throughout the year.

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

GLOSSARY OF ACADEMIC TERMS

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

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

Challenge Exam – When standardized College Proficiency Examinations are not available to test prior learning which is equivalent to a course or subject offered at Touro, the student may request and the college may agree that a special Challenge Examination be administered.

Concentration – A group of courses in a specific area that do not form a major.

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

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

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

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

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

average.

General Education Course Requirements – Required courses that all students take regardless of their major or concentration. Certain core requirements must be satisfied by specific courses, while others offer students a choice (for example, any two science or mathematics courses).

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

Enrollment, Full Time – 12 or more credits per semester. Credits taken on permit (at another college, a yeshiva, or a seminary) cannot count toward determining full-time status. Credits by examination (CPE, departmental challenge examinations, et al.) do not count toward full-time status under any circumstances.

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

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

Financial Aid Counselor – Advises students about financial aid.

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

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

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

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

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

Module – A group of specialized courses in a subfield of a major.

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

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

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

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

Registration and Transcript Holds – Students with outstanding tuition balances will not be allowed to register for the next semester until financial obligations are satisfied. The Office of the Registrar will not release transcripts for students with outstanding tuition balances.

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

Registration, New Students – Time designated for newly admitted students to select courses for the following semester.

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

Track – A group of specialized courses within a major.

II. STUDENT SERVICES AND GENERAL INFORMATION

ADVISEMENT AND COUNSELING SERVICES

ACADEMIC ADVISEMENT

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

1. Choosing the right courses before registering for the next semester;
2. Developing a long-range plan of studies, showing the sequence in which courses should be completed;
3. Information about graduation requirements;
4. Information about a major or concentration;
5. Adding and dropping courses during the semester;
6. Problems encountered in a particular course;
7. Referrals to other support offices within the college.

ADVISEMENT SERVICES

Advisors provide various types of assistance to students. They help students explore different career/job options and show students how to link a plan of studies at Touro College Los Angeles to their career goals.

Advisors can and will discuss with students such matters as:

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

The second responsibility is career guidance and choice of majors:

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

Touro College Los Angeles works with students who have learning challenges (physical or learning disabilities).

Advisors work with students in a variety of settings. These include individual sessions (one-to-one), career workshops, and orientation sessions.

SERVICES FOR STUDENTS WITH DISABILITIES

TCLA complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Assistance is available for students who have physical or learning-related disabilities. TCLA is committed to providing reasonable accommodations to students with documented disabilities to 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 TCLA.

REQUESTING ACCOMMODATIONS

A student requesting accommodation for a documented disability under the ADA must meet with the Dean or his designee and submit a Request for Accommodation of Disability Application (RADA) as early as possible. Verbal disclosure prior to or following admission is not sufficient inasmuch as supporting documentation is required and verbal disclosure cannot substitute for required documentation. Students may apply for reasonable accommodations any time during their academic curriculum; however, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively) and only for the academic year in which it is requested. Students must reapply for accommodations each academic year. If the nature of the accommodations being requested is unchanged, the student will not be asked to provide updated supporting documentation; such documentation is required only if there is a change in the nature of accommodations being requested. **An application for accommodation(s) should be made by the student either prior to the start of the semester or within the first two weeks after the start of the semester. . It is the student's responsibility to initiate a request for accommodations, even if s/he has previously identified himself/herself as a student with a disability.**

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

1. A Request for Accommodation of Disability application, filled out in its entirety.
2. Documentation from a physician, clinical psychologist, or other certified individual of the specific disability, to include:
 - A cover letter from the physician, clinical psychologist, or other certified individual;
 - Appropriate and thorough diagnostic test results, conducted no more than seven years prior to the request.

Summarization of results, while helpful, by itself is not considered satisfactory. The detailed report should also clearly diagnose the disability, report the severity of the disability, offer implications of the disability for the student's program of study, and include a summary of what accommodations are needed to assist in overcoming the disability. A cursory report suggesting that a disability exists and detailing a list of accommodations requested, without more, is unacceptable.

Decisions on RADAs are made by the Office of Student Disabilities Services. If the RADA is granted, the Dean will notify the student in writing and the student will notify his or her instructors, with the letter as guide to accommodations.

All information provided will be treated with strict confidentiality. Further information about procedures for investigating or obtaining accommodations, disclosure policies, self-advocacy, and successful strategies for the student with a disability at college can be obtained through the advisor/counselor at your location or through the Office of Advisement and Counseling.

STUDENT RIGHTS

Students with disabilities have the following rights:

- Equal access to courses, programs, services, jobs, activities, and facilities available through the college.
- Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined by the Dean.
- Appropriate confidentiality of all information pertaining to a student's disability except as required by law.

STUDENT RESPONSIBILITIES

- Meet the college's qualifications and essential technical, academic and institutional standards set for all students.
- Identify themselves as an individual with a disability in a timely fashion (at the start of each semester) when seeking accommodation(s).
- Provide documentation from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation.
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- Advocate for their individual needs and seek information, guidance, and/or assistance as necessary.

GRIEVANCE POLICIES

If a student feels s/he has been discriminated against because of a disability by college faculty or other personnel, s/he has the right to request an investigation into such a matter through the grievance policies and procedures stated later in this handbook. A similar procedure can be followed by a student to appeal the college's response to a request for accommodations and/or modifications based on disability.

PRE-PROFESSIONAL AND GRADUATE SCHOOL ADVISEMENT

GRADUATE AND PROFESSIONAL SCHOOL EXAMINATION INFORMATION

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

The tests include the following:

AHPAT	Allied Health Professions Admission Test
CPA*	Certified Public Accountant Examination
DAT	Dental Admission Test
GMAT	Graduate Management Admission Test
GRE	Graduate Record Examination
LSAT	Law School Admission Test
MAT	Miller Analogy Test
MCAT	Medical College Admission Test

*This is a certifying professional exam, not an admissions test.

OTHER STUDENT SERVICES

COMPUTER SERVICES

The Touro College Los Angeles Computer Laboratory provides computer laboratory services to support course offerings in mathematics, computer science, psychology, and business-related disciplines.

Students with valid Touro College Los Angeles Identification Cards have access to the computer laboratories.

FOREIGN STUDENT VISAS

I-20 forms for student visas and letters attesting that the student is registered for a full-time program are issued only by the **Office of the Registrar, 323-822-9700, ext. 85152**. Students should remember that it is their personal responsibility to be in compliance with all Federal and State laws and regulations pertaining to foreign students.

TOURO COLLEGE LOS ANGELES STUDENT I.D. CARDS

Touro College Los Angeles photo ID cards are issued to students during the Fall semester.

TUTORING SERVICES

Peer tutoring assistance may be available free of charge. Students are asked to make specific appointments for tutoring by contacting the Dean's Office.

STUDENT LOUNGE

The lounge provides a space where students can relax between classes. There are vending machines, dispensing kosher snacks and cold drinks.

LOST AND FOUND

Lost and found items should be brought to (or picked up at) the Dean's Office.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Touro College Los Angeles encourages the formation of a student government.

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

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

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

FURTHER INFORMATION

FUND-RAISING BY STUDENTS

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

CHART OF CONTACT PERSONS OR OFFICES FOR STUDENT CONCERNS AND QUESTIONS

<u>Concern</u>	<u>Contact</u>
Absence Policy	Course Instructor
Academic Information	Faculty Advisors, Advisors
Add or Drop a Course	Office of the Registrar
Admissions Application	Office of Admissions
Admissions Questions	Office of Admissions
Career Information	Faculty Advisors, Advisors
Code of Conduct Violation	Office of the Dean
Course Description	College Catalog
Diplomas.....	Office of the Registrar
Disabilities Accommodation	Director of Admissions, Dean
Discrimination Complaints.....	Office of the Dean, Director of Safety and Security
FAFSA Form (for Financial Aid)	Office of Financial Aid
Financial Aid Programs	Office of Financial Aid
General Student Assistance	Dean, Director of Assessment and Student Advisement
Grade Appeals	Instructor (First Step), the Dean (2nd Step)
Graduation Applications.....	Office of the Registrar
Graduation Conference.....	Advisors
Graduate School Programs	Advisors, Dean of Students
Grievance Against Instructor.....	Office of the Dean
Independent Studies.....	Office of the Dean
Israel Option	Office of Admissions
Leaves of Absence.....	Office of the Registrar
Letters of Recommendation.....	Instructors, Dean
Letters Certifying Full-Time Status.....	Office of the Registrar
Make-up for Missed Final Exam	Course Instructor, Dean
Official Transcripts.....	Office of the Registrar
Personal Problem	Advisors, Dean

Programs and Major Requirements	Faculty Advisors, Advisors
Program Changes.....	Advisors, Office of the Registrar
Report Change of Name/Address	Office of the Registrar
Request a Transcript	Office of the Registrar
Retroactive Withdrawal from a Class	Committee on Academic Standing (formal, written petition with documentation required.)
State, Federal and Touro College Grants.....	Office of Financial Aid
Student Visas	Office of the Registrar
Title IX/Title VI	Office of the Dean, Director of Safety and Security
Transfer Credit Evaluation	Office of the Registrar
Transcript Requests	Office of the Registrar or online
Tuition and Fees	Office of the Bursar
Tuition Payment Plans	Office of the Bursar
Tutoring	Office of the Dean
Veterans Benefit Option	Office of the Registrar, Office of Financial Aid
Visa Issues	Office of the Registrar
Withdrawal from College	Office of the Registrar

IMPORTANT OFFICES AND THEIR PHONE NUMBERS

Office of Admissions.....	323-822-9700, ext. 85155
Office of the Registrar	323-822-9700, ext. 85152
Office of the Bursar	323-822-9700, ext. 85153
Office of Financial Aid.....	323-822-9700, ext. 85152
Office of the Dean	323-822-9700, ext. 85150

Student Safety

IN CASE OF EMERGENCY

In case of any emergency, please call 9-1-1 immediately. Also notify the Office of the Dean.

