



# **TOURO COLLEGE LOS ANGELES**

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**A Division of Touro University Worldwide**

## **2023-2025 Catalog**

**[www.tcla.touro.edu](http://www.tcla.touro.edu)**

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West Hollywood, CA 90046  
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## ACCREDITATION

Touro College Los Angeles is a division of Touro University Worldwide, which is accredited by the WASC Senior College and University Commission (WSCUC): 1080 Marina Village Parkway #500, Alameda, CA 94501-6444: Tel. 510-748-9001. Touro College Los Angeles is an Equal Opportunity Institution. Touro College Los Angeles opened in Fall 2005.

Touro University (originally Touro College) was chartered by the Board of Regents of the state of New York in June of 1970, and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000).

## RESERVATION OF RIGHTS CLAUSE

This Catalog represents the most up-to-date information with regard to the programs described. It will be considered to be in effect until the publication of the next academic catalog. However, the Board of Trustees and Faculty of Touro College Los Angeles reserve the right to institute changes in Touro's programs and policies. Since information is updated constantly, the student is advised to seek further clarification from appropriate administrative offices. Touro College Los Angeles reserves the right to change rules, policies, fees, and curricula without advance notice. In the event of any inconsistent or incompatible terms or provisions, such inconsistency shall be resolved by giving precedence in the following descending order of importance: (a) any executed agreement between the parties, (b) the specific policy then existing, and then (c) this Catalog.

The Office of the Dean and the Office of the Registrar provide current information concerning course offerings, programs, and regulations. Financial information is available from the Office of Financial Aid.

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For additional information, please contact the U.S. Department of Education Office for Civil Rights at: [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481.

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For purposes of this Catalog, “Touro” can refer to Touro University, Touro University Worldwide (TUW), and/or Touro College Los Angeles (also referred to as TCLA).

For all questions regarding this information, please contact the Office of the Dean at 323-822-9700 ext. 85150, between the hours of 9 AM and 4 PM.

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## MESSAGE FROM THE CEO OF TOURO UNIVERSITY WORLDWIDE AND TOURO COLLEGE LOS ANGELES

Welcome and thank you for your interest in Touro College Los Angeles and Touro University Worldwide. I am honored to introduce you to the network of higher learning institutions that the founders (the late Drs. Edith and Yoram Neumann) and I have helped to put in place. Touro has long been on the cutting edge of online learning. Touro University International, which Drs. Neumann and I originally founded in 1998, was the first university in the world to offer an accredited, fully online Ph.D. program with no residency requirements. It gives me great joy to serve in the role within the Touro system as CEO of Touro University Worldwide and Touro College Los Angeles and continue the important work of the founders. Through Touro University Worldwide, we realize the goal of creating a learning environment where students can receive a higher education degree on their schedule, allowing them to pursue careers simultaneously. The Touro University system is a not-for-profit, visionary institution that aims to serve the underserved and promote academic success that translates into professional advancement.

TUW offers Bachelor, Master, and Doctorate degrees in three pillars, Business, Psychology and Health and Human Services. Some of TUW's 23 degrees and programs offered include Associate of Arts in General Studies, Bachelor of Science in Business Administration and Management, a Bachelor of Science in Human Resource Management, Bachelor of Arts in Psychology and Social Work, Bachelor of Science in Health Sciences in Health Care Administration and Health Education, Masters of Business in Administration, Masters of Arts in Psychology, Industrial/Organizational Psychology, Marriage and Family Therapy, Master of Science in Health Sciences, and a Doctorate in Psychology in Human and Organizational Psychology. To view the degrees offered by TUW, please visit <https://www.tuw.edu/academics/>

I believe in the college's mission and have dedicated 20+ years of my life to upholding that mission. Drawing from the Judaic principles on which the school was founded, Touro students receive a holistic education. Our graduates are not only skilled in critical thinking, problem-solving, and communication, but they are also ethical leaders and global citizens. I fully believe in this approach, and the high retention and graduation rates that TUW maintains serve as a testament to the powerful learning environment we've built at Touro. Again, thank you for your interest in Touro. We look forward to helping you succeed.



*Dr. Roy Finaly – Chief Executive Officer of Touro University Worldwide*

**Dr. Roy Finaly, DMgt**  
**Chief Executive Officer**  
**Touro University Worldwide & Touro College Los Angeles**

## 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 a strong health science concentration for those students who wish to pursue graduate school and professional opportunities in health science and medicine, as well as concentrations in real estate, computing for business, clinical psychology, and accounting, among others.

TCLA is fortunate to be able to draw upon the traditions established by Touro College New York (now Touro University). At Touro University, 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 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 the Touro Colleges of Medicine, Pharmacy, Physician 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  
Dean  
Touro College Los Angeles



*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. Dean 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 40 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 internationally.*

# TOURO COLLEGE LOS ANGELES

## CALENDAR

A detailed academic calendar is available on the Touro College Los Angeles website:

<http://tcla.touro.edu/academics/calendar/>.

## INTRODUCTION

Touro College Los Angeles is a part of the Touro University System, which is a Jewish-sponsored independent institution of higher and professional education. Touro was established primarily to perpetuate the Jewish heritage, and to serve the larger American community. Over 19,000 students are currently enrolled in its various schools and divisions, in 30 cities and six countries. Touro College Los Angeles, along with the undergraduate Lander College of Arts and Sciences, Lander College for Men, and Lander College for Women, and the Graduate School of Jewish Studies, embody the University's fundamental purposes. Through programs in Jewish Studies here and in Israel, the humanities core requirement, liberal arts and sciences majors, and outstanding pre-professional and professional programs, Touro offers students a distinctive educational experience.

This experience, however, consists of more than classroom instruction. Touro also seeks to foster an atmosphere of warmth, in which close faculty-student relationships, student camaraderie, and individualized attention are nurtured in many ways.

Touro College (now Touro University System) was chartered by the Board of Regents of the State of New York in 1970. Under the leadership of its founding president, Dr. Bernard Lander, Touro opened with a class of 35 Liberal Arts and Sciences students in 1971. Since then, the University has continued to demonstrate dynamic growth. A Women's Division was added to the College of Liberal Arts and Sciences, and the Schools of General Studies, Law, and Health Sciences were subsequently organized. Touro organized sister institutions in Israel and Russia. The School for Lifelong Education, offering a non-traditional, contract-learning-based program was organized in fall 1989. The Institute for Professional Studies (IPS) – Machon L'Parnasa was established in early 1999 to provide higher education with practical applications for the ultra-orthodox community. The Graduate School of Education and Psychology were created in 1993, and have been growing ever since, with the Lander Center for Educational Research in fall 2006. The Graduate School of Business (originally established in the late 1980s as Touro's International School of Business and Management), opened a new facility in the Wall Street area in summer 2007. The New York School of Career and Applied Studies opened in 2001.

Subsequently, the Touro University College of Osteopathic Medicine and Touro University International (both based in California) added to the professional options available to Touro students. An upper-division College offering programs in other professional areas (e.g. Osteopathic Medicine, Physician Assistant, Pharmacy, and Public Health) opened at the Vallejo, California campus in 2002. A branch of the Touro University College of Osteopathic Medicine (including Occupational Therapy, Physical Therapy, Nursing, and Physician Assistant) was opened in Henderson, Nevada in fall 2004. An overseas branch of the College, Touro College-Berlin, offering both Jewish studies and professional courses, was opened in Fall 2003. Touro College Los Angeles, a liberal arts college modeled after the program of the

Lander Colleges, was opened in Fall 2005 in West Hollywood, California. A School of Social Work was established in Fall 2006, and a Graduate School of Technology in Spring 2007. An Osteopathic Medical School, based in Harlem, opened in Fall 2007. The Graduate Schools were organized as elements of the Touro Division of Graduate Studies in January 2008. A School of Pharmacy opened in Fall 2008 near the School of Osteopathic Medicine. Touro University Worldwide, the distance learning and online University, opened in June of 2008. In 2010, Dr. Alan Kadish took over as president of Touro University and College System following Dr. Lander's esteemed tenure. He renewed our commitment to ensure that even as we grow, each campus, every program, and all of our students are held to the standard set for us over 50 years ago. In May 2011, New York Medical College, in Valhalla, NY became part of the Touro family. The Hebrew Theological College joined the Touro University System in July 2015. The inaugural class of the Touro College of Dental Medicine at New York Medical College began in July 2016. A new Physician Assistant program started in Chicago in 2023 and one is slated to open in Los Angeles in the near future.

## **MISSION STATEMENT**

Touro College Los Angeles is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate and enrich the Jewish heritage, to support Jewish continuity as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, and service to society. Core values underlying the mission include:

- *Preservation of the Jewish heritage and support for Jewish continuity*
- *Commitment to provision of programs, activities and services in response to community needs*
- *Belief in the value of education in the liberal arts and professions to better the individual and society*
- *Promotion of ethical and humanistic values of the Judaic tradition and a commitment to tolerance among all members of the learning community*
- *Support for the social nature of learning both for the individual and the organization*

## **TOURO COLLEGE LOS ANGELES INSTITUTIONAL LEARNING GOALS**

ILO 1 Demonstrate the ability to communicate effectively through listening, speaking, reading, writing and use of technology and media.

ILO 2 Display mastery of knowledge and skills in the discipline of study.

ILO 3 Demonstrate cultural and global awareness to be a responsible citizen in a global society and world.

ILO 4 Demonstrate the ability to exercise problem-solving skills, such as problem identification and analysis, and solution formulation, implementation, and assessment using an integrated approach.

ILO 5 Exhibit the ability to think critically and utilize research and critical thinking to solve real life problems.

ILO 6 Use collaboration and group processes to achieve a common goal.

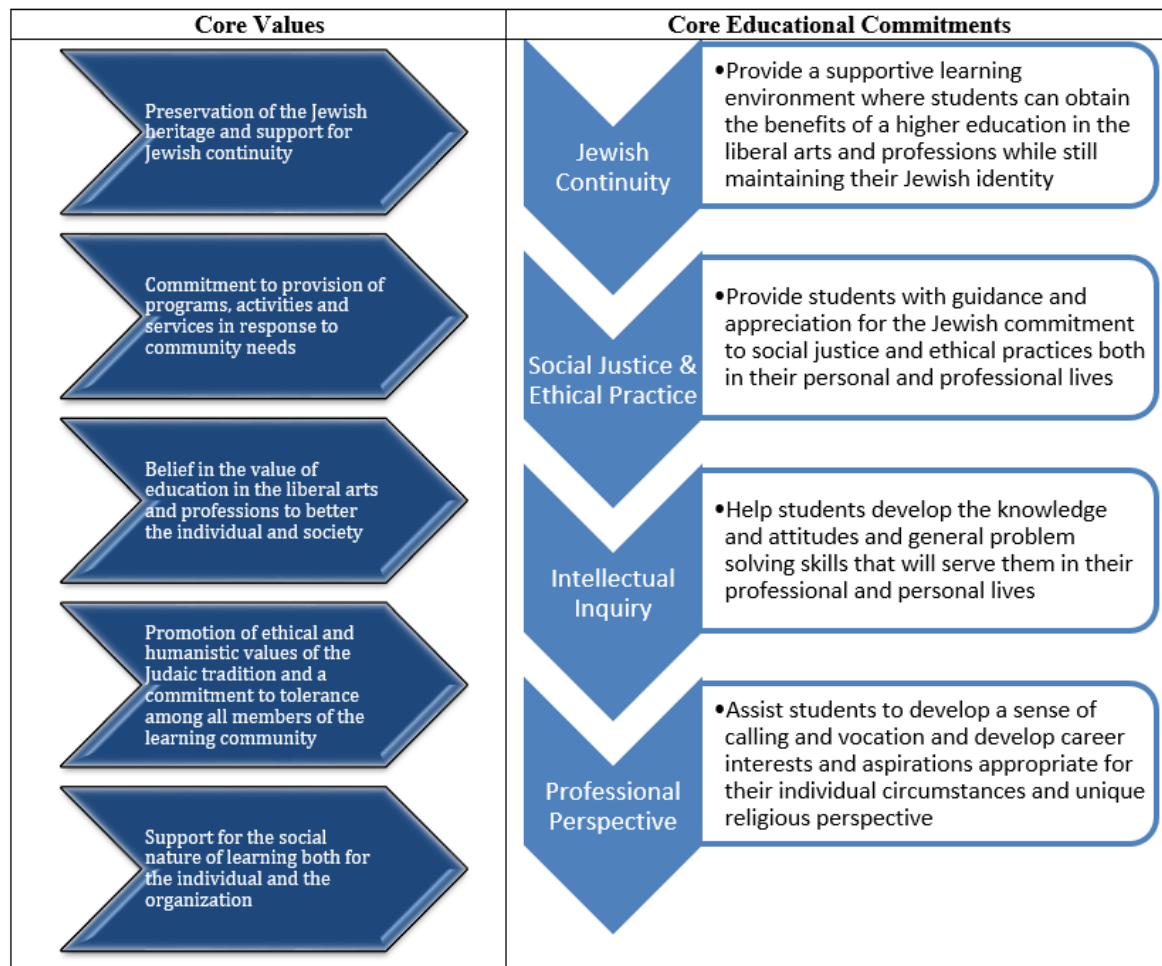


ILO 7 Demonstrate professional ethics and practice academic integrity.