FIRE EMERGENCIES

In the event of fire or smoke, alert people in the immediate area and activate the nearest fire alarm. Whenever the fire bell sounds, all persons **must** exit buildings in a prompt and orderly fashion. Stay clear of the building until an All Clear message is given.

III. FINANCIAL AID

GENERAL INFORMATION

All students need a plan for paying for their education. While some students use cash or credit to pay their way, others seek financial aid to help with their college costs. Since applying for aid can be rather complex, Touro College Los Angeles's financial aid staff is available to assist students through the financial aid process. We are committed to helping our students, and offer a range of options that we hope will meet their diverse needs. The following information is provided to clarify the process of applying for financial aid, to familiarize applicants with commonly used financial aid terms, and to detail the various types of aid available.

Touro College Los Angeles participates in federal and state financial aid programs, in addition to offering its own program of need-based grants and scholarships.

ACADEMIC STANDARD FOR FINANCIAL AID ELIGIBILITY

For purposes of financial aid eligibility, all students must maintain a minimum GPA of at least a 2.0.

APPLICATION PROCEDURES

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 at www.fafsa.gov. Once your application has been submitted please notify the financial aid office. Touro College Los Angeles's school code is 041425

If you do not have a FSA ID, create one at www.fsaaid.ed.gov. Your FSA ID gives you access to Federal Student Aid's online system and can serve as your legal signature.

CALIFORNIA STATE RESIDENTS

Students who have resided in California for a minimum of one calendar year may be eligible to receive the Cal Grant. If you're under 18 years of age, your residency is determined by your parent's state of legal residence.

To apply for a Cal Grant, you must complete and submit two forms: the Free Application for Federal Student Aid (FAFSA) and the Cal Grant GPA Verification Form between October 1 and March 2 of the academic year immediately before the fall term in which you would like to use your Cal Grant. Some high schools and colleges automatically file their students' verified GPAs with the Commission. Some do not. You must confirm whether your school will file your GPA for you, or obtain a Cal Grant GPA Verification Form, get it certified by a school official and mail it yourself.

To avoid the possibility of unnecessary delays, make sure that you complete your application as soon as possible and notify a financial aid counselor.

APPLICATION DEADLINES

File the FAFSA as soon as possible. A student must complete and submit a FAFSA to the Federal government prior to the end of the spring semester in order to receive Federal financial aid. Even if you are not eligible for federal aid, you should complete the FAFSA because you may be eligible for non-federal aid or institutional aid. Students who are interested in receiving assistance must complete the FAFSA. To receive the best financial aid package Touro College Los Angeles has to offer, students should apply as soon as possible because certain sources of funds are limited.

FAFSAs for the next academic year should be filed as soon as possible after October 1. Students who filed FAFSAs the previous year may qualify to file the less time-intensive Renewal FAFSA for the coming year. Students who wish

to be considered for Cal Grants **must** file both their FAFSA and their GPA Verification Form **absolutely no later than March 2. THERE ARE NO EXTENSIONS.**

TCLA students applying for financial aid should indicate Touro College Los Angeles as their school of choice when completing their FAFSAs. **Touro College Los Angeles's school code is 041425.**

FEDERAL PROGRAMS

The Federal government funds several financial aid programs including the following:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study (FWSP)
- Federal Stafford Loans
- Federal Plus Loans

GRANTS ARE FINANCIAL AID THAT YOU DO NOT HAVE TO PAY BACK.

WORK-STUDY LETS YOU WORK AND EARN MONEY TO HELP PAY FOR SCHOOL.

LOANS ARE BORROWED MONEY THAT YOU MUST REPAY WITH INTEREST.

To receive aid from the student aid programs discussed, you must meet all the following criteria:

- Have financial need, except for some loan programs.
- Have a high school diploma or a General Education Development (GED) Certificate,
- Be enrolled as a matriculated student (may be less than half time for Pell, and must be at least half time for student loans AND Cal Grants.)
- Be in good academic standing and making satisfactory progress.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security card. If you do not have a Social Security Number, you can find more about applying for one at www.ssa.gov
- Sign a statement of educational purpose on the FAFSA certifying that all Federal student aid received will be used only for educational purposes.
- Sign a statement on the free student aid form (FAFSA) certifying that you are not in default on a Federal student loan and that you do not owe money back on a Federal student grant. Students who have defaulted on a loan or owe a repayment of a grant at any post-secondary school must have evidence that they have repaid their obligation in full, or have entered into an acceptable repayment arrangement before they can receive any further aid at Touro College.
- Register with the selective service, if required. If you are a male 18 through 25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register through the Internet at: www.ssa.gov

The law suspends aid eligibility for students convicted under Federal and State law of sale or possession of drugs. If you have a conviction or convictions for these offenses, call 1-800-4-FED-AID or (1-800-433-3243) to find out how, or if, this law applies to you. You can regain eligibility early by successfully completing an approved drug rehabilitation program.

FEDERAL PELL GRANT

The Federal Pell Grant program is a need based entitlement program that makes funds available to undergraduate students who are pursuing their first baccalaureate degree and are enrolled for at least 3 credits or more. This grant does not have to be repaid. To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you reported when you completed your FAFSA. The maximum award for 2016-17 is \$5,815. You can only receive one Pell grant per academic year. How much you get will depend not only on your EFC but also on the cost of attendance, whether you are full time, part time or less than half time, and whether you attend school for a full academic year or less.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

The institution awards the Supplemental Educational Opportunity Grant to undergraduate students who demonstrate exceptional financial need relative to other applicants at the institution. Priority is given to Pell Grant recipients. Financial aid administrators determine recipients and award amounts. The award may range from \$100 to \$1000, depending upon student financial need, availability of funds and institutional discretion.

FEDERAL WORK STUDY

The Federal Work Study Program provides jobs for undergraduate and graduate students with financial need, who want to earn money to help pay for their educational expenses. The program encourages community service work where the work performed must be in the public interest sector, and jobs that are related to the various courses of study being pursued.

Both on and off campus positions are available. If you work on campus, you will undoubtedly be working for the school. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

Participation in the program is determined by eligibility, need, and institutional funding and job availability. Please direct all inquiries to Kamran Manuel at (323) 822-9700, ext. 85153 for job availability.

Rates of pay vary based on experience in a position and the level of study. For academic year 2016-17 rates are \$11.00 per hour for undergraduates. Participants are given awards for the year and we caution against exceeding those awards. The amount you earn cannot exceed your total Federal Work Study award. When assigning work hours, your Financial Aid counselor will consider your class schedule and your academic progress. Touro College Los Angeles will pay you directly or you can make arrangements to have your money applied to pay your institutional charges such as tuition and fees.

FEDERAL LOAN PROGRAMS

The Federal Stafford Loan

The Stafford loan is the most widely used, low cost education loan sponsored by the Federal government.

To be eligible for a Stafford loan a student must:

- be a U.S. citizen or permanent resident alien;
- be enrolled at least half time in a degree, certificate, or other program leading to a recognized credential, or be enrolled in a course of study necessary for enrollment in a degree or certificate program, at an approved college, university, or other post-secondary institution in the United States or in a foreign country;
- not be in default or refund status for any Federal Title IV Program at any institution;

- be making satisfactory academic progress as determined by the school;
- attend an Entrance interview.

There Are Two Types of Stafford Loans:

Subsidized Stafford Loan: The Subsidized Stafford Loan is a need-based loan. The government pays interest while the borrower is in school and during the six-month grace period after graduation. Need is determined by information you provided on the Free Application For Federal Student Aid (FAFSA), which must be completed in order to receive a Stafford loan.

Unsubsidized Stafford Loan: The Unsubsidized Stafford Loan is available to students regardless of financial need. The interest is paid by the borrower. The borrower may choose to defer all interest until after graduation or pay the interest charges on a monthly basis while in school.

Please note: The FAFSA must be completed in order to receive a Subsidized **or** Unsubsidized Stafford Loan.

- The interest rate is capped at 8.25%.
- The interest may be tax deductible.
- The Stafford Loan may be prepaid anytime without penalty.
- Additional Stafford Loans may be consolidated into one convenient longer-term fixed-rate, loan. This can reduce monthly payments by as much as 40%.
- Loan repayments may be reduced or deferred in the case of economic hardship.
- In the event of the death or permanent disability of the student, the Federal government will pay the outstanding balance.

How Much Can I Borrow?

During the academic year 2016-2017:

Dependent undergraduates, enrolled for a full year of academic study may borrow up to:

- \$5,500 if they are freshman (only \$3,500 of this may be subsidized)
- \$6,500 if they are sophomore (only \$4,500 of this may be subsidized)
- \$7,500 if they are junior or senior (only \$5,500 of this may be subsidized)

The total outstanding Federal Stafford Loan debt for dependent undergraduates is \$31,000 (only \$23,000 of this may be subsidized).

Independent undergraduates, enrolled for a full year of academic study may borrow up to:

- \$9,500 if they are freshman (only \$3,500 of this may be subsidized)
- \$10,500 if they are sophomore (only \$4,500 of this may be subsidized)
- \$12,500 if they are junior or senior (only \$5,500 of this may be subsidized)

The total outstanding Federal Stafford Loan debt for independent undergraduates is \$57,500 (only \$23,000 of this may be subsidized). The total outstanding Federal Stafford Loan debt for graduate or professional students is \$138,500,

including Stafford Loans received for undergraduate study (only \$65,500 may be in subsidized loans).