ILO 8 Demonstrate commitment to lifelong learning

## CORE COMMITMENTS

Touro College Los Angeles's core institutional values form the basis for the school's core educational commitments.



## VISION STATEMENT—TOURO COLLEGE LOS ANGELES

From the core values embodied in Touro College Los Angeles's mission, our unique vision for Jewish education emerges:

- *Touro College Los Angeles will become a premier institution of higher Jewish learning on the West Coast, known for producing self-actualized graduates who will exemplify in their lives and practice the values of the Touro mission and the Jewish heritage.*

## **OVERVIEW**

Touro College Los Angeles provides a quality education for students seeking to prepare for professional advancement and career success without compromising their personal perspectives and Torah values. Within the supportive environment of the TCLA campus, yeshiva high school graduates and Yeshiva and seminary graduates have the opportunity to discover and develop their talents as they pursue their degree programs.

Touro College Los Angeles has separate men's and women's divisions. The College prides itself on maintaining a learning milieu that fosters close interaction among students, faculty and staff. By limiting class size, TCLA enables students to benefit from the expertise of professors who are committed to excellence in teaching and rigorous standards of achievement.

## **FACILITIES**

### **THE TOURO LIBRARY**

The Touro University System Libraries' mission is to provide resources and services that support and promote the college's academic programs and to help the college community acquire and refine information seeking and evaluation skills. Key to the accomplishment of this mission is a competent support staff led by qualified professionals who understand teaching and research. Our library facilities have quiet study areas, audio-visual equipment, and computer workstations. All library personnel promote information literacy as an integrated part of the college experience by offering a comprehensive program of library instruction, individualized research advice, and reference assistance.

The Library resources and services can be identified and utilized via the Touro University System Virtual Library ([www.touro.edu/library](http://www.touro.edu/library)). The Virtual Library is the gateway to the services and resources of the Touro University System Libraries. It is divided into three sections: one on the libraries, one on services, and one on resources. The section of libraries includes a Welcome page with general information, a Directory with library addresses, maps, personnel, hours of operation, and collection content, Library Policies, Updates, and Newsletters. The section on services includes Ask a Librarian, where faculty, staff, and students can obtain advice via email within 24 hours (except weekends and holidays); CHAT, where librarians and patrons interact online via instant messaging; Request Material Online for obtaining forms for requesting books, journal articles, etc.; a list of Faculty Workshops; and Information Literacy resources and tutorials.

The main section of the Virtual Library is the section on resources. This section includes the Library Catalog with the locations of books, periodicals and multi-media items in all the library collections, and links to 58,300 eBooks. It has a Central Search feature that "Googlizes" searches for eBooks and full-text periodicals, and links to 79 Proprietary Databases. Nearly all of the Proprietary Databases can be accessed remotely via login and password. This section also includes Touro Digital Collections and e-journals, with links to the Proprietary Databases. Proprietary or subscription resources available via the Touro University System Virtual Library are accessible on College computers, and nearly all can be accessed off-campus via a login and password. To obtain the login and password, patrons can call their local Touro College Los Angeles Library or fill out a Login and Password Request form located on the Library homepage.

Members of the Touro community have access to and full borrowing privileges at all fifteen libraries that are located throughout the Touro system. Alumni have access to several proprietary databases accessed via the Alumni Portal. Resources in support of the curriculum can be found at all the libraries. Material at Touro is shared by intralibrary loan. Material not at Touro is obtained by interlibrary loan via OCLC (Online Computer Library Center) and LVIS (Libraries Very Interested in Sharing), or by commercial document delivery.

#### **THE TOURO COLLEGE LOS ANGELES LIBRARY**

The Los Angeles library currently holds 2,858 titles, 162 DVDs, 97,390 eBooks, 5,049 unique eJournals and subscriptions to 5 journals. The library's collection's strongest areas are psychology, business, literature, and Jewish studies.

Faculty members are urged to schedule orientation sessions for their classes and/or integrate a visit to the library with a class research assignment.

#### **THE TOURO COLLEGE LOS ANGELES COMPUTER LAB**

The Touro College Los Angeles Computer Lab provides laboratory facilities to support a variety of course offerings. Specific emphasis is placed upon software to support courses in computer science, mathematics and business, as well as support for the computing needs of other departments.

Wi-Fi is available to faculty and students throughout the campus and each classroom is fully equipped with web-enabled large-screen interactive multimedia monitors/projectors, with cameras, microphones and speakers for video presentation and remote participation when needed. Touro's IT department offers students and faculty access to technology resources, training and facilities that support their individual needs and course activities.

## **STUDENT LIFE**

### **THE PERSONAL COLLEGE ENVIRONMENT**

Touro College Los Angeles prides itself on fostering close interaction among students, faculty and the administration. Classes are deliberately kept small to allow students as much one-to-one contact as possible. Students receive the enriching opportunity to study and develop close mentoring relationships with outstanding professors. Small classes enable professors to teach efficiently and interact with students, rather than lecture to halls full of social security numbers. The administration is friendly and accessible, and truly cares about the students.

Within such an environment, students are able to work successfully to attain career and professional goals. The possibilities for individualized programs and independent study provide for a student-oriented curriculum designed to meet individual needs. The question at Touro College Los Angeles is not "Will I succeed?" but rather "How can I succeed?" The Dean of Touro College Los Angeles meets with the students individually at least once a semester to monitor educational progress and satisfaction.

### **A CONVENIENT SCHEDULE FOR ASPIRING PROFESSIONALS**

Men's classes are primarily scheduled for Monday and Wednesday evenings from 6:00 PM to 11:00 PM. Some Judaic Studies classes for men may be given on Friday morning. Most students register for 12 to 18 credits per semester at Touro College Los Angeles. The evening class schedule allows students the option of working.

Classes for women are primarily scheduled on Tuesday and Thursday afternoons and evenings, with the exception of lab sciences, which are held during the morning hours on Monday through Thursday. The women's course schedule is designed to accommodate the needs of students who work in the mornings as well as those of individuals whose employment and/or family responsibilities require an evening college program.

### **ADVISEMENT AND COUNSELING**

Touro College Los Angeles provides advisement and guidance in helping students map out their academic programs and to make the right career decisions. The Dean, advisors, and the faculty assist students in exploring their interests, identifying career options, and choosing a major. The staff also provides confidential personal guidance. At registration, as well as during the semester, they help the students select appropriate courses to satisfy all requirements necessary for their majors. A degree plan is created for each student to help map out the coursework to completing their degrees.

Tutoring in selected fields, such as mathematics, can be arranged by peer tutors and others.

Students interested in pursuing graduate and professional degrees in such fields as law, medicine, dentistry, business (MBA), education, psychology, and speech/language are counseled regarding all steps of the application process, including the admissions tests, and are given guidance in selecting appropriate professional schools. We provide informal job counseling and assist students seeking internships and part-time and full-time employment.

Internships related to students' fields of study are encouraged and may earn credits towards graduation.

### **CREDITS FOR YESHIVA AND SEMINARY STUDIES**

Students may earn up to a maximum of 48 college credits for post-high school seminary and yeshiva studies pursued in the United States, Israel, or elsewhere. Credits are awarded both for work completed prior to admission to Touro College Los Angeles and for studies undertaken while enrolled in the College. To receive credits, students must submit an official transcript for evaluation to the College. No credit will be given for courses completed with a grade below "C."

The granting of credits for yeshiva and seminary work is based on Touro College Los Angeles academic policies. The credit values assigned to courses by the College are not necessarily the same as the credit values assigned by seminaries and yeshivas. Courses from yeshivas or seminaries are evaluated after a student has completed one full-time semester at Touro College Los Angeles.

### **TOURO COLLEGE LOS ANGELES ISRAEL OPTION**

TCLA recognizes the centrality of Israel in the historical and contemporary Jewish experience. The College believes that study in Israel provides a milieu conducive to intensive Jewish learning, familiarizes students with the land and culture of Israel, and helps students develop Hebrew language skills. In addition, studying abroad is the kind of intellectually and emotionally broadening experience that cannot be simulated in even the best of classrooms.

For all these reasons, the College maintains a program of formal study abroad in the Touro College Los Angeles Israel Option (TCLAIO) in cooperation with leading Israeli yeshivas and women's seminaries, and other institutions of Jewish learning. TCLA closely monitors the students' academic advancement during their year abroad.

All students choosing to participate in TCLAIO are committing to complete their degree at TCLA and will be required to continue toward their degree as a full-time student at TCLA beginning the fall semester following their year abroad.

#### **For more information, please contact:**

Touro College Los Angeles  
1317 N. Crescent Heights Blvd.  
West Hollywood, CA 90046  
323-822-9700

### **CREDITS, GRADES AND TRANSCRIPTS**

Students who successfully complete a year of full-time study in Israel can receive approximately 24-36 college credits for the year. To earn credits, students must satisfy all course and examination requirements of Touro College Los Angeles. Up to 24 credits of Individual courses are recorded on the Touro College Los Angeles transcript. **The grading system follows the American system (with letter grades A to F) for all courses with a written final examination. Touro may assign grades of P (Passing) and F (Failing) for classes where only oral examinations are administered,** as is the custom in many yeshivas. Courses credited are generally in the field of Jewish Studies. Grades earned in Israel under

TCLAIO are counted as part of the student's grade point average (GPA) at Touro College Los Angeles. Up to an additional 12 credits are granted as transfer credits after the student's continued studies at the home campus.

### **PARTICIPATING ISRAELI INSTITUTIONS**

Students may enroll at one of the cooperating Israeli institutions. A full, up-to-date list of these institutions is available from the TCLA Office of Admissions. At press time, students may apply to the following Touro-affiliated schools in Israel:

#### **Women's Schools**

- Aish Gesher Women
- Ateres Bnos Yerushalayim
- B'nos Avigail
- B'nos Batsheva
- B'nos Chava
- B'nos Sarah
- B'nos Shoshana
- B'not Torah Institute
- B'not Torah Institute - Nishmas
- Ba'er Miriam
- Bais Yaakov Havineini
- Bais Yaakov Seminar
- Beit Chana Chabad
- Beth Jacob of Jerusalem (BJJ)
- Binas Bais Yaakov
- Chemdas Bais Yaakov
- Darchei Binah
- Hadar Bais Yaakov
- Keser Chaya
- Kitov Sachra
- Lahav Bais Yaakov (half-year program)
- Machon Alte (Chaya Mushka Seminary)
- Machon B'nos Yehuda (BYA)
- Machon Maayan
- Machon Raaya
- Me'ohr Bais Yaakov
- Meorot Yerushalayim
- Mesores Rochel
- Michlalah
- Michlelet Mevaseret Yerushalayim
- Midreshet Amit
- Midreshet Emunah v'Omanut
- Midreshet Eshel
- Midreshet HaRova
- Midreshet Moriah
- Midreshet Tehillah
- Midreshet Torat Chessed
- Nachlas Bais Yaakov

- Neimas Bais Yaakov
- Neimos (P'ninim)
- Seminar Yerushalayim
- Rinas Bais Yaakov
- Sha'alvim for Women
- Tehilas Bais Yaakov
- The Jean Schottenstein
- Oryah Institute (JSOI)
- Tiferet Center
- Tomer Devorah

#### **Men's Schools**

- Aderes HaTorah
- Aish Hatorah-Gesher
- Ashreinu
- Ateret Yerushalayim
- Bais Yisroel
- Beis David
- Chofetz Chaim
- Derech Etz Chaim
- Kerem B'Yavneh
- Lev HaTorah
- Mercaz HaTorah
- Midrash Shmuel
- Netiv Aryeh
- Ohr Dovid
- Ohr Someyach-Derech
- Ohr Yerushalayim
- Reishit Yerushalayim
- Sha'alvim
- Shaarei Mevaseret Tzion
- Tiferet Yerushalayim
- Toras Chaim
- Toras Moshe
- Torat Shraga
- Yeshiva Bircas Hatorah
- Yeshivat Migdal HaTorah
- Yishrei Lev

**TUITION**

Tuition for the Israel Option varies with each Israeli institution. These charges are subject to change each year and students should request up-to-date information from the Touro College Los Angeles Office of Admissions. A non-refundable application fee of \$50 is due at time of application to TCLAIIO. There is a \$1500.00 administrative fee associated with Israel Option (\$1100 if paid by June 15<sup>th</sup>; \$1,250 if paid by July 15<sup>th</sup>; and \$1,350 if paid by August 15<sup>th</sup>).