The amounts shown above are maximum yearly amounts. Students may receive less than the yearly maximums if they are also receiving other financial aid, have high EFCs, or are enrolled for periods of study that are less than a full academic year.

*** Please Note: The school can refuse to certify a loan application or can certify it for an amount less than the borrower would otherwise be eligible for, as long as it documents the reason for its action, and explains the reason to the student in writing. The school's decision in such cases is final and cannot be appealed to the U.S. Department of Education.

While it is possible for the interest rate on these loans to change each year of repayment, by law, it can never exceed 8.25%. The interest rate is adjusted each year on July 1. Borrowers are notified of interest rate changes throughout the life of their loans.

For subsidized loan borrowers, interest does not begin to accrue while they are in school or during the six-month grace period after they graduate or leave school, when their repayment begins.

For unsubsidized loan borrowers, interest is charged from the day the loan is disbursed until it is repaid in full, including in school, grace, and deferment periods.

Loan funds are sent to the school in two or more disbursements, each generally via Electronic Fund Transfer (EFT), deposited into the accounts of the students who applied for them. Once their bills are satisfied, any loan funds remaining in their accounts are sent to the students by check, to be used to cover other school related expenses, unless the school has permission in writing to hold their funds for the next enrollment period.

Repayment of Federal Stafford Loans begins six months after the borrower graduates, drops to less than half time, or withdraws from school for other reasons.

***Please Note: repayment may be deferred for certain categories of borrowers, such as those unable to find full-time employment, or those enrolled in rehabilitation training programs for the disabled. Under certain other conditions repayment may be cancelled either partially or in full.

For more information on any of the above, please contact the Financial Aid Office.

FEDERAL PLUS LOANS (Loans for Parents of Students)

Federal PLUS Loans are for parents with good credit histories who want to borrow to help pay for the education of their children. These loans are not need-based, so parents have an opportunity to borrow up to the total cost of education, minus any other financial aid received. The interest, though variable, is capped at 9%. Parents often find PLUS Loans to be a more beneficial option than taking out home equity loans, liquidating investments, or paying out of pocket. PLUS Loans may be denied to parents with adverse credit histories. Applicants who fail to pass the credit check may still be able to take advantage of these loans by finding someone, like a relative or close friend, able to pass the credit check, to endorse the loans for them. Endorsers are expected to repay these loans for parents who fail to do so. Parents may also qualify for these loans without passing the credit check if they can demonstrate extenuating circumstances.

Students and their parents must also meet these general requirements for federal student financial aid to be eligible for PLUS Loans: Students must be enrolled at least on a half time basis, they may not be in default or owe a refund to any student financial assistance (SFA) program, and their parents must meet citizenship requirements.

***Please Note: The school can refuse to certify a PLUS Loan application or can certify it for an amount less than the borrowers would otherwise be eligible for, as long as it documents the reason for its action and explains the reason to the parents in writing. The school's decision is final and cannot be appealed to the U.S. Department of Education.

PLUS Loan funds are sent to the school in at least two disbursements co-payable to the school and the parent borrower. No one payment may exceed half the loan amount. There are no grace periods for these loans, which means that interest begins to accumulate after first disbursements are made. Repayment begins sixty days after final disbursements are made for periods of enrollment for which the loans were borrowed. The maximum repayment period for PLUS Loans is ten years, but there are no penalties for prepayment. The minimum monthly payment is \$50. Multiple PLUS Loans may be consolidated into one monthly payment. Parent borrowers may apply for and receive deferments or forbearance on their loans and may under certain circumstances qualify to have their loans discharged or cancelled.

For more information on any of the above, please contact the financial aid office.

FEDERAL CONSOLIDATION LOANS

Federal Consolidations Loans are designed to help students and parents simplify loan repayment by allowing them to consolidate several types of federal student loans with different repayment schedules into one loan with a single monthly payment. Most federal student loans can be consolidated.

Interest rates on consolidation loans are fixed during the entire repayment period, at the weighted average of the interest rates on the loans included in the consolidation, rounded up to the nearest 1/8th of a percent. By law, the interest rate can never exceed 8.25%.

For more information about loan consolidation, go to StudentLoans.gov. You will be able to electronically complete the Federal Direct Consolidation Loan Application and Promissory Note. Electronic applications on StudentLoans.gov consist of five steps:

1. Choose Loans & Servicer
2. Repayment Plan Selection
3. Terms & Conditions
4. Borrower & Reference Information
5. Review & Sign

After you submit your application electronically via StudentLoans.gov or by mailing a paper application, the consolidation servicer selected will complete the actions required to consolidate your eligible loans. The consolidation servicer will be your point of contact for any questions you may have related to your consolidation application.

ENTRANCE/EXIT COUNSELING

All borrowers are required to attend entrance interviews or counseling sessions before receiving their first loan disbursements and exit interviews or counseling sessions before leaving school. These counseling sessions, administered by the school are designed to provide students with important information about their loans. Lenders and the Direct Loan Servicing Center will provide students with additional information about their loans.

BORROWERS RESPONSIBILITIES AND RIGHTS

Borrower Responsibilities

Students who take out loans to help finance their education take on certain responsibilities. As borrowers they must:

- Repay their loans according to the terms of their agreement.
- Attend entrance counseling sessions before receiving their first loan disbursements, and exit counseling sessions before leaving school.
- Consider the consequences of going into default because they are unable or unwilling to live up to the terms of their agreement.

They must notify their lender(s) if they:

- Graduate, withdraw from school or drop below half time status.
- Transfer to another school.
- Fail to enroll in school during the period for which their loan was intended.
- Change their name, address, social security number or employer.
- Have any other status change that could affect their loan.

Borrower Rights

As borrowers, students have certain rights including the right to:

- Know the full amount of their loan.
- Know the interest rate on their loan.
- Know when they must start repaying their loan.
- Know about any charges or loan fees that they must pay and how those fees are collected.
- Know the maximum repayment periods and the minimum repayment amount.
- Have a clear understanding of default and its consequences.
- Have an explanation of the available options for consolidating or refinancing their loans.

Before repayment begins, lenders must tell student borrowers:

- Where to send their payments
- Who to contact if they have any questions about their loans.
- Their interest rate and total debt (principal and interest).
- When their payments are due and how much they will be.
- About refinancing, consolidation and repayment options.
- About the option to repay their loans at any time without penalty.

VETERANS ADMINISTRATION (VA) BENEFITS

A variety of educational assistance benefits are available to those who served in the active military, naval or air service and their dependents. For information on all veteran benefits, and assistance in applying for them, students are advised to contact a Financial Aid officer, or the Office of Veterans Administration at (800) 827-1000.

AMERICORPS

AmeriCorps is a national service initiative that engages individuals from all backgrounds in community service

activities. In return for the successful completion of their service participants receive money for school in the form of education awards that can be applied to outstanding student loans or used for future higher educational and vocational training pursuits. There is no maximum full time participants can be awarded, but AmeriCorps requires the participant to co-pay for their education as detailed on their website. For more information, call (800) 942-2677 or visit WWW.AMERICORPS.ORG.

FEDERAL TAX INCENTIVE PROGRAM

Two federal income tax credits that offer dollar for dollar reductions in tax liability are available for higher education expenses.

The HOPE credit, also known as the American Opportunity Credit, worth up to \$2,500 per student is available to first and second year students enrolled at least half time.

The LIFETIME Learning Credit is a tax credit up to \$2,000 per return, for virtually any postsecondary education and training, including subsequent undergraduate years, graduate and professional schools, and even less than half time study. For more information on the HOPE and Lifetime Learning Education Tax credits and other tax benefits for postsecondary students, visit WWW.IRS.GOV.

STUDENT LOAN INTEREST DEDUCTION

Some students may now deduct the interest paid on their qualified education loans when filing their federal income tax returns. The student loan interest deduction allows students or their families to take a tax deduction for interest paid in the first 60 months of repayment. The deduction is available even if the student does not itemize deductions. Amount of deduction claimed is gradually reduced for taxpayers with modified adjusted gross income between \$40,000 - \$50,000 (\$60,000 - \$75,000 for married taxpayers filing jointly). Higher income taxpayers cannot claim an interest deduction. Consult your tax advisor.

CALIFORNIA STATE FINANCIAL AID PROGRAMS

CAL GRANTS

The Cal Grant Program is a state-funded educational opportunity grant program to assist students in paying for a college education. All applicants must submit a FAFSA and GPA Verification Form by published deadlines, usually March 2 of the previous academic year. Students who submit their completed applications by the deadline will receive a notification letter from the California Student Aid Commission announcing the results. Students may also check on the status of their Cal Grants application on the Web, at www.mygrantinfo.csac.ca.gov.

To be eligible for a Cal Grant, each student must:

- be a U.S. citizen or eligible non-citizen,
- be a California resident,
- attend an eligible California college or university,
- demonstrate financial need at his or her college,
- meet U.S. Selective Service requirements,
- be in a program leading to an undergraduate degree, certificate, or first professional degree,
- not have a bachelor's or professional degree before receiving a Cal Grant,
- have a valid social security number,
- maintain at least half-time enrollment,
- maintain satisfactory academic progress as defined by the school of attendance,
- not owe a refund or any state or federal educational grant

NOT be in default on any federal or state educational loan or owe a grant refund.

All Cal Grant applicants are considered for a Cal Grant A, B, or C, but students may only receive benefits from one Cal Grant program.

- **Cal Grant A** provides grant funds to help pay tuition/fees for California residents at qualifying institutions offering baccalaureate degree programs. If a student receives a Cal Grant A award but decides to attend a California Community College first, the student may choose to hold his or her award in reserve for up to two years. A 3.0 GPA is required to qualify for Cal Grant A.
- **Cal Grant B** provides grant funds for access costs for low-income California residents. This grant is to be used for living expenses and expenses related to transportation, supplies, and books. Beginning with the second year of Cal Grant B benefits, Cal Grant B also helps pay for tuition/fees for California residents attending qualifying institutions offering baccalaureate degree programs. A 2.0 GPA is required to qualify for Cal Grant B.
- Touro College Los Angeles students are not eligible for **Cal Grant C**, which assists students with tuition/fee and training costs for occupational or vocational programs.

If your Cal Grant B award includes an Access Grant, TCLA will credit the money directly to your student account to help you pay your institutional charges. However, you have the option of having the Access funds disbursed to you as a refund check by submitting a written request to the Financial Aid office within 15 days of the date your financial aid is processed and posted on TouroOne. If the Financial Aid office receives your request after that time, your Access Grant will be credited to your student account and you will not be eligible for a refund of already-credited funds. However, you would be refunded any future Access Grant disbursements occurring during that academic year.

Even though the California Student Aid Commission uses absolute family income ceilings when selecting recipients for the Cal Grant awards, all students are encouraged to apply, even if their family income and assets are above the ceilings. Many things can happen between the time the FAFSA is submitted and the start of school that can dramatically change a family's situation. Also, the Commission periodically raises the income ceilings depending on the California state budget.

NOTE: In determining your assets, you should not include assets like your home equity, retirement funds, prepaid tuition plans, and life insurance.

The maximum Cal Grant A award amount for the 2016-17 academic year is \$9,084. The anticipated maximum Cal Grant A award amount for the 2017-18 academic year is \$8,056. The Cal Grant B Access portion is \$1670 for the 2016-17 academic year, and is expected to be the same for the 2017-18 year. However, by California law, these amounts are subject to the final determination of the state budget and are not considered final until the state budget act is signed, typically in July. Other changes to the Cal Grant program that may occur through the state budget process may impact awards or eligibility. All budget changes must be approved by both the legislature and the governor prior to being implemented.

CAL GRANT RENEWALS

Cal Grant A and B awards are automatically renewed each year for students who satisfied a minimum number of terms, have completed the new year's FAFSA and still meet the appropriate need criteria, and have at least 10 percent remaining program eligibility.

“Satisfy a Term” - as defined by the Commission, means, for the minimum number of terms of the previous academic year, to have a Cal Grant payment reported, have a leave of absence applied for the term, or have another payment type transaction reported, such as not making satisfactory academic progress.

Minimum Number of Terms

The following shows the minimum number of terms, for the previous academic year, that must be satisfied for renewal purposes:

- Semester or Trimester..... 1 term
- Quarter..... 2 terms

CAL GRANT LEVELS OF ELIGIBILITY

Upon receipt of a Cal Grant award, students are assigned a level of eligibility based on their grade in college. The level of eligibility represents the total amount of time the student may receive payment in the Cal Grant programs. One hundred percent

(100%) represents one year of full-time payment at a traditional term-based school (i.e. quarter or semester terms).

Level of Eligibility

- Freshman (EL 1)..... 400%
- Sophomore (EL 2)..... 300%
- Junior (EL3) 200%
- Senior (EL 4)..... 100%

For example, a student who enters a Cal Grant program as a freshman will receive 400% eligibility. While eligibility usage is tied to attendance status, eligibility is used for each term the student receives payment and the amount of usage is determined by the type of term. For instance, if a student attends a semester or trimester term school, 50% of eligibility will be used for each full-term payment.

Eligibility is also adjusted for part-time attendance. The following is a breakdown of eligibility based on term type:

<u>Type of Term</u>	<u>Eligibility Used</u>
Full-time	50%
Three-quarter time	37.5%
Half-time	25%

CAL GRANT LEAVE OF ABSENCE

If you do not want to use your Cal Grant while you are attending Touro College Los Angeles or if you are not enrolled at least half-time (6 or more units) for the Fall and/or Spring semester, you can request a leave of absence from the Cal Grant program using the G-10 form or online at mygrantinfo.csac.ca.gov. It is your responsibility to make sure that the Touro College Los Angeles Financial Aid Office receives the completed form. We will make sure the California Student Aid commission is notified about your request.

A Leave of Absence must be approved by the California Student Aid Commission. If you have any questions, contact the California Student Aid Commission at www.csac.ca.gov or call the Commission's Customer Service Branch at (888) 224-7268. A copy of the G-10 form may be obtained from the CSAC website or by request from the Touro College Los Angeles Financial Aid office.

CAL GRANT DEFERMENT REQUEST

If you are called to active military duty, are entering military service, Peace Corps, or VISTA, you may apply for a deferment for your Cal Grant for up to five years.

For more information and a copy of the Cal Grant Deferment Form, check the Commission's Web site at www.csac.ca.gov or call the Commission's Customer Service Branch at (888) 224-7268

TOURO COLLEGE PROGRAMS

In addition to the various federal and state programs, Touro College Los Angeles sponsors its own tuition grants and scholarships. These sources are designed to assist qualified students who have limited resources to attend college.

TOURO ACADEMIC SCHOLARSHIPS

Academic scholarships are awarded competitively to entering students on the basis of superior academic achievement (high school average and SAT scores). Touro College Los Angeles Academic Scholarships range from \$2,000 to \$8,000 per year (Fall and Spring). Scholarships may be renewed for up to four years. Awards are prorated if students register for fewer than 12 credits per semester.

TOURO DEAN'S SCHOLARSHIPS

Dean's Scholarships may be awarded to students whose tuition costs are not covered through other programs. Touro Dean's Scholarships range from \$1000 - \$7500 per year (Fall and Spring). The applicant's family income, family size, financial need, and special circumstances, as well as community service are considered. In order to be considered for a Dean's Scholarship, students must complete the FAFSA and the Dean's Scholarship Application each year.

INTERNATIONAL STUDENT GRANTS

The International Student Grant is awarded by Touro College to international students based on class standing and full-time status (12-18 credits). Because the award is not granted automatically, interested students are advised to consult with a Financial Aid officer or with the Bursar.

TUITION PAYMENT PLANS

Tuition payment plans enabling students to pay their tuition in several installments, are available. Please contact The Office of the Bursar at your campus location to make arrangements for a payment plan.

ALTERNATIVE LOANS

Many lenders offer alternative loans to help families pay for College. These loans offer competitive interest rates and varying, flexible repayment terms. For Information contact your Financial Aid office.

OTHER SOURCES OF AID

Many sources of financial aid are not offered directly by Touro. For information on any of the programs listed below, please consult with the Financial Aid Office.

- Jewish Free Loan Society
- Vietnam Veterans Tuition Assistance Awards
- Officers of Vocational Rehabilitation Grant

There are countless library and Internet sources providing information on free fellowships and scholarship. The following lists of popular websites are among those offering that information:

www.collegeboard.com

www.finaid.org

www.fastweb.com

ALTERNATIVE LOANS

Many lenders offer alternative loans to help students and their families pay for college. The requirements for these loans may vary, but they offer competitive interest rates and varying, flexible repayment terms. For more information on alternative loans, please contact the Financial Aid office.

DEFINITIONS OF SOME FINANCIAL AID TERMS

Anti-Drug Abuse Test: To receive a Pell grant, a student must sign a statement certifying that s/he will not make,

distribute, dispense, possess, or use drugs during the period covered by the grant. In addition, you are also certifying that if convicted of a drug related offense committed during that period, you will report the conviction in writing to the U.S. Department of Education. Eligibility for Federal Student Aid (this includes Stafford, SLS and PLUS loans) may be suspended or terminated by a court as part of a conviction for possessing or distributing drugs.

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.

Financial Aid Refund: Students who receive loans from the Federal and State governments may have received aid, which exceeds their College direct charges. Such aid is returned to the student to be used for other College related expenses and is commonly referred to as a refund. For further information about refunds please contact the Office of the Bursar.

Financial Need: Most student aid is awarded on the basis of need, defined, as the difference between the cost of education and the amount that you and your families are expected to contribute towards your education. When you apply for federal student aid, the information you report is used in a formula established by the U.S. Congress. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education (although the amount may not exactly match the amount you and your family end up contributing.) Your EFC is used in the following equation to determine your financial need.

New Borrower: A term that applies to the Stafford Loan, PLUS or SLS Programs. A student is a new borrower under these programs if upon the date the promissory note is signed s/he had no outstanding Stafford Loan, 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, PLUS or SLS loans that student receives.

Promissory Notes: A legal document signed by a borrower at the time s/he 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.

Statement of Educational Purpose/Certification Statement on Refunds and Default: Students are required to sign this statement in order to receive Federal Student Aid (this includes Stafford Loans, and PLUS Loans). By signing it, the student indicates that s/he does not owe a refund on a Pell Grant or SEOG and is not in default on a Perkins Loan, Stafford Loan, PLUS or SLS Loan. The student is also agreeing to use any student aid received, only for education-related purposes.

Statement of Registration Status: A student who is required to register with the Selective Service must sign a statement indicating he has done so before he can receive any Federal Student Aid (this includes Stafford Loans, and PLUS Loans). This requirement applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens, and are not currently on active duty in the Armed Forces. (Citizens of the Federated States of Micronesia, the Marshall Islands, or the Trust Territory of the Pacific (Palau) are exempt from registering).

Statement of Updated Information: By signing this statement, a student certifies the accuracy of certain statements on his/her Student Aid Report (SAR). If information for any of those items changes after the Pell application has been submitted, the information will have to be updated so that it is correct on the day the SAR is signed. Students who do not comply will not be eligible to receive Federal Student Aid (this includes Stafford Loans, SLS and PLUS Loans).