**FINANCIAL AID**

Students enrolled in the Israel Option are eligible for some of TCLA's program of financial aid. Packages are individually developed by the Office of Financial Aid and may include a combination of Federal and state grants (such as Pell and Cal Grants) and guaranteed loan programs.



## **ADMISSIONS**

### **ADMISSIONS DECISIONS**

The decisions of the Committee on Admissions are based on an assessment of the candidate's ability to benefit from TCLA's academic program, and of the candidate's potential for making a contribution to academic and student life at the College.

Three basic factors, among others, are considered in evaluating each application:

1. The candidate's secondary school scholastic record (and, in the case of transfer students, college performance as well).
2. The results of standardized examinations if taken, such as the Scholastic Assessment Test (SAT), and the American College Testing program (ACT) or placement exams administered on the TCLA campus.
3. Personal qualities and extracurricular activities that reflect the character and personality of the applicant.

The admissions process will also require a personal interview with the Director of Admissions, and a member of the faculty or administration.

Admission to the College is contingent upon satisfactory completion of all work in progress at the time of acceptance.

### **ACADEMIC REQUIREMENTS**

The College believes that a well-rounded secondary school education is important for success at the college level.

### **REGULAR APPLICANTS**

Candidates for admission as freshmen should present a high school average of B or its equivalent, and 16 units of secondary school work in college preparatory subjects. The 16 units required for admission to Touro College Los Angeles should include the following 12:

- English ..... 4
- Additional Language (two years of one language, classical or modern) .... 2
- Social Studies (American, European and/or World History)..... 2
- Mathematics (college preparatory) ..... 2
- Science (General Science, Biology, Chemistry or Physics) ..... 2

### **EARLY ADMISSION**

Candidates with superior scholastic records (i.e. high school average and standardized tests) may be considered for admission following the junior year in high school. Those applying for early admission must finish their junior year having completed a minimum of six regular academic terms in residence and present at least 15 academic units including the following 11 credits:

- English ..... 3
- Additional Language ..... 2

- Social Studies ..... 2
- Mathematics ..... 2
- Science ..... 2

***All Early Admission applicants are required to submit a letter of recommendation from their principal granting the student permission to leave high school prior to graduating.***

## **ADMISSIONS PROCEDURES**

### **The Admissions Schedule**

Touro College Los Angeles admits baccalaureate students for the Fall, Spring or Summer semesters. Candidates may apply at any time after completion of the junior year in high school, preferably by May 15. Candidates for Spring should be sure to have their applications completed by December 15.

Student applications, once complete, are considered regularly until all spaces are filled. It is to the student's advantage therefore to have all documents in the Office of Admissions as early as possible. Students seeking financial assistance are better served if the application procedure is completed by May 1.

### **The Completed Application**

An application is considered complete, and the candidate will be considered for admission as soon as the Office of Admissions has received all of the following:

1. Application for Admission and a non-refundable application fee of \$50. Applications are submitted online through the Touro College Los Angeles website ([tcla.touro.edu](http://tcla.touro.edu)) and include a personal statement and letters of recommendation.
2. Transcripts of all high school and college work. All transcripts must be sent to the Office of Admissions directly by the school. Transcripts submitted by the applicant or via fax cannot be considered official documents. The student should also arrange to send transcripts of all college-level work, degree and non-degree, even if he or she does not intend or expect to transfer credit.
3. **College Board Scores are not required for admission to TCLA, however, students who wish to be considered for academic scholarships must also take one of the following examinations:** the Scholastic Assessment Test (SAT) administered by the College Entrance Examination Board (CEEB) or the American College Testing Program examination (ACT). If taken, students must arrange to have their scores submitted directly to the Office of Admissions. For the SAT and APs, Touro College Los Angeles' score report number is 4753; for the ACT, it is 2961. SAT II tests are not required but, if taken, will be helpful in assessing the application.

Note: Students applying as candidates for early admission are required to take the SAT or ACT.

4. Interview/Campus Visit. Candidates may be invited for a personal interview with a representative of Touro College Los Angeles as part of the admissions process. The transition from secondary school or another school to Touro will be made easier if advantage is taken of the many opportunities to visit with faculty and students and to see the campus. College faculty, students, and

staff enjoy meeting with prospective students and their families and discussing college life with them. Admissions representatives and faculty will be available to answer questions and provide additional information about the College.

5. **Placement Tests.** When the Committee on Admissions requests an interview, it generally requires that applicants complete a 350-word English Placement Essay. This essay will also be used in evaluating the application for admission. Students will generally also be asked to take the Mathematics Placement Test at that time. The Math Placement Test is a multiple-choice test which allows the applicant to exhibit their grasp of concepts in algebra, geometry, and pre-calculus. When applicants are unable to come to the campus, the Office of Admissions may be able to arrange long-distance meetings and testing with College representatives.

6. **Supplementary Materials.** Students are reminded that supplementary materials may be requested if the Office of Admissions feels that it would be to the student's advantage. Additional grades, testing, or recommendations are some of the items which may be required in individual cases.

## **SPECIAL CATEGORIES / TRANSFER STUDENTS / INTERNATIONAL STUDENTS**

### **Non-Matriculated Students**

Under special circumstances, students may be admitted on a non-matriculated basis. Although such students are not pursuing a certificate or degree, they submit the same application as all other candidates, but must also submit a permit to attend TCLA from their home college or a copy of their baccalaureate or master's diploma. Students admitted as non-matriculantes may register for up to 9 credits per semester. Students are permitted to register as non-matriculated students for a maximum of three semesters.

### **Transfer Students**

Transfer students are welcome members of the TCLA community. Transfer applicants are required to submit official transcripts from all colleges or universities attended prior to applying to Touro. Transcripts from previously attended institutions must be received within six months of beginning study at TCLA if transfer credit is to be awarded. Official transcripts should be sent from the issuing school directly to the Office of Admissions, Touro College Los Angeles, 1317 N. Crescent Heights, West Hollywood, CA 90046.

Candidates for admission as transfer students from other colleges and universities should meet the academic standards required of freshmen and be in good academic standing at the institution they currently attend. Such students should also submit high school grades and the results of SATs, as outlined in the previous section, if they have earned fewer than 60 secular credits.

Credits are usually awarded for business, computer science, education, human services, humanities, physical and mathematical sciences, and social science courses which were completed at regionally-accredited institutions with a minimum grade of "C." Any decisions regarding transfer of credit for professional courses or coursework taken at non-regionally-accredited institutions are made directly by the appropriate program director or department chair.

Students who have completed an associate's degree at an accredited institution will receive up to 60 credits; however, they must meet the course and credit distribution requirements of their selected baccalaureate degree program.

Students who have earned Judaic Studies credits at other institutions and were not then enrolled in the Touro Israel Option program will have their Judaic Studies credits evaluated after completing one full-time semester at the TCLA campus.

To receive a TCLA degree, a minimum of 45 credits must have been completed at Touro College Los Angeles, including 50% of the credits in the student's declared major. This means a maximum of 75 credits (combined total from all non-TCLA institutions) may be transferred in by each student.

### **Obtaining Documents Originating from Another Agency or Institution**

In accordance with record release standards, we do not release documents that have become the property of Touro College Los Angeles through a legal release to a third party (TCLA). We are not the official, legal custodian of record for any documents that did not originate at TCLA and therefore do not have the legal authority to release them. This includes documents such as high school records, ACT/SAT scores, AP/IB scores, or college transcripts from other institutions. These records are the property of the College and are for our internal purposes only. Please contact the originating agency, organization, or institution that produced the original records to obtain a legal copy.

### **International Students**

Students from foreign countries are eligible for admission to TCLA upon graduation from high school or the equivalent. Such students follow the same application procedure as other candidates for admission. Students whose native language is not English, or who did not receive their secondary education in an English-speaking country must also demonstrate proficiency in English through satisfactory performance on either the TOEFL, IETS, PTE Academic, or TCLA's English Placement Exam.

All international applicants must have an original transcript of their secondary and/or college record sent to the Office of Admissions of Touro College Los Angeles.

### **Foreign Transcript Evaluation**

Students with foreign transcripts are generally required to have them translated and evaluated by a Touro-approved agency. A list of agencies is available from the Office of Admissions or the Office of the Registrar, or by logging onto [www.naces.org](http://www.naces.org).

## **ADMISSIONS INQUIRIES**

All correspondence and inquiries concerning admission to Touro College Los Angeles should be directed to:

Office of Admissions  
Touro College Los Angeles

1317 N. Crescent Heights Blvd.  
West Hollywood, CA 90046  
(323) 822-9700 ext. 85155  
Fax: (323) 654-2086  
[Admit.tcla@touro.edu](mailto:Admit.tcla@touro.edu)

## **PAYING FOR COLLEGE**

### **THE BURSAR'S OFFICE**

The function of the Bursar's Office is to collect tuition and fees from students on behalf of the College. To that end, the Bursar's Office is responsible for charging tuition to student accounts according to the college fee schedule and to collect payments from students. The Bursar will send each student statements until the bill is paid.

Due to the large variety of funds available to students, some may receive funds over their tuition and fee charges. Such funds are returned to students to be used for other college-related expenses.

The Bursar's Office is responsible for disbursing funds to students resulting from tuition overpayments of any type. These disbursements are commonly referred to as "refunds". Refund checks are issued following Federal and State guidelines once satisfactory attendance and academic progress are verified.

Expenses associated with attending Touro College Los Angeles may include tuition, fees, supplies, books, transportation, housing, and other living expenses.

Tuition and fees are payable to the Bursar upon registration at the beginning of each semester. Students may pay using TouchNet or by personal check. If you need anybody else to make payments on your behalf, please make them an authorized user so they will be able to receive statements and make payments in the system. Please see Bursar for details.

Students financing a portion of their education through grants, loans, or scholarships must provide proof of such awards at registration. Students without such documentation will be expected to pay a deposit toward their tuition and will be refunded any excess once the College receives the award.

### **TUITION AND FEES 2023-2024**

#### **TUITION**

##### **FALL AND SPRING SEMESTERS**

1–11 credits.....	\$810.00 per credit
12–18 credits .....	\$9,470.00 flat fee per semester
18+ credits.....	\$9,470.00 + \$810 per credit for each credit over 18 per semester

##### **SUMMER SESSIONS**

Per-credit charge (maximum 8 per session) .....	\$810
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#### **FEES**

Administrative fee (Fall or Spring) .....	\$150 per semester – NOT REFUNDABLE
Administrative fee (Summer) .....	\$75 – NOT REFUNDABLE
Transcript fee (per transcript).....	\$10 per transcript
Laboratory (flat fee) .....	\$100 per semester
Late-registration fee .....	\$500 per semester
Graduation fee .....	\$200

Returned-check fee.....	\$40
Israel Option administrative fee .....	\$1500
Freshman Center.....	\$0.00 per credit
Freshman Center administrative fee .....	\$50 per semester – NOT REFUNDABLE

At publication time, the tuition for 2024-2025 was not yet finalized. Please check the website (<https://tcla.touro.edu/admissions--aid/tuition--fees/>) for the latest tuition information.

## **TUITION LIABILITY FOR WITHDRAWAL**

### **Policy for Withdrawing from All Classes**

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

Students who wish to withdraw from all courses in a given semester must complete an add/drop/withdrawal form (see Dropping and Adding Courses, p. 69), obtain approval from their advisor (or dean), FA, and Bursar and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and date stamped at the Office of the Registrar. Non-attendance, non-participation, or notification to the instructor/dean/advisor does not constitute an official withdrawal.

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

#### **Summer Semester (up to 8 weeks in length)**

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

#### **Fall/Spring Semesters:**

Before the first day of the semester:.....	100% of tuition
During the add/drop period:.....	100% of tuition
During the week following the add/drop period:.....	50% of tuition
During the second week following the add/drop period: .....	20% of tuition
After the second week following the add/drop period: .....	No refund

The administrative fee is non-refundable for all semesters.  
All other fees are refundable during the add/drop period only.

A \$75.00 withdrawal fee will apply to all withdrawals.

### **Policy for Withdrawing from a Partial Load**

Students are required to submit an add/drop/withdrawal form or other written notification (an emailed form from the official Touro email address will be acceptable when it is not possible to complete the form in person) listing all of the courses that they wish to withdraw from to initiate the process. The form must be approved by the appropriate advisor (or dean). The add/drop/withdrawal form must be submitted to the Office of the Registrar by the deadline.

Students must refer to the current academic calendar for withdrawal dates and submission deadlines. The official date of withdrawal from the course(s) is the date on which the completed withdrawal form is submitted and date stamped at the Office of the Registrar. Non-attendance, non-participation, or notification to the instructor/dean/advisor does not constitute an official withdrawal.