COST OF ATTENDANCE MINUS EXPECTED FAMILY CONTRIBUTION EQUALS FINANCIAL NEED

Dependency Status

When students apply for federal student aid, their answers to certain questions will determine whether they are to be considered dependent or independent. Students considered dependent are required to report their parents' income and assets as well as their own. Students considered independent are required to report their own income and assets as well as their spouses', if married.

For the academic year 2016-2017 and 2017-2018, a student will be considered independent only if at least one of the following applies to them:

- S/he will be 24 as of January 1 of the award year;
- S/he is married (or separated but not divorced);
- S/he is enrolled in a graduate or professional educational program (beyond a bachelor's degree);
- S/he has children who receive more than half of their support from him or her;
- S/he has legal dependents other than their spouse or children;
- S/he is an orphan or ward of the court (or was a ward of the court since the age of 13);
- S/he is or was an emancipated minor or in legal guardianship (as determined by a court in their state of legal residence at the time);
- S/he is or was an unaccompanied youth who was homeless (as determined by the local school district homeless liaison or other qualified official);
- S/he is a veteran of the U.S. Armed Forces ("veteran" includes students who attended a U.S. federal military academy and who were released under a condition other than dishonorable); or
- S/he is currently serving on active duty in the U.S. armed forces for purposes other than training (are you a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?).

Students who claim to be independent may be asked to submit proof of their status before receiving any federal student aid. Students with unusual circumstances who believe they should be independent despite the fact that they do not meet the above criteria can petition their financial aid counselor to change their status.

*** Please note that once the decision is made it is final and cannot be appealed to the U.S. Department of Education.

Student Budget: Students' budgets are estimates of how much it will cost students to attend college. Budgets include tuition and fees, books and supplies, transportation, room and board, personal expenses, and loan fees. Students' budgets are set each year by the college based on the average expenses of all students who are either dependent or independent. Additional allowances may be made for unusual expenses. This means that budgets can be adjusted on an individual basis for students who can document unusual expenses not incurred by the average student.

IV. COLLEGE CODES AND STUDENT RESPONSIBILITIES

CAMPUS CITIZENSHIP

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

ACADEMIC INTEGRITY STANDARDS

COLLEGE POLICY

Because intellectual integrity is the hallmark of educational institutions, academic dishonesty is one of the most serious offenses that a student can commit. Students are required to abide by the highest standards of academic honesty in study and preparation for, and presentation, of examinations, term papers and research reports.

PLAGIARISM

To commit plagiarism means to present as one's own the ideas, writings and/or computer-generated material of others without proper acknowledgement of those sources by means of quotation marks and/or specific references (footnotes) to the original source from which the material was taken. Plagiarism also includes the submission of the work of a commercial writing service or of a "ghost writer" as one's own work. It is prohibited to sell term papers, essays, and/or research reports to students enrolled in Touro College Los Angeles.

CHEATING AND OTHER IRREGULARITIES

Cheating and other forms of academic dishonesty are strictly forbidden and constitute a violation of academic integrity standards. Specifically:

- A. No student shall give or receive assistance in the preparation of any assignment or examination without the authorization of the instructor of the course. Common examples of cheating include: copying from another student's paper; using books, notes, calculators, when these are not authorized; obtaining tests before the scheduled date of the examination; copying laboratory work; and sending in a substitute for taking an examination.
- B. No student shall steal, falsify, or otherwise alter documents or records containing grades, examination materials, or anecdotal information.
- C. No student shall submit the same work in more than one course without prior permission of both instructors.

SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS

Students who violate Touro College Los Angeles's Standards of Academic Integrity are subject to disciplinary sanctions. Incidents are reported to the department chairperson and an official report is submitted to the Dean of Faculties. One or more of the following disciplinary sanctions may be imposed:

- The mandatory grade of "F" for the test, term paper or assignment which involved cheating and/or plagiarism or other acts of academic dishonesty;
- The grade of "F" in the course, assigned at the discretion of the instructor;
- Other sanctions deemed appropriate by the Dean, including suspension or dismissal from the College, may be applied.

The Dean may choose to send the matter to a three-person faculty committee for recommendations for action and final disposition.

APPEALS OF SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS

Students may appeal to the Student Affairs Committee for a review of sanctions imposed for violation of Touro College's Standards of Academic Integrity. The Committee may take the following actions:

- Dismiss the charges and void the sanctions imposed;
- Uphold the sanctions of the instructor and/or the Dean.

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.

THE TOURO COLLEGE CODE OF CONDUCT

The Touro College Los Angeles's Code of Conduct applies to the entire TCLA community, including students, student organizations, clubs and their leaders, faculty, and all Touro College Los Angeles employees. Members of the Touro College Los Angeles community 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 Los Angeles 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, and equipment (such as computer equipment, telephones, fax machines, copying equipment and laboratories and student ID cards);
3. Conduct which interferes with or obstructs any college functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
4. The physical or sexual abuse or harassment of any member of the college community;
5. Threatening bodily injury, assault, sexual harassment or assault, or emotional trauma against students, faculty or staff of the college;
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 College Los Angeles'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 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. 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;
20. Aiding or abetting any conduct prohibited by this College code;
21. Conviction of a felony crime while enrolled at the college;
22. Intentionally filing a false complaint under this College code of conduct.

Individuals who violate any of provisions of the code of conduct are subject to disciplinary action at the discretion of Touro College Los Angeles. 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 Los Angeles.

ADJUDICATION OF COLLEGE CODE OF CONDUCT VIOLATIONS

Any member of the college community may notify the Dean of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

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

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

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

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

DISCIPLINARY HEARINGS

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

SANCTIONS

The Student Affairs Committee may take one or more of the following actions:

1. Dismiss the Charges: After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.

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

(a) Warning – A written reprimand putting the student on notice that s/he 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 Los Angeles may be

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

(d) Restitution - A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his action. The amount of the restitution is determined by the Student Affairs Committee.

(e) Suspension - A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his suspension. S/he must apply to the Student Affairs 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 Student Affairs Committee may impose the following sanctions in addition to those listed above:

(a) A fine of to be paid to the college, in addition to restitution.

(b) Service to the College Community for a designated number of hours. The required service cannot interfere with the individual's course schedule.

4. Legal Action - The Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.

5. Other Sanctions - The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

APPEALS OF DISCIPLINARY SANCTIONS IMPOSED FOR CODE OF CONDUCT VIOLATIONS

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

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

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Dean within ten (10) school days of the committee's decision. The Dean shall appoint a **Special Appeals Panel** to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

PROTOCOLS FOR DISCIPLINARY HEARINGS

Hearings conducted by the Student Affairs Committee and the Special Appeals Panel will be governed by the following protocols:

(a) All hearings are closed to the public.

(b) A quorum of the committee membership, defined as 51% of the total membership, must be present.

(c) Attorneys are not allowed to be present at any hearings.

- (d) Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- (e) The preponderance-of-evidence rule will govern the decision-making process.
- (f) Decision will be made by a majority of participating members.
- (g) The committee deliberations will be in camera.

STANDARDS OF CLASSROOM BEHAVIOR

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

OTHER PROHIBITED ACTIONS IN CLASSROOMS

To ensure a clean and healthy environment for all students at the college, eating drinking are not permitted in any classroom, library or laboratory. The entire campus is smoke-free.

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.

STUDENT GRIEVANCES AND RIGHTS

POLICY ON BIAS, HARASSMENT AND DISCRIMINATION

Touro College Los Angeles is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment -- an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination or harassment based upon race, gender, color, national origin, religion or religious practice, age, ethnicity, disability, sexual orientation, marital or parental status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of Touro College Los Angeles. Such discrimination and harassment are illegal and against Touro College Los Angeles policy, and will not be tolerated.

Any member of the Touro College Los Angeles community who engages in an act of intolerance directed at an individual, or a group of individuals, on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion or religious practice, age, disability, sexual orientation, or marital or parental status, or citizenship status of the person(s) will be held accountable for violating the social integrity of the Touro College community and the specific policies which underscore those values. Bias-related conduct is prohibited not only by Touro College policies but also by laws that include, but are not limited to, Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Title VII of the Civil Rights Act of 1964; the Americans With Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1987; and applicable state laws. In addition, certain activities motivated by bias or hatred based on such criteria may constitute hate crimes and subject to criminal prosecution with the full force of the legal system.

As part of Touro College Los Angeles's compliance with Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance, and Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin in programs that receive federal financial assistance, student grievances relating to discrimination are also handled through the grievance procedures outlined on the next page.

V. DISCRIMINATION, BIAS, AND HARASSMENT COMPLAINTS

If a student claims discrimination, bias or harassment, s/he has the option to grieve the alleged misconduct by filing a complaint with the human rights officers of Touro College Los Angeles.

The human rights officer will conduct an investigation and will contact all appropriate parties including the appropriate department chairperson where academic issues are involved. The human rights officer will issue a report within twenty days after the discrimination incident is reported. If it is determined that a violation has occurred, the matter may be resolved informally through prompt remedial action. If the matter cannot be resolved informally, it will be referred for adjudication to a five-person grievance panel. The composition and procedures of this grievance panel are described on the next page.

ACADEMIC ISSUES

If the complaint is about actions taken concerning a student's grade, course withdrawals, leaves of absence from school, or if it involves the curricular material or the conduct of a faculty member, the student should first inform the chairperson of the appropriate academic department/division, either orally or in writing, that s/he wishes to appeal the action taken.

If the chairperson of the appropriate academic department/division determines that the action will not be reversed, the student may appeal the chair's decision to the Dean or his/her designee, either orally or in writing.