For students who add and drop classes of an equivalent credit load during the designated add/drop period, there are no financial implications, and no tuition adjustments are needed. Students who drop courses placing them in a status below their original load will have their tuition adjusted per course dropped as follows:

**Summer Semester – When withdrawing from some courses**

Before the first day of the semester:..... 100% of tuition credit per course(s) dropped  
During the add/drop period:..... 100% of tuition credit per course(s) dropped  
During the week following the add/drop period:..... 50% of tuition credit per course(s) dropped  
After the week following the add/drop period: ..... No refund

**Fall & Spring Semesters – When withdrawing from some courses**

Before the first day of the semester:..... 100% of tuition credit per course(s) dropped  
During the add/drop period:..... 100% of tuition credit per course(s) dropped  
During the week following the add/drop period:..... 50% of tuition credit per course(s) dropped  
During the 2nd week following the add/drop period:.. 20% of tuition credit per course(s) dropped  
After that week: ..... No Refund

Please note that, when a student in receipt of Title IV funds (such as Pell Grants or Cal Grants) withdraws from school, a Federal recalculation takes place. You may obtain a copy of these regulations from the Financial Aid office.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he/she must pay the proportionate amount noted above before leaving the College. The withdrawal date is the date that the Registrar receives written notification of withdrawal.

**OBLIGATION FOR PAYMENT**

Request for registration constitutes a legal financial obligation to which students will be held liable if they do not follow the proper procedure to change or cancel their registration through the Registrar. They must receive written confirmation (the student – pink – copy of the add-drop form, or the confirmation screen in TouroOne, or an electronic copy or email from the registrar) to verify that their requested change has been made.

By registering, students agree to be held responsible for all tuition and fees, including, but not limited to, payments denied by the California Student Aid Commission, student loan lenders, agencies of the United States government, and agencies of foreign governments.

Tuition and fees for all students become an obligation in accordance with the provisions of the Withdrawal Refund Policy, as outlined above. Tuition and fees are due, in full, by the settlement



deadline. Failure to make payments of any indebtedness to the university when due, including but not limited to tuition, student loans, lab fees, and late fees, is considered sufficient cause, until the debt is settled with the university to (1) bar the student from classes and examinations; (2) withhold diploma, (3) suspend all university services and privileges; (4) suspend the student; (5) assign the student to a collection agency (students who have been assigned to an outside collection agency may be required to pay in advance for all future registrations and services); and (6) report the student to a credit bureau. This policy will be equally enforced against debts discharged through bankruptcy.

Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver by TCLA of a student's financial obligation. Students are still responsible for all outstanding debts and contracts with the university. Furthermore, a student must not have any delinquent financial obligations to TCLA at the time classes begin or their registration may be revoked.

## **FINANCIAL AID**

### **FINANCIAL AID SELF-SERVICE & STUDENT ADMINISTRATIVE SERVICES HELPDESK**

Financial aid is an enabling element in your educational pursuit. To that end, Touro University has implemented the Touro Portal. With this system, you can review your financial aid awards, accept or reject loan-based financial aid, gain insight into what might be delaying your financial aid, and much more.

Visit <https://touroone.touro.edu/>

As part of our Financial Aid Self-Service tool, our newly formed student services helpdesk aims to assist all students in Touro University with their student services questions. Visit [help@touro.edu](mailto:help@touro.edu).

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

<https://studentaid.gov/h/apply-for-aid/fafsa>

<https://studentaid.gov/>

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

### **FEDERAL APPLICATION REQUIREMENTS AND PROCEDURES**

Students who wish to apply for scholarships, grants and/or student loans are required to complete the FAFSA. The college code to be used on the FAFSA for Touro College Los Angeles is 041425. The FAFSA is available online at <https://studentaid.gov/>. For maximum consideration for all types of financial aid, students must file their FAFSA applications as soon as possible after October 1st of each year at <https://studentaid.gov/>.

#### **Requirements for Federal Student Aid**

To qualify for Federal Student Aid, a student:

- Must be accepted into one of Touro College Los Angeles's degree granting programs and must be fully matriculated in that program.
- Must have a high school diploma or its recognized equivalent, such as a general educational development or GED certificate, or has completed home schooling at the secondary level as defined by state law.
- Must be making satisfactory academic progress toward their degree.
- Must be enrolled at least half-time to receive aid from the Stafford and PLUS loan programs.
- Must not be in default on a prior federal student, parent loan or grant overpayment.
- Must be a U.S. citizen or permanent resident or other eligible non-citizen.
- Must have a valid Social Security Number.
- Except unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

### **Federal Verification Requirements**

When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called Verification. If a student's application is selected, the student, his or her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the Touro University Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by Touro University) and other supporting documentation as required.

The Touro University Office of Financial Aid will review the information on the FAFSA and make required corrections where necessary. This process may change a student's financial aid eligibility. Students will be notified if corrections result in a change in eligibility.

As part of the Federal Verification process, Touro University may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear before a notary and provide government issued photo identification and sign a Statement of Educational Purpose. If you have questions or concerns, please contact the Touro University Office of Financial Aid.

### **Requirements for Determination of Independent Student Status for Purposes of Federal Student Aid**

To be considered an independent student for any federal financial aid program, students must meet one of the following criteria:

- A. Age 24 or older as of Dec. 31 of the award year
- B. For students under 24, one of the following criteria must be met:
  - Orphan, foster child, or ward of the court at age 13 or older
  - Veteran or currently engaged in active duty in the U.S. armed forces for purposes other than basic training
  - Have legal dependents other than a spouse for whom he/she provides more than 50 percent financial support
  - Graduate or professional student
  - Married student (at the time the FAFSA is signed and submitted)

- Classified by the Office of Financial Aid as independent because of other unusual circumstances that have been fully documented and are consistent with federal regulations
- Have had a legal guardian as determined by a state court
- An unaccompanied youth who is determined to be homeless, or at risk of being homeless, by a school district, shelter director, or the U.S. Department of Housing and Urban Development
- Emancipated minor as determined by a court in his/her state of legal residence

Students who do not meet the federal definition of an "independent student" and who have extenuating circumstances may request consideration for a "Dependency Override". In such cases, Touro University will require additional certification and documentation to determine that a student is independent for purposes of Federal Financial Aid Programs. A determination of Independent student status for Federal Financial Aid purposes does not automatically translate to the same determination for State Aid Programs and vice versa. Nor does this determination guarantee that an applicant will receive additional Financial Aid that is sufficient to meet the cost of attendance. The Touro University Office of Financial Aid has the right to adjust or change the determination of Independent student status when conflicting information exists.

Touro University reserves the right to revise its financial aid programs. All programs are subject to change due to modifications in government or institutional policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Terms & Conditions before deciding to accept or reject their financial aid. View the disclosures within your account in the Touro One Portal.

### **Federal Pell Grant**

The Federal Pell Grant is for undergraduate, matriculated students who are enrolled in at least one credit and meet the financial need guidelines of the program. Eligibility for the Federal Pell Grant is limited to students who have not received their first Bachelor's degree or its equivalent. Students are required to file the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> and will receive the results of their FAFSA directly from the Federal Processing Center. Shortly thereafter, the Touro University Office of Financial Aid receives the same information electronically. Awards are based on the Expected Family Contribution (EFC) as determined by a federal methodology, the Touro College Los Angeles cost of attendance, the number of credits attempted in a given semester, and the federal appropriation for the program, as determined by Congress. To maintain eligibility for the Federal Pell Grant, students must apply by submitting the FAFSA annually, continue to meet the financial need guidelines and eligibility rules, and maintain the minimum satisfactory academic progress standards as established by Touro University. Students must also not be in default on any student loan or owe a repayment of federal grant funds for attendance in a prior period. Students may not receive a Federal Pell Grant from more than one institution at a time.

### **Pell Grant Lifetime Eligibility Used (LEU)**

The U.S. Department of Education has established regulations that reduce the duration of a student's lifetime eligibility to receive a Federal Pell Grant to 12 full-time semesters (six years or its equivalent). This change was effective with the 2012- 2013 Award Year and applies to all students eligible for Federal Pell Grants. If the institution receives notification from the U.S. Department of Education that a Federal Pell Grant applicant has reached, or is close to, the Lifetime maximum award, the institution will notify the student and adjust all awards as necessary.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education and may be available to students who are eligible for Federal Pell Grants. Federal funds are limited for this program; only applicants who demonstrate the greatest financial need are considered for FSEOG. These funds are awarded by the Office of Financial Aid. Students must file a FAFSA at <https://studentaid.gov/> as part of the application process for an FSEOG. Eligibility is determined annually based on results from the FAFSA, and students must maintain satisfactory academic progress as determined by the applicable Touro University degree program rules.

### **Federal Work-Study (FWS) Program**

Touro University participates in the federally sponsored Federal Work-Study (FWS) Program. Students should complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> and indicate a desire to participate in the Federal Work Study Program on the FAFSA application. The Office of Financial Aid will determine the student's eligibility based on demonstrated financial need and availability of federal funds. If the student is eligible and would like to participate in the Federal Work-Study Program, they must accept the offer of assistance and contact the Office of Financial Aid. If a student fails to contact the Office of Financial Aid by the first week in October for the fall semester, or the first week in February for the spring semester, there is a risk that the FWS award may be cancelled. Funds are limited and there is usually a waiting list of students who would like to obtain positions. Please be aware that the amount of FWS indicated on the financial aid package is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Financial Aid. Renewal is dependent upon continued demonstration of financial need, availability of federal funds, and maintenance of the minimum academic standards established by Touro University. Students are required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

## **LOANS: UNDERGRADUATE STUDENTS**

### **Federal Direct Stafford Loans**

The William D. Ford Federal Direct Stafford Student Loan Program is sponsored by the U.S. Department of Education, offers low interest rates, easy repayment terms, and is geared towards those entering or re-entering the workforce. The loan is not credit-based and only requires that students meet specific eligibility requirements. All students must file a FAFSA for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, FAFSA results, Cost of Attendance and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

As a result of regulatory changes affecting loans first disbursed on or after July 1, 2012, through July 1, 2014, the federal government has eliminated the grace period interest subsidy on Federal Direct Subsidized Stafford loans (the period immediately following graduation, withdrawal or less than half-time attendance and prior to the repayment start date). The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during "in-school" and other eligible

deferment periods. The federal government does not pay interest on Direct Unsubsidized Stafford Loans at all. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford loan while in school, or during other eligible periods of deferment or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment). Applicants must be enrolled at least half-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for “in-school” deferments (minimum six credits per semester, with all credits applicable to the degree program of study).

The following chart describes annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level.

**Annual and Aggregate Federal Direct Stafford Loan Limits**

**Dependent Undergraduate**

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
Stafford (Subsidized / Unsubsidized)	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
Additional Unsubsidized Stafford	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Total Stafford	\$5,500	\$6,500	\$7,500	\$7,500	\$31,000

**Independent Undergraduate/Dependent Undergraduate with PLUS Denial**

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
Stafford (Subsidized / Unsubsidized)	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
Additional Unsubsidized Stafford	\$6,000	\$6,000	\$7,000	\$7,000	\$34,500
Total Stafford	\$9,500	\$10,500	\$12,500	\$12,500	\$57,500

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program. Information about the William D. Ford Direct Loan Program can be found at Touro University’s Office of Financial Aid and at <https://studentaid.gov/understand-aid/types>

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the FAFSA (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources

available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least half-time attendance (minimum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

Effective for Federal Direct Stafford Loans first disbursed on or after July 1, 2006, the interest rate is fixed. Prior to this date, Federal Direct Stafford Loan interest rates were variable. Federal Direct Loan interest rates change from year to year (in July) and may also change specifically for one type or the other; Subsidized or Unsubsidized, Graduate or PLUS. Students who received loans prior to the aforementioned dates and who still have balances outstanding on those loans will continue with the interest rate rules in effect at the time of their original loans. Borrowers will be charged an origination fee also. The Origination Fee represents the lenders (the federal government) fee for making the loan.

### **Interest Rates and Fees for Federal Student Loans**

<https://studentaid.gov/understand-aid/types/loans/interest-rates>

### **Federal Direct PLUS Loan Program**

The Federal Direct PLUS Loan is an unsubsidized loan for the parents of dependent students or for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The application process includes a credit approval requirement and interest is charged during all periods, including eligible periods of deferment.

Creditworthy borrowers (Graduate students or the parents of Dependent students) may borrow up to the full cost of attendance minus any other aid received by the student. Repayment begins 60 days after the last disbursement is made and can be deferred by contacting your loan servicer to request a deferment. Direct PLUS Loans can be deferred while the parent borrower or child, or graduate student is enrolled at least half-time and for an additional six months after the child or graduate student ceases to be enrolled at least half-time. If the Direct PLUS Loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due. Information about the William D. Ford Federal Direct Loan Program can be found at <https://studentaid.gov/>.

Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a creditworthy endorser. Alternatively, students whose parents have been denied the Direct PLUS loan (based on credit), may apply for an additional \$4,000 (first-year and second-year students) or \$5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans). The benefit of additional Unsubsidized Stafford eligibility does not apply to Graduate students whose Direct Graduate PLUS application has been denied due to credit.

## **FEDERAL CONSOLIDATION LOANS**

**Federal Consolidation 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, [studentaid.gov/understand-aid/types/loans](https://studentaid.gov/understand-aid/types/loans). You will be able to electronically complete the Federal Direct Consolidation Loan Application and Promissory Note. Electronic applications on [studentaid.gov](https://studentaid.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 [studentaid.gov](https://studentaid.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 complete entrance counseling online before receiving their first loan disbursements and exit counseling before leaving school. These counseling sessions are designed to provide students with important information about their loans. Students may find additional information about their loans, as well as links to entrance and exit counseling, at [studentaid.gov](https://studentaid.gov).

### **BORROWER'S 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;
- complete entrance counseling before receiving their first loan disbursements, and exit counseling 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 loan servicer(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, loan servicers 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.

### **CALIFORNIA STATE RESIDENTS**

The Cal Grant Program is a state-funded educational opportunity grant program to assist students in paying for a college education. The amount of Cal Grant awarded varies depending on the California State Budget authorization each year. All applicants must submit a FAFSA and GPA Verification Form by published deadlines, usually March 2 of the previous academic year. Students who qualify for a Cal Grant and submit their completed applications by the deadline will receive a notification letter and/or email 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 [mygrantinfo.csac.ca.gov](http://mygrantinfo.csac.ca.gov).

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 at a time. (More details regarding the Cal Grant programs are found below.)

To avoid the possibility of unnecessary delays in the process, students are **strongly encouraged** to seek the assistance of the financial aid staff both when completing their FAFSAs and GPA Verification Forms and when responding to other state inquiries.

### **APPLICATION DEADLINES**

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

Students ineligible for federal grants are nevertheless advised to complete FAFSAs in order to be considered for loans and for non-federal or institutional aid. Students applying for financial aid at Touro should indicate Touro College Los Angeles (a division of Touro University Worldwide) as their school of choice when completing their FAFSAs. **TCLA's school code is 041425.**

Because funding is limited on many types of aid, students who wish to receive the best financial aid package available are urged to file their FAFSAs as early in the year as possible. The priority deadline for Touro financial aid is May 15 of the previous academic year. After the deadline, Touro financial aid is available on a first-come-first-served basis, based on the date all required supporting documents are received by the Financial Aid Office. **Students who have not completed their financial aid application**



**before the semester begins must pay full tuition to begin classes.** Any financial aid they receive once they have completed the application process will be refunded to them or applied to the next semester's tuition.

## **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 [mygrantinfo.csac.ca.gov](http://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 their 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 their 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. 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 2023-2024 academic year is \$9358. The Cal Grant B Access portion is \$1648 for the 2023-2024 academic year. By California law, these amounts are subject to the final determination of the state budget each year 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

#### **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>Status during 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 online at [mygrantinfo.csac.ca.gov](http://mygrantinfo.csac.ca.gov).

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 [csac.ca.gov](http://csac.ca.gov) or call the Commission's Customer Service Branch at (888) 224-7268.

### **CAL GRANT DEFERMENT REQUEST**

If you are called to active military duty, and 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 [csac.ca.gov](http://csac.ca.gov) or call the Commission's Customer Service Branch at (888) 224-7268.

## **OTHER FUNDING SOURCES**

### **PRIVATE LOANS**

Touro College Los Angeles is not affiliated with any private educational lender and encourages students to use all federal and state funding prior to seeking funds from private educational lenders. The Office of Financial Aid will offer helpful advice to all students on resources that best suit financing their educational needs.

### **FEDERAL TAX INCENTIVE PROGRAMS**

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](http://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 during the first 60 months of repayment. The deduction is available even to students who do not itemize deductions. For more information on student loan interest deductions please consult your tax advisor.

### **VETERANS ADMINISTRATION (VA) BENEFITS**

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

### **TOURO COLLEGE LOS ANGELES FINANCIAL AID PROGRAMS**

In addition to the various Federal and State programs, UCLA sponsors its own tuition grants and scholarships. These sources are designed to assist qualified students who have limited resources to attend college. Contact the Office of Financial Aid for more information about these programs.

#### **Touro Merit Scholarships**

Touro Merit Scholarships are awarded competitively to entering undergraduate students based on superior academic achievement (high school average and SAT or ACT scores). Scholarships may be renewed for up to four years. Awards are prorated if students register for fewer than 12 credits per semester. Merit Scholarships are not available for summer semesters or while on Israel Option.

#### **Touro Dean's Scholarships**

Dean's Scholarships may be awarded to students whose tuition costs are not covered through other financial assistance programs. 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, each year the student must apply for a Cal Grant, and complete the FAFSA and the Dean's Scholarship Application.

#### **Touro Grants**

Touro Grants are awarded based on financial need to matriculated undergraduate students enrolled full-time or part-time and in good academic standing and whose tuition costs are not fully covered. Touro Grants will not be awarded to cover additional tuition charges for students enrolled for more than 18 credits per semester.

**Employee Benefits/Tuition Remission**

Tuition Remission is extended to full-time faculty and staff, their spouses and dependent children. Anyone in default of a student loan is excluded from receiving this benefit. Students taking undergraduate classes will receive up to 100% tuition remission. Full-time employees of Touro College Los Angeles who wish to take advantage of the Employee Benefits Tuition Remission Policy must follow these procedures:

- Complete an Employee Tuition Remission Application form and waver prior to the start of each semester they are planning to attend school. Employees can locate the form on TouroOne.
- Complete a FAFSA; or, if not eligible, complete a waiver form.
- Complete Registration.

Once the financial aid office verifies eligibility, has the Pell and Cal Grants in hand and verifies registration, the tuition remission amount will be entered.

**OTHER SOURCES OF AID**

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

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

- [www.collegeboard.com](http://www.collegeboard.com)
- [www.finaid.org](http://www.finaid.org)
- [www.fastweb.com](http://www.fastweb.com)

**TUITION PAYMENT PLANS**

Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

## **Withdrawal Policy (Federal – Return to Title IV)**

### **Objective**

The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

- 1) The date of the institution's determination that a student withdrew;
- 2) The student's withdrawal date; and
- 3) The student's last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of the Code of Federal Regulations.

### **Background**

When a recipient of Title IV grant(s) and/or loan(s) withdraws from Touro College Los Angeles during a payment period in which he/she began attendance, the college must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that Touro College Los Angeles must take to ensure compliance with federal regulations.

### **Policy**

Touro College Los Angeles must always return any unearned Title IV funds that it is responsible for within 45 days of the date Touro College Los Angeles determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. (Reference: Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.)

### **Withdrawal Date**

A student's withdrawal date varies depending on the type of withdrawal. (Reference: Determining a student's withdrawal date at a school that is not required to take attendance in the Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.)

### **Official Notification Provided**

In a case when the student provides official notification of his/her intent to withdraw, Touro College Los Angeles will use the date of notification as follows:

- In the event that a student begins Touro College Los Angeles's withdrawal process,\* the date the student begins the process is the date of withdrawal.
- In the event that a student sends written notification of intent to withdraw, the date Touro College Los Angeles receives the written notice is the date of withdrawal.
- In the event that a student makes an oral notification to the Office of the Registrar, which is Touro College Los Angeles's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that Touro College Los Angeles receives the written notification may be the withdrawal date.

\*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins the withdrawal process and provides a notification to Touro College Los Angeles, the earlier of the two dates will be used as the withdrawal date.

**Official Notification Not Provided**

In a case when the student does not provide official notification of his/her intent to withdraw, Touro College Los Angeles may use the midpoint of the payment period as the date of withdrawal, with the following exception:

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will serve as the withdrawal date as determined by the Office of the Registrar.

**Last Date of Attendance**

Touro College Los Angeles may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the college. The faculty member will maintain documentation of the last date of attendance.

**Date of Institution's Determination of Student Withdrawal**

The date of Touro College Los Angeles' determination that a student withdrew varies depending upon the type of withdrawal. (Reference: Determining a student's withdrawal date at a school that is not required to take attendance in the Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.)

**Date of Official Notification Provided**

This is the date the student provides official notification to Touro College Los Angeles or begins the withdrawal process, whichever is later.

**Date of Official Notification Not Provided**

This is the date that Touro College Los Angeles learns the student has ceased attendance. Touro will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to TCLA, the college must determine the withdrawal date no later than 30 days after the end of the earliest:

- (1) Payment period or period of enrollment (as appropriate)
- (2) Academic year.
- (3) Educational program.

(Reference: Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.)

**Calculation of Earned Title IV Assistance**

U.S. Department of Education software will be used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60%. If the student's withdrawal date occurs after the completion of 60% of the payment period, the percentage earned is 100%.

**Post-Withdrawal Disbursements**

If the total amount of the Title IV grant and/or loan assistance earned by the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, Touro College Los Angeles will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.

If Direct Loan and/or Federal Perkins Loan Program funds are used to credit the student's account, Touro College Los Angeles will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

- Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);
- Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not been applied to the student's account); and
- Advisement that Touro College Los Angeles is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that Touro College Los Angeles sent the notification.

Upon receipt of a timely response from the student or parent, Touro will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, Touro will not disburse any of the funds. Touro maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that notification was sent to them. If Touro College Los Angeles decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

**Refund of Unearned Funds to Title IV**

If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

**Refunds by the College**

In the event that Touro College Los Angeles is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required



- Other assistance under Title IV for which a return of funds is required

### **Refunds by the Student**

In the event that the student is responsible for returning grants funds to Title IV programs, Touro College Los Angeles will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised of making arrangements for repayment.

### **Payment Period or Enrollment Period**

Withdrawals and the return of Title IV funds will be based on a payment period for all standard term programs.

### **Documentation**

Touro College Los Angeles must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

## **ADDITIONAL FINANCIAL AID POLICIES FOR UNDERGRADUATE STUDENTS**

### **Transfer Students**

All students transferring from other institutions will have their credits evaluated. The financial aid package will be prepared based on the number of accepted transfer credits. If a financial aid package is prepared prior to the final transfer credit evaluation, federal loans will be awarded based on the grade level for which the transfer credits have been accepted. If additional transfer credits are accepted, the Office of Admissions will notify the Office of Financial Aid. In addition, a student must contact the Office of Financial Aid to determine if he/she is eligible for an increase in federal student loans based on academic grade level.

### **Financial Aid for Repeated Coursework: Financial Aid Impact**

Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid and institutional aid. All course repeats will count as attempted credits and be used in the quantitative and maximum timeframe components of the SAP policy. Students should consult with a financial aid advisor before registering for a repeated course.

The rules regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances for Federal Financial Aid:

- May repeat a previously passed course only once (and receive aid for the repeated course).
- May repeat a failed course until it is passed (aid eligibility will be limited to one repeat).
- May not repeat a previously passed course due only to a student's failure to pass other coursework.

## THE CURRICULUM

The academic heart of an institution of higher learning is its curriculum. At Touro College Los Angeles, the baccalaureate degree curriculum is organized around three basic components: Jewish Studies, General Education Requirements, and the completion of a major.

Taken together, these components reflect Touro's conviction that the well-educated student will show a deep understanding of the Jewish heritage, will gain exposure to the best of western civilization, will learn to think and write with lucidity and rigor, and will acquire an in-depth knowledge of a particular discipline in preparation for a career or further study.

The Touro College Los Angeles experience is intended to foster ethical sensitivity, appreciation for the culture of others, commitment to communal welfare, and intellectual curiosity. The College believes these all are characteristics of the well-educated person.

### REQUIREMENTS FOR THE BACCALAUREATE DEGREE AT TOURO COLLEGE LOS ANGELES

1. Completion of 120 credits of college-level work approved by the College. A high school diploma or equivalent must be on file with the Office of Admissions.
2. Communication Skills: English Composition I-II (LLEL 101-102) and Fundamentals of Speech (SPLL 101). Placing out of any of these courses does not exempt you from the 120-credit minimum for graduation.
3. Completion of Judaic Studies requirements of at least three credits for each full-time semester of enrollment, up to a maximum of 24 credits. Students with a large number of Jewish transfer credits may consult departmental advisors concerning their program.
4. Completion of all other General Education requirements.
5. Completion of a major (at least fifty percent of major courses must be completed at the College).
6. Forty-five credits completed in residency at the College.
7. Cumulative grade point average of 2.0 and a grade point average of 2.3 in the approved major.  
Note: Some departments may require examinations, additional course work, or a higher grade point average.

#### English Composition and Communication Skills

All students who enter Touro College Los Angeles, no matter what composition courses they may have taken elsewhere, take an English Placement Test and, if placed in Composition, take the appropriate courses at TCLA. Proficiency in English Composition, which may be demonstrated in a variety of ways, is a requirement for graduation.

English Composition I and II are core requirements for all students who do not demonstrate proficiency through the placement examination. Students placed into Intro to Composition must complete this

course before enrolling in English Composition I. English Composition I is to be completed in the student's first semester at Touro College Los Angeles, followed by English Composition II, unless an exemption is granted.

Students who have earned composition credit with the grade of C or better at another accredited college may be awarded such transfer credit if they have also been exempted by the placement examination.

Placing out of any of these courses does not exempt you from the 120-credit minimum for graduation.

### **Residency**

Students must take at least 45 credits at Touro College Los Angeles and complete more than 50 percent of their declared major course requirements at TCLA. Students must take at least 30 credits of on-ground courses at the TCLA campus. Students may utilize a number of Distance Education courses taken through TUW towards their TCLA residency requirement, but more than 50 percent of their TCLA credits must be comprised of on-ground courses.

### **CREDIT HOURS "SEAT TIME" REQUIREMENT**

Under federal regulations (US Department of Education) effective July 1, 2011, both institutions and accrediting agencies are required to come into compliance with regulations regarding the definition and assignment of credit hours under Section 600.2 and 600.24. Under federal regulations, all candidate and accredited institutions are responsible to comply with the definition of the credit hour as provided in section 600.2, which defines the credit hour as mentioned below. Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than the following:

- One credit hour of lecture/course is equal to 15 contact hours per semester. A contact hour (or seat hour) is defined as a 50-minute course term (as opposed to a clock hour of 60 minutes). For a 3-credit course, a student must be in the course for a minimum of 45 hours per semester. (Courses routinely require two (2) to three (3) hours of outside preparation for every hour spent in course). Lab time is calculated as every 1 lab credit equal to 3 weekly hours in the lab.
- In courses such as those offered online under Touro University Worldwide (TUW), in which seat time does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement meeting the substantive change requirements related to distance education as established by the WSCUC Senior College and University Commission.

## CORE REQUIREMENTS

### General Education Requirements

The College takes great pride in its offerings in the traditional area of humanistic studies. The curriculum provides an introduction to areas of knowledge which have been central to western and world civilization, and which lie at the core of a liberal arts education. Students are exposed to the basic concepts and ideals of civilization for the purpose of increasing their understanding and the history of their ideas, their ethical sensitivity, and their ability to appreciate works of art and literature.

The curriculum provides a strong liberal arts foundation for all majors. Simultaneously, through extensive readings and a variety of assigned essays and research papers, the core requirement helps students develop valuable analytical skills and encourages them to become better writers.

Students are required to complete 45-61 credits of General Education (GE) coursework from the GE offerings listed below. 24 credits of these must be Judaic Study courses. Students can meet these goals by completing courses at TCLA, or by transferring them in from an approved Yeshiva or Seminary and/or any accredited institution. Students who complete more than 45 credits (up to a total of 61) of the General Education coursework may use these credits to replace an equal number of credits of their major electives. The same course cannot be used to meet both General Education and major program requirements, nor may it be used to meet more than one GE requirement.

### Area A: Communication----- 6-12 Credits

SPLL 101 Fundamentals of Speech..... 3 credits  
LLEL 100 Intro to Composition ..... 3 credits  
LLEL 101 English Composition I ..... 6 credits  
LLEL 102 English Composition II ..... 6 credits  
*or other Communication courses approved by the student's advisor and/or the dean*

### Area B: Critical Thinking----- 6 Credits

Judaic Studies courses ..... 6 credits  
*or other Critical Thinking courses approved by the student's advisor and/or the dean*

### Area C: Mathematics-----3-6 Credits<sup>†</sup>

MATL 111 College Mathematics..... 3 credits  
MATL 120 Pre-Calculus ..... 3 credits  
*or other Mathematics courses approved by the student's advisor and/or the dean*

### Area D: Physical & Biological Sciences 3-12 Credits<sup>†</sup>

CPCL 101-102 Chemistry I/II (w/lab) 4 credits each  
BIOL 101-102 Biology I/II (w/lab) 4 credits each  
CPPL 150 Physical Universe ..... 3 credits  
BIOL 246 Nutrition & Human Dev..... 3 credits  
*or other Physical or Biological Science courses approved by the student's advisor and/or the dean*

### Area E: Arts & Humanities----- 6 Credits

Judaic Studies courses ..... 6 credits  
*or other Arts & Humanities courses approved by the student's advisor and/or the dean*

### Area F: Social Sciences----- 3-6 Credits

POLL 101 American Politics ..... 3 credits  
SASL 103 Introduction to Sociology ..... 3 credits  
*or other Social Sciences courses approved by the student's advisor and/or the dean*

### Area G: Cultural Studies-----12 Credits

Judaic Studies courses ..... 6 credits  
*or other Cultural Studies courses approved by the student's advisor and/or the dean*

### Area H: History -----3-6 Credits

HISL 220 Survey of Mod. History I ..... 3 credits  
HISL 221 Survey of Mod. History II ..... 3 credits  
HISL 262 The Holocaust ..... 3 credits  
HISL 155 History of the Jewish Ppl I ..... 3 credits  
HISL 156 History of the Jewish Ppl II ..... 3 credits  
*or other History courses approved by the student's advisor and/or the dean*

### Area I: Information Literacy----- 3 Credits

MCOL 140 Computer Concepts ..... 3 credits  
*or other Information Literacy courses approved by the student's advisor and/or the dean*

<sup>‡</sup> Students in the BA in Psychology, Concentration in Health Science program may take up to 11 credits in Area C: Mathematics and up to 19 credits in Area D: Physical & Biological Sciences. All other limits – including the overall 45-61 credits of General Education credits – apply.

## **THE MAJOR**

The major provides the kind of knowledge and understanding of a particular field necessary for further study and for a successful career. Completion of an approved program of study, determined by a department or interdisciplinary committee, is required for graduation from the College. Students must complete more than 50% of their major courses at TCLA. Each major is composed of the required core courses in the major, electives in the major, and concentration courses in the major.

### **Assessment Tests**

Baccalaureate degree candidates may be required to take departmental tests and an examination measuring progress in general education (communication skills, critical thinking, and logical reasoning) before graduation. Generally, such tests are administered during the senior year.

### **Capstone Courses**

Students at TCLA will be required to demonstrate mastery of their coursework combined with a strong foundation of Jewish ethical values. These will be emphasized in capstone classes required of all graduating students: PSYL 493, Advanced Topics in Psychology, for Psychology majors (PSYL 493S, Advanced Topics in Psychology/Health Science for Psychology majors with a concentration in Health Science); and EBML 493 Advanced Topics in Business Policy, for Business majors.

## **DEPARTMENTAL REQUIREMENTS**

### **B.S. IN BUSINESS MANAGEMENT AND ADMINISTRATION**

Course offerings in this division are based on the premise that the study of business-related disciplines must be academically rigorous and intellectually challenging. Students receive a comprehensive introduction not only to the practical, as important as it is, but to the theoretical as well. Majors in this department are prepared for a variety of careers in the business world, or for further graduate and professional study at a more advanced level.

### **MISSION STATEMENT**

The Bachelor of Science in Business Management and Administration prepares students with particular business skills necessary to advance in entrepreneurship and management. In addition, the combination of management and liberal arts courses in the program help students apply skills in general management, critical thinking, logic, communication, and problem solving to workplace challenges. We prepare graduates to make evidence-based decisions that address challenging issues facing organizational leaders in our region and global environment.

### **Program Level Learning Outcomes**

Upon completion of the Business Management and Administration program, the student will be able to:

- PLO1** Demonstrate an understanding of the managerial role of planning, organizing, leading, and controlling.
- PLO2** Understand development and implementation of a SWOT Analysis in a variety of organizational settings.
- PLO3** Demonstrate an understanding of the importance of attracting, developing, and retaining a high quality and diverse workforce.

- PLO4** Describe the role and strategies of marketing in organizations.
- PLO5** Identify ethical and legal issues in managing organizations.
- PLO6** Use online databases to conduct research on managing and trends in organizations.
- PLO7** Use communication skills for managers that foster teamwork in an organization.
- PLO8** Display fundamental knowledge of finance and budgeting in various organizations and use it to make informed decisions about the operating performance and financial position of a company.

**Required Business Courses (Core):**

EBEL 200 Principles of Microeconomics .....	3
EBEL 201 Principles of Macroeconomics .....	3
EBFL 200 Principles of Finance.....	3
EBKL 200 Principles of Marketing .....	3
EBML 200 Principles of Management.....	3
EBML 202 Organizational Theory and Behavior	3
EBML 213 Business Law I .....	3
EBML 310 International Business Management	3
EBML 493 Business Policy (Capstone).....	3
LLEL 203 Business Report Writing.....	3
MATL 261 Statistics.....	3
MCOL 200 Advanced Computer Business Applications.....	3
PHIL 225 Business Ethics .....	3

**Total: 39 credits**

**Business and Management Electives: (24 credits)**

*Choose from these courses. This is not a complete listing of elective courses offered. Please check with your advisor regarding the availability of additional elective courses.*

EBML 208 Coaching in the Workplace .....	3
EBML 214 Business Law II .....	3

EBML 215 Diversity in Industry.....	3
EBML 224 Human Resource Management.....	3
EBML 223 Team Building .....	3
EBML 226 Leadership .....	3
EBML 312 Business Decision Making.....	3
EBML 317 Real Estate Practice .....	3
EBEL 204 Money and Banking .....	3
EBFL 210 Investment Principles.....	3
EBFL 220 Corporate Finance.....	3
EBFL 310 Security Analysis.....	3
EBKL 202 Marketing Research .....	3
EBKL 204 Marketing and Management .....	3
EBKL 206 Psychology of Marketing.....	3
EBKL 207 Social Media and Marketing .....	3

**Accounting Concentration: (12 credits)**

EBAL 101 Principles of Accounting I .....	3
EBAL 102 Principles of Accounting II .....	3
EBAL 201 Intermediate Accounting I.....	3
EBAL 213 Cost Accounting .....	3

**Entrepreneurship Concentration: (12 credits)**

EBML 320 Entrepreneurship and Management of Small Businesses.....	3
EBKL 330 Sales Force Management & Personal Selling.....	3
MGTW 333 Business Opportunity (online TUW course) .....	3
MGTW 335 New Ventures and e-Business (online TUW course) .....	3

**Marketing Concentration: (12 credits)**

EBKL 201 Consumer Behavior.....	3
EBKL 330 Sales Marketing.....	3
EBKL 315 Advertising & Promotion Management .....	3
EBKL 204 Marketing Management.....	3

**Real Estate Concentration: (12 credits)**

EBFL 343 Real Estate Finance I .....	3
EBML 314 Real Estate Property Management ..	3

EBML 315 Introduction to Real Estate for Business Majors .....	3
EBML 316 Real Estate Principles .....	3

#### **Computer Science Concentration: (12 credits)**

MCOL 211 Introduction to Computer Security ..	3
MCOL 212 CyberSecurity: Penetration Testing for Business .....	3
MCOL 311 Computer Science & Programming for Business .....	3
MCOL 312 Computational Thinking & Data Science for Business .....	3

### **B.A. IN JUDAIC STUDIES**

#### **MISSION STATEMENT**

The Department of Jewish Studies offers courses in support of the College's mission "to perpetuate and enrich the Jewish heritage." Towards this end the Department offers courses that satisfy the Jewish studies requirement in Touro College Los Angeles. The Department seeks to strengthen Jewish identity and the appreciation of Jewish ethics and values through the enhancement of the student's knowledge base and learning skills. The Department is committed to providing a wide range of courses designed to meet individualized student needs and diverse student backgrounds.

#### **REQUIREMENTS FOR THE MAJOR**

The major in Judaic Studies may be satisfied by an approved combination of courses related to Judaic Studies offered by the Judaic Studies department and other departments of the College.

#### **Required Judaic Studies Courses (Core):**

EDUL 265 Practicum in Education .....	12
<i>(taken for 4 semesters)</i>	
JSBL 493 Advanced Topics in Biblical Studies (Capstone) .....	3
JSLL 364 Psychology and Halacha .....	3
JSBL/JSHL Other Judaic Studies courses .....	12

PSYL 200 Introduction to Psychology .....	3
PSYL 201 Developmental Psychology .....	3
PSYL 210 Theories of Learning .....	3

**Total: 39 credits**

#### **Judaic Studies Electives: (24 credits)**

*Choose from these courses. This is not a complete listing of elective courses offered. Please check with your advisor regarding the availability of additional elective courses.*

EDUL 302 Diagnostic and Correction of Reading Disabilities .....	3
EDUL 304 Math, Science & Technology: Teaching & Remediation .....	3
EDUL 306 Teaching the Arts of Physical Education Grades 1-6 .....	3
EDUL 600 History and Philosophy of Education & Special Education .....	3
JSBL/JSHL Other Judaic Studies course .....	3
PSYL 202 Social Psychology .....	3
PSYL 231 Psychological Testing .....	3
PSYL 312 Cognition and Memory .....	3
PSYL 335 Abnormal Psychology .....	3
PSYL 340 Introduction to Counseling and Therapy .....	3
PSYL 401 Psychology of the Exceptional Child ..	3

#### **Education Concentration: (12 credits)**

EDUL 201 Psychosocial Foundations of Growth, Development & Learning .....	3
EDUL 301 Teaching Reading & the Language Arts .....	3
EDUL 303 Teaching the Social Studies Spectrum Subjects .....	3
EDUL 310 Principles of Classroom Management for Students with Disabilities .....	3

### **B.A. IN PSYCHOLOGY**

Courses in the department promote an understanding of the psychological processes underlying normal and abnormal human behavior. Psychology majors may pursue

graduate work in psychology, including experimental, industrial, health, clinical, and school psychology. They may also continue in related fields such as social work, education, law, the rabbinate or Jewish Studies, medicine, and health sciences.