If the Dean determines that the action will not be reversed the student may file a formal grievance to appeal academic action taken against him by appealing to the Committee on Academic Standing, following procedures described elsewhere in this Student Handbook.

ISSUES OF STUDENT BEHAVIOR

If the complaint concerns student behavior and constitutes a potential violation of the Student Code of Conduct, the complaint should follow the procedures regarding the Student Code of Conduct, as described in this Student Handbook and the Touro College Los Angeles Catalog.

ADMINISTRATIVE GRIEVANCES

When a grievance concerns an administrative function of the college, including but not limited to tuition refund, student financial assistance, and issues of discrimination, a student may request that the college-wide director or supervisor of the administrative unit in question, or his designee mediate the grievance and attempt to resolve the matter informally.

PROTECTION AGAINST RETALIATION

Touro College Los Angeles will take every step necessary to protect the complainant and any witnesses against retaliation for reporting the harassment or for participating in the investigation of a complaint.

Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates Touro College policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

If a student feels s/he has been discriminated against because of a disability by college faculty or other personnel, s/he has a right to request an investigation into such a matter through the grievance policies and procedures described in this handbook. A similar procedure can be followed by a student to appeal the college's response to a request for accommodation and/or modifications based on disability.

SEXUAL HARASSMENT AND SEXUAL OFFENSE PREVENTION POLICIES

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment is a prohibited form of sex discrimination and is illegal. It is also a violation of the Touro College Los Angeles Code of Conduct.

Touro College Los Angeles will not condone or tolerate any forms of sexual harassment involving students, faculty or staff of the college. The college deems such coercive behavior as a violation of the civil rights of its students and employees. Any member of the Touro College community who violates this policy will be subject to disciplinary action, as outlined in the College Code of Conduct, which may include suspension, expulsion or dismissal.

Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
- is used as a basis for educational or employment decisions affecting an individual;
- interferes with an individual's learning or work;
- creates a hostile or offensive learning or work environment.

Any student who believes that s/he is being sexually harassed by another student, teacher, supervisor or other staff member should contact the Office of Dean. The Office of the Dean has the responsibility of reviewing and investigating complaints in an expedient and confidential manner. During the investigation, the persons involved will be given an opportunity to present evidence and witnesses to support their version of the facts. The parties involved will be given notice of the outcome of the investigation, to the extent permitted by law. If allegations of sexual harassment are substantiated, the matter will be referred to the Student Affairs Committee or the Office of Human Resources for appropriate disciplinary action.

SEXUAL HARASSMENT CONTACT

The college takes Sexual Harassment very seriously, the following individuals can help you if you feel that you have been a victim of sexual harassment or if you want more information about how to deal with it.

These individuals treat all consultations and complaints with seriousness and in a confidential manner.

Feel free to contact to talk about a problem. You do not have to make a formal complaint.

The individuals to consult regarding Sexual Harassment are:

Dean David Jacobson 323-822-9700, ext. 85159

Melody Erbes, Title IX Coordinator TOW 818-575-6800, ext. 85105

Elan Baram, Title IX Coordinator TCUS 646-565-6000 Ext. 55636

FALSE STATEMENTS

Complaints of harassment cannot always be substantiated. Lack of corroborating evidence should not discourage individuals from complaining. However, charges found to have been intentionally dishonest will subject complainants to disciplinary action in accordance with the Touro College Code of Conduct.

TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES

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

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

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

FILING CHARGES FOR INCIDENTS OF SEXUAL ASSAULT

To officially file charges for an act of sexual assault or rape, please contact the Title IX Coordinator, in the Office of the Dean. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual.

When the alleged perpetrator is a faculty member of the college or non-teaching employee of the college, student victims will be guided and assisted by the Title IX Coordinator.

VI. TOURO COLLEGE LOS ANGELES DRUG AND ALCOHOL ABUSE POLICY

The United States Department of Education has issued regulations implementing the provisions of **THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (PUBLIC LAW 101-226)**. In accordance with these regulations, Touro College Los Angeles is publicizing the following policy statements, rules and regulations pertaining to substance abuse and alcohol consumption.

Touro College Los Angeles seeks to safeguard the health and well-being of all members of the college community — students, faculty, and staff employees. All members of the college community are accountable to the law and to the regulations of the college. Students, faculty, and employees who distribute or use illegal drugs or illicitly use legal drugs, including alcohol, on the campus locations and facilities of Touro College Los Angeles are violating Federal Laws, California State Law, and the regulations of Touro College.

Touro College Los Angeles is committed to educating and informing students and staff about the dangers and effects of drug use. Touro College Los Angeles recognizes that drug addiction and alcoholism are illnesses that are not easily resolved and may require professional assistance and treatment. The college will provide confidential counseling and referral services to faculty, staff and students with drug and/or alcohol problems. These services are available through the Office of the Dean. All inquiries and requests for assistance will be handled with strict confidentiality.

TOURO COLLEGE LOS ANGELES DISCIPLINARY STANDARDS FOR STUDENTS POSSESSING, USING, DISTRIBUTING AND/OR SELLING DRUGS AND CONTROLLED SUBSTANCES

It is the policy of Touro College Los Angeles that unlawful use, possession, distribution, or manufacture of drugs and controlled substances on College property is strictly prohibited. Individuals who possess, use, distribute or manufacture drugs or controlled substances are subject to college disciplinary action, as well as possible criminal

prosecution.

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

- Expulsion
- Suspension
- Probation
- Censure
- Counseling and Treatment
- Legal Action
- Other Sanctions

PUBLIC EDUCATION STATEMENT ON ILLICIT DRUG AND ALCOHOL USE

The mind-altering substances to be discussed here are: marijuana, cocaine, heroin and their derivatives, amphetamines (uppers), barbiturates (downers), hallucinogens, and alcohol.

Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

The following is a brief listing of health problems resulting from substance abuse.

- The most obvious ones are death or severe organ damage (such as heart attack, respiratory arrest, damage to the liver and lungs, and stroke).
- The less obvious, though much more prevalent problems, of the mind and body are as follows:
 - a. Marijuana:** Crowded thought processes, impaired short term memory, slowed reflexes, chronic bronchitis, changes in menstrual cycle, possible birth defects.
 - b. Crack and Cocaine:** Palpitations (racing heart), sleep disturbances, loss of appetite, paranoia, elevated blood pressure, decreased sexual performance, addiction.
 - c. Heroin:** High risk of contracting AIDS and hepatitis from dirty needles, phlebitis (infection in the veins), embolism (blood clots or air in the veins that can cause sudden death), paranoia, depression, sleep disturbance, muscle and joint aches, clouded thought process, decreased sexual performance, addiction.
 - d. Amphetamines (Ice, speed, crack, crystal):** Delusions (i.e. seeing bugs crawl under the skin), paranoia, palpitations (racing heart), sleep disturbances, psychosis, depression, decreased sexual performance, violent behavior and addiction.
 - e. Barbiturates:** Sedation (sleepiness), dulled thought processes, slurred speech, slowed reflexes, decreased motor abilities, impaired coordination, decreased sexual performance and addiction.
 - f. Hallucinogens:** Memory loss, speech difficulty, episodes of violence, convulsions, tremors, elevated body temperature, ruptured blood vessels, addiction.
 - g. Alcohol:** Sedation (sleepiness), dulled thought processes, slurred speech, double vision, mood changes, slowed reflexes, impairment of coordination, loss of interest in sex, addiction.

NOTE: Mothers who drink alcohol during pregnancy may give birth to infants with irreversible physical abnormalities and mental retardation. Research shows that children of alcoholic parents are at greater risk than other young people of becoming alcoholics.

 - h. AIDS:** Users of needles who take any drugs run a high risk of contracting AIDS and hepatitis.
 - i. Addiction:** This is the common denominator for all mind-altering substances. With its insidious onset, addiction often goes undetected until the user's life is in chaos. Addiction pervades one's life, overpowering one's ability to reason and to relate to others. Addiction ruins the user's life and the lives of those around him/her.

TOURO COLLEGE LOS ANGELES REGULATIONS RELATING TO ALCOHOL USE

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal in the State of California.
- All persons are prohibited from consuming alcoholic beverages on the premises of Touro College Los Angeles.
- Any student who falsely represents himself as being of age to consume alcohol is subject to disciplinary action as outlined in the Code of Conduct.
- Any employee of the college who provides alcohol to a minor on college premises shall be subject to full penalty under the laws of the State of California.
- Alcohol abuse does not excuse employees of the college from neglect of their responsibilities to the college. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation and treatment program.
- Touro College Los Angeles observes the culpability laws for serving drinks to the mentally impaired and to individuals who are already inebriated.

TOURO COLLEGE LOS ANGELES CAMPUS SECURITY POLICIES

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

ACCESS TO THE CAMPUS

Students must be prepared to show a valid identification card to enter Touro College Los Angeles facilities. Visitors must check in with the Dean's office or security personnel.

REPORTING CRIMES

If you wish to report a crime, please contact the following personnel:

- Director of Safety and Security
- Dean

Annual statistics on the incidence of crime at Touro College Los Angeles and Touro University Worldwide campuses are published in the Annual Security and Fire Safety Report. This report is available both from the Office of the Registrar and online on the Touro College Los Angeles website.

VII. MISCELLANEOUS COLLEGE POLICIES

NON-DISCRIMINATION

Touro College Los Angeles is an equal opportunity institution. It admits students without regard to age, color, creed, marital status, medical condition, national origin, race, religion, sex, sexual orientation, or disabled veteran status, and grants them all rights, privileges, programs and activities generally accorded its students. In conformance with Title IX of the 1972 amendments to the Higher Education Act, it does not discriminate on the basis of sex, race, color, disability, national or ethnic origin or age in the administration of its educational policies, scholarship and loan programs, and other institutionally-administered programs.