### MISSION STATEMENT

The Department of Psychology sees as its mission both the preparation of future psychological professionals and the teaching of psychology as a branch of the liberal arts and sciences. In its first role, the Department provides students with the knowledge and skills to prepare them for graduate work. In its second role, the Department aims to prepare educated individuals who can think critically about psychological issues and who grasp the relevance of psychology to the understanding of individual and social experience.

### Program Level Learning Outcomes

Upon completion of the Psychology program, the student will be able to:

- PLO1** Summarize the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology
- PLO2** Describe how psychology utilizes the scientific method, research design, and analysis
- PLO3** Demonstrate information literacy and technology competency in the field of psychology
- PLO4** Apply psychological principles to personal, social and organization issues
- PLO5** Weigh evidence, tolerate ambiguity, act ethically, and reflect the values that are the underpinning of the discipline of psychology
- PLO6** Use critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern,

evaluate and criticize specific issues in psychology

- PLO7** Articulate through verbal and written communication the theories, concepts and applications of the field of psychology
- PLO8** Recognize, understand and respect socio-cultural and international diversity, especially in regard to its impact on psychology

### Required Psychology Courses (Core):

PSYL 200 Introduction to Psychology .....	3
PSYL 202 Social Psychology.....	3
PSYL 201 Developmental Psychology .....	3
PSYL 231 Psychological Testing.....	3
MATL 261 Statistics for Social Science Majors ..	3
PSYL 301 Experimental Psychology .....	3
PSYL 301L Experimental Psych Laboratory.....	1
PSYW 304 Ethics in Psychology (TUW course) ..	3
PSYL 310 Personality.....	3
PSYL 312 Cognition & Memory.....	3
PSYL 335 Abnormal Psychology.....	3
PSYL 340 Introduction to Counseling and Therapy.....	3
PSYL 351 Biological Psychology .....	3
PSYL 493 Advanced Topics in Psychology (Capstone).....	3

**Total: 40 credits**

### Required Psychology Courses (Core) for Health Science and Pre-Speech Therapy Concentrations: \*

*\* Students in the BA in Psychology, concentration in Health Science and Pre-Speech Therapy programs have a different list of required core courses than other Psychology students.*

PSYL 200 Introduction to Psychology .....	3
PSYL 201 Developmental Psychology .....	3
MATL 261 Statistics for Social Science Majors ..	3
PSYL 301 Experimental Psychology .....	3
PSYL 301L Experimental Psych Laboratory.....	1



PSYW 304 Ethics in Psychology (online TUW course) .....	3
PSYL 312 Cognition & Memory .....	3
PSYL 335 Abnormal Psychology .....	3
PSYL 340 Introduction to Counseling and Therapy .....	3
PSYL 351 Biological Psychology.....	3
PSYL 493 Advanced Topics in Psychology (Capstone).....	3

**Total: 31 credits**

**Psychology Electives: (24 credits)**

*Choose from these courses. This is not a complete listing of elective courses offered. Please check with your advisor regarding the availability of additional elective courses.*

PSYL 205 Psychology of Motivation .....	3
PSYL 206 Psychology of Marketing .....	3
PSYL 207 Psychology of Social Media .....	3
PSYL 208 Counseling & Coaching .....	3
PSYL 215 Psychology of Diversity.....	3
PSYL 216 Adolescent Development .....	3
PSYL 221 Industrial Psychology.....	3
PSYL 223 Group Behavior.....	3
PSYL 226 Psychology of Leadership .....	3
PSYL 302 Experimental Psychology II.....	3
PSYL 303 Consumer Psychology.....	3
PSYL 322 Psychology of Entrepreneurship.....	3
PSYL 325 Drugs and Behavior .....	3
PSYL 326 Forensic Psychology .....	3
PSYL 345 Psychology of Health and Illness .....	3
PSYL 401 Psychology of the Exceptional Child...	3
PSYL 432 Neuropsychology.....	3

**Clinical Psychology Concentration: (12 credits)**

PSYL 402 Clinical Psychology.....	3
PSYL 405 Mood and Anxiety Disorders .....	3
PSYL 420 Eating Disorders.....	3
PSYL 485 Internship in Psychology.....	3

**Early Childhood Education Concentration: (12 credits)**

PSYL 210 Theories of Learning.....	3
EDUL 201 Psychosocial Foundations of Growth, Development, & learning, Birth-Grade 6.....	3
EDUL 301 Teaching Reading and Language Arts, Grade 1-6 .....	3
EDUL 303 Teaching the Social Studies Spectrum Subject, Grade 1-6 .....	3

**Health Science Concentration: (20 credits; choose 5 of the following)**

BIOL 222 Anatomy & Physiology I (with Lab) ....	4
BIOL 223 Anatomy & Physiology II (with Lab) ...	4
BIOL 228 Microbiology (with Lab) .....	4
CPCL 201 Organic Chemistry I (w/ lab) .....	4
CPCL 202 Organic Chemistry II (w/ lab) .....	4
CPCL 311 & 311L Biochemistry (w/lab) .....	4

**Pre-Speech Therapy Concentration: (22.5 credits)**

SPLL 208 Phonetics .....	3
SPLL 209 Anatomy & Physiology of Speech.....	3
SPLL 210 Normal Speech & Language Development .....	3
SPLL 308 Introduction to Hearing Science/ Acoustics .....	3
SPLL 309 Introduction to Audiology I .....	3
SPLL 310 Speech Pathology I: Communication Disorders.....	3.5
SPLL 401 Speech Pathology II: Rehabilitation....	4

## COURSE DESCRIPTIONS

Course credits are for each semester in two-semester courses. Departments may offer experimental courses under the listing 501, 502, etc., prior to faculty review.

Students are advised that final course offerings for each semester depend on sufficient course registration. Nevertheless, students may be assured that sufficient courses will be offered to enable students to complete baccalaureate degree programs in four academic years of study, or their equivalent in part-time study.

### BIOLOGY

#### **BIOL 101-102 Principles of Biology** (4 credits each)

An introductory two-semester course that presents the basic principles and processes of biological science. The first semester includes the structure and function of the cell, cellular metabolism, cell reproduction, plant physiology, genetics and molecular biology. The second semester includes viral genetics, endocrinology, immunology, animal development, and the circulatory, respiratory, digestive, excretory, reproductive and nervous systems. Laboratory exercises include microscopy, cellular reproduction, enzyme activity, DNA analysis transformation, comparative studies of animal and plant cells, and vertebrate.

#### **BIOL 222-223 Anatomy and Physiology** (4 credits each)

A two-semester course which studies the structure and function of cells, tissues, organs and systems of the body. Emphasis is on the structural basis for function, and the coordinated functioning of all the organ systems for maintaining homeostasis. Recommended for students pursuing careers in allied health fields. (Lecture and laboratory course.) Prerequisites: BIOL 101-102.

#### **BIOL 228 Microbiology** (4 credits)

This course covers the structure and function of cells, tissues, organs, and systems of the body. Emphasis is on the structural basis for function, and the coordinated functioning of all the organ systems for maintaining homeostasis. Recommended for students pursuing careers in allied health fields. (Lecture and laboratory course.) Prerequisites: BIOL 101.

#### **BIOL 246 Nutrition and Human Development** (3 credits)

This course offers a specialized review of the principles of sound nutrition and the effects of diet on personal well-being. Environmental, social, physical, and psychological reasons underlying poor diet are examined.

### THE ARTS

#### **COAL 302 Jewish Art** (3 credits)

This course focuses on the methodological, theoretical, and concrete implications of representation in Jewish Art. May not be repeated for credit.

#### **COAL 303 Jewish Music** (3 credits)

The interplay between tradition and innovation as a recurrent theme in the presentation of various contexts and regional styles of Jewish music.

### CHEMISTRY

#### **CPCL 101-102 Principles of Inorganic Chemistry** (4 credits each)

Topics covered include nomenclature, stoichiometric relationships, atomic structure, bonding and states of matter. In addition, topics treated include chemical equilibria, free energy and entropy, acid-base reactions, oxidation reduction and electro-chemistry, complexions, reaction rates, radioactivity, and elementary concepts of organic chemistry. Laboratory work entails experiments illustrating the principles

taught in lecture and qualitative analysis. Prerequisite for CPCL 102: MATL 120.

**CPCL 201-202 Principles of Organic Chemistry** (4 credits each)

Subjects covered include reactions, synthetic procedures, and methods for differentiation and identification. Mechanisms of reactions, stereochemistry and spectroscopy are emphasized. Details of the characteristics of aliphatic and aromatic compounds with different functional groups are stressed. Laboratory work includes the methodology of synthetic and analytic procedures. (Lecture and laboratory course.) Prerequisites: CPCL 101-102.

**CPCL 203 Biological Chemistry** (3 credits)

A one-semester introductory course for students preparing for professions in allied health sciences such as nutrition, physical and occupational therapy, and physician assistant. Topics include enzyme chemistry, function and structure of macromolecules, metabolism and synthesis of proteins, and molecular biology. Prerequisites: CPCL 101-102.

**CPCL 311 Biochemistry** (3 credits)

Emphasis on the chemical descriptions of the basic biological systems such as proteins, lipids, carbohydrates, and nucleic acids. Aspects dealt with are structure, metabolism, functions in the cell, and control mechanisms. Offered both with and without accompanying lab course. Prerequisites: CPCL 201-202.

**CPCL 311L Biochemistry Lab** (1 credit)

Laboratory course to accompany CPCL 311. Hands-on investigation of topics covered in CPCL 311. Corequisite: CPCL 311. Prerequisites: CPCL 201-202.

## PHYSICS

**CPPL 101-102 General Physics** (4 credits each)

This course, designed for the non-Physics major, covers classical mechanics, heat, electricity,

magnetism, and light, and sound phenomena. The approach is generally quantitative but does not require calculus. Laboratory experiments illustrate and test the fundamental laws and the reliability of results. (Lecture and Laboratory course.) Prerequisite: MATL 120.

**CPPL 150 The Physical Universe** (3 credits)

This course is designed to give the student a well-rounded knowledge of the physical concepts of natural phenomena. Prerequisite: MATL 111.

## ACCOUNTING

**EBAL 101 Principles of Accounting I** (3 credits)

Introduction to the double-entry system of debits and credits, journal entries and general ledger accounts, steps leading up to financial statement preparation and format of financial statements. Also included are studies of merchandising companies and determination of inventory balances and cost of goods sold, and an introduction to the accounting treatment of various assets and liabilities.

**EBAL 102 Principles of Accounting II** (3 credits)

Focuses on partnership and corporate accounting, as well as statements of cash flow and financial statement analysis. Overviews of complex partnership issues, as well as complex corporate issues, are covered. Prerequisite: EBAL 101.

**EBAL 201 Intermediate Accounting I** (3 credits)

Reviews financial accounting standards and the conceptual framework underlying them. Includes an extensive review of the income statement and balance sheet and introduces the statement of cash flows. Particular emphasis is placed on the accounting for current assets such as cash, receivables and inventories, as well as long-term assets such as property, plant and equipment. Examines the accounting for intangible assets such as patents

and goodwill, and current and contingent liabilities. Prerequisite: EBAL 102.

**EBAL 202 Intermediate Accounting II** (3 credits)  
Focuses on the accounting for long-term debt, leases, pensions, investments and income taxes. Detailed review of the stockholders' equity section of the balance sheet, inclusive of earnings-per-share calculations. Examines the issues of revenue recognition and the treatment of various accounting changes and errors. Prerequisite: EBAL 201.

**EBAL 213 Cost Accounting** (3 credits)  
Focuses on cost determination for manufacturers, products and services. This includes the establishment and maintenance of job order and process cost systems, and the classification of costs as product or period, direct or indirect. Included are managerial techniques and systems such as budgeting and variance analysis, which enable a business to manage its affairs more efficiently. Prerequisite: EBAL 102. Corequisite: EBAL 201.