ANTI-HAZING REGULATIONS

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

NO-SMOKING POLICY

The college observes local ordinances regarding cigarette smoking. State law bans smoking in schools and other public places except in designated areas. This policy extends to include vaping, e-cigs, hookahs and use of the like.

COMPUTER USE POLICY

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

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

The administration reserves the right to limit, restrict or remove computing privileges from any student who violates the college's computer policy, local State, or Federal laws, as well as the applicable articles of the College's Code of Conduct contained in this Student Handbook.

INTERNET AND E-MAIL POLICY

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

Users must not send, retrieve or download messages or information that may be considered offensive, including messages, images or information that are sexually oriented or that disparage others based on their race, gender, sexual orientation, national origin, age, disability or religious beliefs. Users must not originate or distribute chain letters via e-mail. Users must not use the college's Internet and e-mail connections for personal gain or profit. Users' accessing of sites and "chat rooms" that feature pornography, off color jokes, hate speech and the like is strictly prohibited.

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

ACCESS TO AND PRIVACY OF STUDENT RECORDS

Consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Touro College Los Angeles has enacted policies that are intended to guarantee students access to their own records, and to prevent the unauthorized release of such records.

FERPA and its implementing regulations provide that educational institutions and agencies must provide students access to certain official records directly related to the students, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that educational institutions must obtain a student's written consent before releasing personally identifiable data about the student from records to other than a specified list of exceptions; and that students must be notified of these rights.

FERPA also provides that the college may designate certain categories of information as "Directory Information" which may be disclosed for any purpose, at the discretion of the college, except as provided below.

The law prohibits access to or release of personally identifiable information, other than “Directory Information,” without written consent. 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, notwithstanding P.L. 93-568, records and accounts pertaining to veterans as well as those of other students; shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. The College hereby designates the following categories of student information as public or “Directory Information:”

- name
- e-mail address
- place of birth
- college
- major
- honors
- awards
- photo
- classification
- dates of enrollment
- status
- degrees conferred
- dates of conferral
- graduation distinctions

Currently-enrolled students may refuse to permit disclosure of this information. To do so, written notification must be received in the Registrar’s office prior to September 15 of each year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.

Further information concerning this policy is available in the Office of the Registrar at various campus locations.

AUTHORIZATION FOR DISCLOSURE

Enrolled students may refuse to permit disclosure of Directory Information. To do so, written notification must be received by the Registrar prior to September 15 of each academic year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.

ARBITRATION CLAUSE

Agreement to Binding Arbitration and Waiver – I agree that application to, and/or registration and/or matriculation to Touro is consideration for and constitutes applicant’s knowing acceptance of the binding alternative dispute resolution mechanisms (including binding arbitration) utilized by Touro. Thus, any dispute, claim or controversy (except for collection actions for tuition or other fees) arising out of or related to your application, registration, matriculation, training, graduation or other separation from your program which is not resolved through our internal mechanisms, no matter how described, pled or styled, shall be exclusively resolved through final and binding expedited arbitration under the Federal Arbitration Act conducted solely before the American Arbitration Association (“AAA”), under its Commercial Rules, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a

convenient office on the Touro campus where you are (or were last) related or affiliated. You acknowledge and understand that by this application you are clearly, freely and unambiguously agreeing to exclusively arbitrate any disputed claims that may arise. You agree to waive any right to a trial by jury, to bring an action in court, or to proceed by way of class action. The award rendered by the arbitrator may be entered in any court having jurisdiction.

VIII. APPENDICES

APPENDIX A: TOURO COLLEGE MISSION AND GOALS STATEMENT

Touro College Los Angeles is an institution of higher education under Jewish auspices, established to perpetuate and enrich the Jewish heritage and to support Jewish continuity, as well as to serve the general community in keeping with the historic Jewish commitment to the transmission of knowledge, social justice, and compassionate concern for, and service to, society. As an integral component of this commitment, Touro fosters access for diverse elements of the urban community to educational and professional opportunities in a variety of fields.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum, transmitted in Ethics of the Fathers, "If we are not for ourselves, who will be? If we are concerned only with ourselves, what are we?" This seminal teaching shapes the core values of the college, which include a dynamic commitment to quality education regardless of socioeconomic status, the treatment of all students, faculty and staff with integrity and respect, the role of ethics in the professions, and the building of a responsive and responsible society through expanded academic opportunities. Touro is a learner-centered college where personal growth and intellectual inquiry are fostered and where men and women are prepared for productive lives of dignity, value and values.

Touro offers undergraduate programs in Jewish studies and liberal arts and sciences, serving the diverse components of the Jewish community. In consonance with the universal aspect of its mission, the college provides neighborhood-based programs for under-served members of the community, as well as mission-driven programs at campuses abroad.

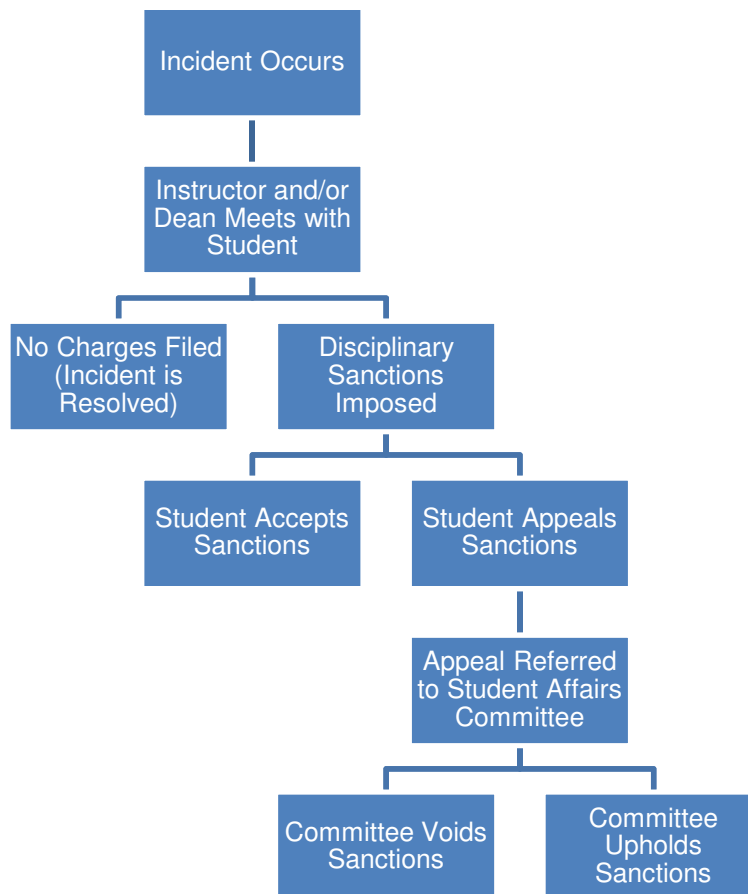
THE GOALS OF THE COLLEGE ARE:

1. To perpetuate and enrich the Jewish heritage and its continuity through Jewish studies and scholarship and by delivering quality academic programs on the undergraduate, graduate and professional levels.
2. To promote academic achievement and ethical and ethical values through the traditional study of the liberal arts and sciences.
3. To further the career interests and aspirations of students with a broad range of academic, pre-professional, graduate and professional programs.
4. To promote development of students' communication skills.
5. To promote development of students' information literacy, analytical and quantitative competencies necessary to succeed in a technological society.
6. To develop and provide educational opportunities by reaching out to underserved student populations within an environment that promotes tolerance and respect for diverse population groups and their cultural heritages.
7. To provide a supportive student-centered learning environment consistent with the Touro mission and to promote effective learning, teaching and scholarship.
8. To increase access and expand academic reach through the utilization of new technologies including distance-learning modalities.
9. To strengthen Jewish identity and to transmit American values and the democratic ethos in communities abroad through quality academic programs.
10. To support a culture of assessment and information-based decision-making across all units of the institution.

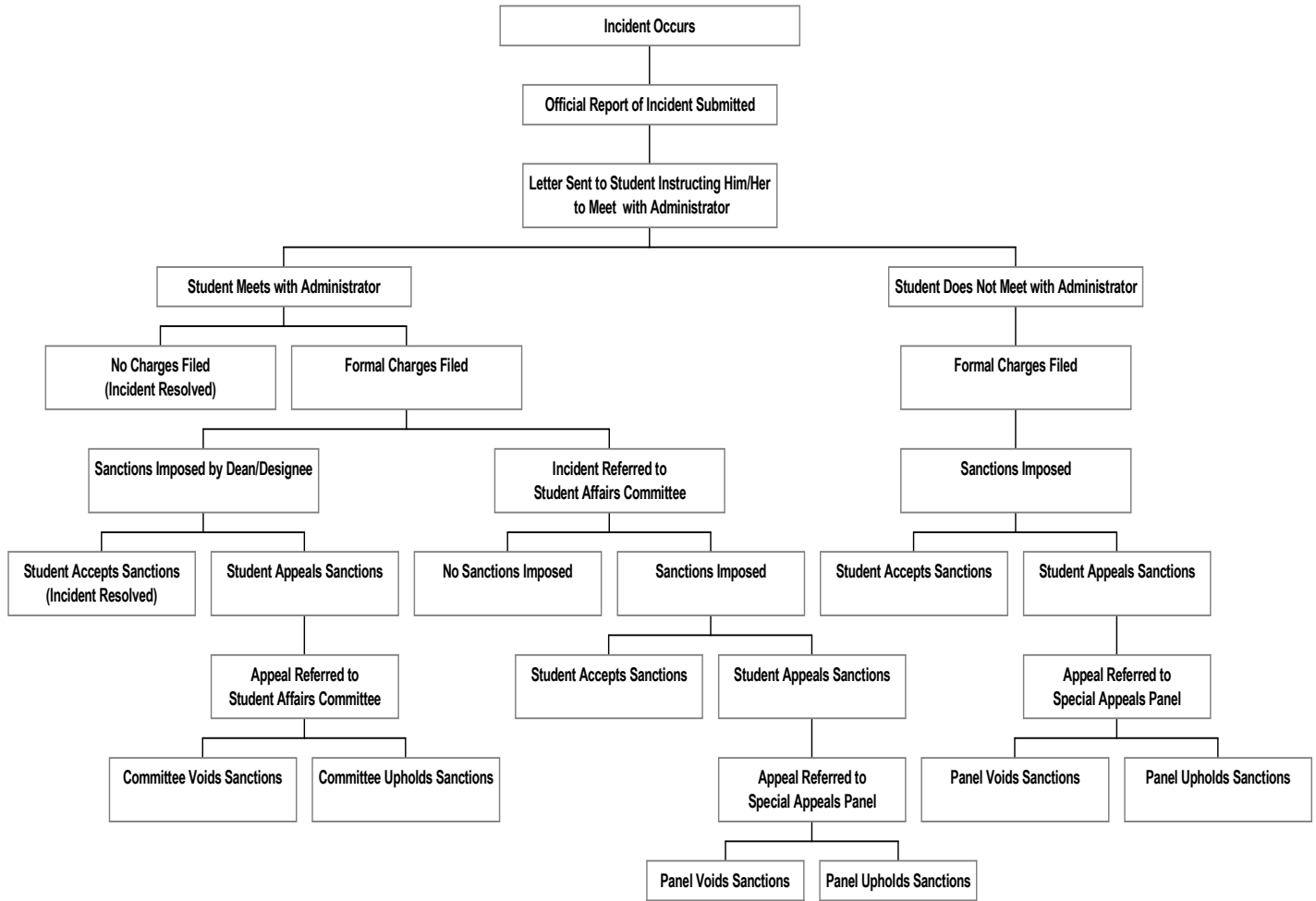
APPENDIX B: DISCIPLINARY PROCESS FLOWCHARTS

PROCEDURE FOR RESOLVING VIOLATIONS OF COLLEGE CODES

Violation of Academic Integrity Standards



VIOLATION OF COLLEGE CODE OF CONDUCT



APPENDIX C: TOURO CAMPUS LOCATIONS

ADMINISTRATION OF TOURO COLLEGE LOS ANGELES

Yoram Neumann, Ph.D., CEO

Edith Neumann, Ph.D., Provost

Rabbi David Jacobson, Ph.D., Dean

Aaron Brownstein, Ph.D., Director of Assessment, Chair of Psychology

Barbara Avitan., Director of Safety and Security, Assistant to the Dean

Kamran Manuel, B.S., Bursar

Leah Rosen, Director of Admissions

Rivka Weinberg, B.S., Director of Student Services, Financial Aid, Registrar

Sylvia Lowe, M.B.A., M.L.I.S., Librarian

FACULTY

RABBI DAVID JACOBSON

Dean
B.A., M.A., Ph.D., University of California,
Los Angeles

ALYSSA BERLIN

B.A., College of Staten Island
M.A., Georgia School of Professional Psychology
Psy.D., Argosy University

AARON BROWNSTEIN

Director of Assessment
Chairman, Department of Psychology
B.A. University of California, Los Angeles
M.A., Ph.D., University of Southern California

IRINA BRAGIN

Chairman, English Department
B.A., M.A., Ph.D., University of California,
Los Angeles

LUCIEN CHOCRON

B.A., California State University, Northridge
M.A., M.S., California State University, Northridge
Psy.D., Ryokan College

NIAZ COHEN

B.Sc., Queen Mary and Westfield College, London,
UK
Ph.D. DIC, Imperial College School of Medicine,
London, UK

NORMAN COHEN

B.S., Rensselaer Polytechnic Institute
M.S., Princeton University
J.D., California Southern Law School

COLLIN L. ELLIS

B.A., Eastern Washington University
M.S., Ph.D., University of California-Davis

HOWARD FORMAN

B.S., Pennsylvania State University
M.B.A., George Washington University
Ph.D., Temple University

JENNIFER GARMAISE

B.A., University of Iowa
M.A., St. John's College

BRUCE GORMAN

B.S., California State University, Los Angeles
CPA

MORGAN HAKIMI

M.S., Ph.D. California School of Professional
Psychology
M.B.A., Touro University Worldwide

ADELLA JAEGER

B.A., Touro College Los Angeles
M.S.W., University of Southern California

CHANA KATZ

B.A., University of Texas
M.Ed., New York University
MSW, California State University, Long Beach

ALEXANDER KLAFTER

B.A., University of California, Los Angeles
M.S., Claremont Graduate University

DANIEL MARGOLIS

B.S., University of Southern California
M.Sc., London School of Economics
J.D., Yale Law School

ADELE RAUCH

B.A., Brooklyn College, New York
M.Ed., California State University, Bakersfield

RICHARD ROSENTHAL

B.A., M.B.A., University of California, Los Angeles

TAMAR ROTHENBERG

B.A., Fairleigh Dickinson University
M. S., California State University, Los Angeles

CAROLINE SCHWARTZ

B.A., New York University
M.Ed., California State University, Bakersfield
M.A., University of California, Los Angeles
Ph.D. Candidate, University of California, Riverside

MENACHEM STULBERGER

Rabbinical Seminary of America
B.A., Touro College Los Angeles
M.A., Touro University Worldwide

BARBARA TAMIR

B.A., Douglass College, Rutgers University
M.S., Purdue University

RENA VILNER

B.A, Touro College
M.A, Queen's College CSUB

DAVID WECHSLER

B.A., State University of New York, Plattsburgh

J.D., Benjamin N. Cardozo School of Law

M.A., Antioch University

Post Grad, Wright Institute

SANFORD WEINBERG

B.S., Pepperdine University

M.S., Loyola Marymount University

DIRECTORY

TOURO COLLEGE LOS ANGELES

1317 North Crescent Heights Boulevard
West Hollywood, CA 90046

OFFICE OF THE DEAN

(310) 822-9700 x85150

OFFICE OF ADMISSIONS

(310) 822-9700 x85155

OFFICE OF STUDENT SERVICES

Registration, & Financial Aid
(310) 822-9700 x85152

OFFICE OF THE BURSAR

(310) 822-9700 x85153

TOURO UNIVERSITY WORLDWIDE

10601 Calle Lee
Suite 179
Los Alamitos, CA 90720
(818) 575-6800

APPENDIX D: HELP HOTLINES

AIDS

- California AIDS Hotline: (800) 367-AIDS
- National AIDS Hotline: (800) 342-2437;
- Spanish line (800) 342-2437

ALCOHOL ABUSE

- East Los Angeles Alcoholism Council: (323) 268-9344

CHILD ABUSE

- National Child Abuse Hotline: (800) 342-3720 (9:00-5:00), (800) 345-5437
- Spanish Line: (800) 344-7432
- Incest Helpline: (212) 227-3000

CRIME VICTIMS COUNSELING

- Assault Victims Services Hotline: (800) 380-3811
- Domestic Violence Los Angeles Hotline: (310) 286-3366, (888) 988-8336

DOMESTIC VIOLENCE

- National Domestic Violence Hotline: (800) 799-7233
- Domestic Violence Los Angeles Hotline (310) 286-3366, (888) 988-8336
- Bilingual Hotline: (800) 621-HOPE

DRUG ABUSE

- Drug Abuse Information: (800) 522-5353
- Drugs Anonymous: (877) 345-3396
- Narcotics Anonymous: (323) 933-5395
- Cocaine Anonymous: (310) 216-4444

GAMBLING

- Gambling Anonymous: (877) 664-2469

MEDICAL CENTERS

- Cedars-Sinai Medical Center
8700 Beverly Boulevard
Los Angeles
(310) 4-CEDARS (423-3277)
- Kaiser Permanente West Los Angeles Medical Center
6041 Cadillac Avenue
Los Angeles
(323) 857-2000
- Olympia Medical Center
5900 W. Olympic Boulevard
Los Angeles
(310) 657-5900

- St. Johns Hospital
1328 Twenty-Second Street
Santa Monica
(310) 829-5511

MISSING CHILDREN

- The Hotline for the Center for Missing and Exploited Children: (800) 843-5678
- Child Find Hotline: (800) 426-5678, (800) 292-9688

RAPE

- Rape Hotline Los Angeles: (213) 626-3393
- National Rape Crisis Center Hotline: (800) 656-HOPE
- Santa Monica Hospital Rape Treatment Center: (310) 319-4347

RUNAWAYS

- National Runaway Switchboard: (800) 786-2929
- Covenant House 9-Line: (800) 999-9999

SUICIDE

- Suicide 24-Hour Hotline: (310) 391-1253, (877) 727-4747

LEARNING DISABILITIES

- Learning Disabilities Help Line: (213) 485-4103

SENIOR CITIZENS

- City of Los Angeles Department for the Aging: (323) 846-1920

MENTAL HEALTH

- Los Angeles Department of Mental Health: (800) 854-7771

SHELTERS

- Los Angeles Women's Shelter: (213) 629-1227

SHELTERS FOR BATTERED WOMEN

- Los Angeles Battered Women's Shelter: (323) 737-6111

LOS ANGELES RESOURCES

- Los Angeles Domestic Violence Hotline: English—(800) 978-3600
- Los Angeles Elder Abuse Hotline: (213) 580-3383
- Los Angeles Child Abuse Hotline: (213) 639-4500