## **ECONOMICS**

**EBEL 200 Principles of Microeconomics** (3 credits)  
*previously EBEL 102*

An introductory course covering issues relating to individual economic units: namely, the individual consumer, the individual firm, the individual factors of production—land, labor, and capital. Topics covered include, but are not limited to, price theory, price determination through equilibrium, supply and demand, analysis of consumer demand, utility theory and marginal utility, consumer equilibrium, indifference curve analysis, analysis of supply, theory of production, pricing in perfectly and imperfectly competitive markets, types of imperfect competition, anti-trust laws in the U.S., and distribution of income.

**EBEL 201 Principles of Macroeconomics** (3 credits)  
*previously EBEL 101*

An introductory course covering issues relating to the economy as a whole. Topics covered include, but are not limited to, the study of national income and the Gross Domestic Product (GDP), national income determination, investment, consumption and consumption theories; classical economic theories, Keynesianism, monetarism, rational expectations, supply-side economics; the business cycle, inflation, unemployment; money and the money supply, the banking system, the federal reserve system, monetary and fiscal policy, budget deficits and the national debt.

**EBEL 204 Money and Banking** (3 credits)  
Money and its equivalents, interest rates, and the banking system. In particular, the workings of the money market and its instruments, including treasury bills and commercial paper, financial institutions, and monetary policy and its effects on the national and global economies. Prerequisites: EBEL 200 and 201.

**EBEL 400 Topics in Applied Economics** (3 credits)

An application of economic analysis to current topics of interest. Issues such as international trade and finance, government regulations, inflation, and unemployment may be considered. May be repeated for credit.

## **FINANCE**

**EBFL 200 Principles of Finance** (3 credits)  
*previously EBFL 101*

An introductory study of the basic principles, instruments, and institutions in the financial marketplace. Topics include the concept of money; the Federal Reserve and the banking system; the provision and management of funds for both the short and long terms; the basic financial instruments; financial characteristics of the firm, including basic

balance sheet analysis; the role of the stock and bond markets; interest rates and present value analysis; personal finance issues. Prerequisites: EBEL 200 or 201.

**EBFL 210 Investment Principles** (3 credits)

Characteristics and investment strategies related to stocks, bonds, and options. Sources of return and risk are explored. The foundations of financial research are developed with regard to information sources, valuation techniques, computation of return and risk and their relationship. SEC regulations; methods of performance evaluation. Prerequisite: EBFL 200.

**EBFL 220 Corporate Finance** (3 credits)

Methods of capital budgeting and corporate financial decision-making; valuation techniques, market efficiency, capital structure, dividend policy, Betas, cost of capital, portfolio analysis and the Miller Modigliani principle are incorporated into the analysis; financial analysis under conditions of certainty and uncertainty. Prerequisite: EBFL 200.

**EBFL 310 Security Analysis** (3 credits)

A continuation of Investment Principles (EBFL 210). Both fundamental and advanced approaches to valuation of securities and portfolios are developed. The risk/return trade-off and the selection of optimum portfolios are examined in depth, including reduction-of-risk techniques. Prerequisite: EBFL 210.

**EBFL 343 Real Estate Finance I** (3 credits)

Examines the fundamentals of real estate finance, including various types of mortgages and financing structures, loan underwriting, the construction loan, and the secondary mortgage. Debt securitization and financing residential and income-producing property are explored. Prerequisite: EBFL 200.

**EBFL 344 Real Estate Finance II** (3 credits)

Provides an analytical framework for understanding the real estate finance and development process from both a quantitative and non-quantitative perspective. Topics

addressed include establishing investment/development objectives, identifying prospective sites, understanding the public permitting process, preparing market and feasibility studies, securing debt and equity financing, coordinating the design and construction process, and marketing and managing real estate assets. Includes preparation of income statements, sources and uses of funds statements, federal tax impact analysis, and discounted cash flow analysis. Prerequisite: EBFL 343.

**EBFL 400 Selected Topics in Finance** (3 credits)

An upper division course designed to give greater coverage to those finance topics that are not covered in great detail in other courses. The topics selected are at the discretion of the instructor. Some potential topics include dividend policy, mergers and acquisitions, bankruptcy and reorganization, risk markets, cost of capital and capital structure. An integral part of the course is the class presentation required of all students. The presentation revolves around some area of interest from the topics covered in the course. Prerequisites: EBFL 210 and EBFL 220. May be repeated for credit.

**EBFL 498 Internship in Finance** (3 credits)

Seniors majoring in Economics and Finance can register for academic credit for field experience with business or government agencies. Students will work under the supervision of a faculty member. Prerequisites: Senior Status or at least 45 credits in residency at TCLA, GPA of 2.5 in major, and departmental permission.

## **MARKETING**

**EBKL 200 Principles of Marketing** (3 credits)

*previously EBKL 101*

A study of basic marketing theory and practice. Major topics include analysis of consumer market structure versus industrial market system; product planning; channels of

distribution; pricing; promotion; and relevant government regulation.

**EBKL 201 Consumer Behavior (3 credits)**

Examines marketing from the point of view of various behavioral science concepts, relevant consumer research, and practical marketing applications. Also examines motivation, personality, perception learning, attitude formation, and the importance of group dynamics, social class and culture on behavior in the marketplace. Prerequisite: EBKL 200.

**EBKL 202 Marketing Research (3 credits)**

Explores the scope, history and ethics of marketing research. Particular attention is given to methods of research design, the use of secondary data from marketing decisions, and the distinction between qualitative and quantitative techniques. Students are introduced to techniques of questionnaire design as well as basic statistics for the social sciences. Where appropriate, dedicated software for marketing research, such as SPSS (Statistical Package for Social Sciences) is utilized. Prerequisite: EBKL 200 and MATL 261.

**EBKL 204 Marketing Management (3 credits)**

This course helps students conceptualize the strategic planning process as it relates to the primary determinants of sales and profits. Students also develop an in-depth understanding of the business and ethical problems marketing managers face in a global marketing environment, and explore various solutions to these problems. Prerequisite: EBKL 200.

**EBKL 206 Psychology of Marketing (3 credits)**

Social, cognitive, and emotional factors on the economic decisions of individuals and institutions and the consequences for market prices, returns, and the resource allocation. Concerned with the bounds of rationality of economic agents, and how Marketing can affect the consumer.

**EBKL 207 Social Media & Marketing (3 credits)**

This course is designed to review and evaluate Media Psychology and examine its many influences in the society. Review the supporting evidence that examines the effect of encountering the ever increasing variety of forms of mass communication and its effect on our behavior. Discuss the influence of social media on advertising and the trends that have determined market diversions in 21st century. Gain a general understanding of science of persuasion and human behavior. Investigate various genres in the today's media and explore the role of Psychology on popularity of these genres and audience response. Qualitative and quantitative based research methods along with detailed review of media psychology experiments will also be covered in this course.

**EBKL 315 Advertising and Promotion Management (3 credits)**

Explores advertising, personal selling, sales promotion, sponsorship, direct marketing, e-commerce, and public relations. With three business plans as a foundation, students produce a campaign plan book integrating the concepts explored. Prerequisite: EBKL 200.

**EBKL 330 Sales Force Management and Personal Selling (3 credits)**

Provides an overview on the role of personal selling in the firm's overall marketing strategy, the skills and techniques required in performing the selling task; as well as concepts and techniques related to the management of sales force. Emphasis will be placed on recruiting and selecting techniques, designing compensation and expense plans, sales training, improving morale, territory management, evaluating sales performance, sales forecasting and sales analysis. Ethical and legal issues in selling and building long-term relationships are included. Prerequisite: EBKL 200.

**EBKL 400 Topics in Marketing (3 credits)**

In-depth focus on a marketing topic of current interest. Possible topics include marketing for

service and nonprofit organizations, new product development or direct marketing. May be repeated for credit.

**EBKL 498 Internship in Marketing (3 credits)**

Full-time, off-campus employment for seniors guided by outside personnel and the Business Chair. Prerequisites: senior status or at least 45 credits in residency at TCLA, departmental GPA of 2.5 and department permission.

## **MANAGEMENT**

**EBML 200 Principles of Management (3 credits)**  
*previously EBML 101*

An introduction to the basic theory and practice of management. Examination of the managerial functions of planning, organizing, staffing, directing and controlling, and analysis of environmental influences on decision-making. Students will use micro-computer programs for business applications.

**EBML 202 Organizational Theory and Behavior (3 credits)**

An examination of theories, concepts, and research findings emerging from the various disciplines that study individual and group behavior within organizational systems. Important topics include: work motivation, leadership and social influence, satisfaction, job performance, performance appraisal, group dynamics, communication, and current issues of particular interest. Prerequisite: EBML 200.

**EBML 208 Coaching in the Workplace (3 credits)**

This class concentrates on: (i) the explicit difference between the two styles of consultation; (ii) clinical setting v coaching; (iii) clinical relationship v coaching dyad; and (iv) challenges that can be addressed successfully in each form of consultation.

**EBML 213 Business Law I (3 credits)**

Fundamental principles of law of contracts, contracts of guaranty and surety-ship, and the law of sales and secured transactions under the Uniform Commercial Code; the relationship of principal and agent and that of employer and employee; personal property, and bankruptcy. Prerequisite: EBML 200.

**EBML 214 Business Law II (3 credits)**

Organizational structure of business entities, such as partnerships, joint ventures and corporation, and the functions and operation of each of these business entities, including government regulation of the employment relationship. Creditor and debtor's rights are examined and analyzed from both a theoretical and practical viewpoint. This includes focus on the laws of suretyship, secured transactions under Article 9 of the Uniform Commercial Code, the law of Commercial Paper under Article 3 and 4 of the Uniform Commercial Code and the law of Bankruptcy and the Bankruptcy Code. Prerequisite: EBML 213.

**EBML 215 Diversity in Industry (3 credits)**

This course is designed to provide students with a solid understanding of diversity in the workplace as well as diversity in human development. This class will review the fundamental components of Human resources and diverse needs of employees in the workplace. Students will examine the various aspects of the role of diversity in clinical settings and the effect of diversity in therapy. Students are required to be actively involved in assignments that allow them to gain active first-hand experience with the most common concepts encountered in the working as well as clinical setting in regards to diversity aiming to satisfy the requirement for the learning objective of each department. As an interdisciplinary class students are expected to gain a greater knowledge and exposure to the basics of each discipline as well as an amalgamation of both.

**EBML 223 Team Building (3 credits)**

Allows students to get a better understanding of team building: its theory and practice in the workplace. The class will delve into performance model, and review research regarding the structural and interpersonal factors that can affect team performance.

**EBML 224 Human Resource Management (3 credits)**

Management and development of personnel, recruitment, selection, and training of employees. Management techniques and productivity factors including fringe benefits, profit-sharing, employee management-labor relations; current theories of human resources. Prerequisite: EBML 200.

**EBML 226 Leadership (3 credits)**

This course is designed to provide students with a solid foundation in the basic components of leadership and management. The course is intended as an in-depth introduction to the basics of human behavior and traits as it relates to leadership, which will provide them with a better appreciation for the science of management. The importance of related ethical behavior and responsibilities of leadership with in profit or nonprofit sectors will also be covered in this course.

**EBML 310 International Business Management (3 credits)**

Detailed examination of the economic, cultural, political, and legal environment of multinational business, beginning with a historical review of the growth of international business and the development of institutions such as the IMF, World Bank, and the WTO. Particular emphasis is placed on the role of the European Union and emerging markets. The strategy and structure, and the financial environment, of international business and the mechanisms through which international capital markets operate are discussed. The final phase of the course deals with international business functions, including international marketing, human resources, accounting, and finance. Prerequisites: EBML 200 and EBKL 200.

**EBML 312 Business Decision Making (3 credits)**

Business Decision making is related to the field of behavioral finance. The field is the study of social, cognitive, and emotional factors on the economic decisions of individuals and institutions and the consequences for market prices, returns, and the resource allocation. This class is primarily concerned with the bounds of rationality of economic agents. We will cover behavioral models integrated from psychology in so doing; the class can cover a range of concepts, methods, in the decision making process. This course will also examine how emotion can effect market decisions; as well as cognition and understanding as a mechanisms that drive decision making.

**EBML 314 Real Estate Property Management (3 credits)**

This course introduces fundamental concepts of real estate property management. Topics include overview of the property management industry; property management economics and planning; owner relations; marketing; leasing; tenant relations; maintenance and construction; managing the property management office; related federal and state laws.

**EBML 315 Introduction to Real Estate for Business Majors (3 credits)**

This course introduces a range of real estate topics at an introductory level. Topics include real estate basics, valuation of real estate, residential & commercial real estate basics, managing offers & escrow, leases.

**EBML 316 Real Estate Principles (3 credits)**

The course provides an overview of the theoretical and practical aspects of California real estate transactions. Topics include the nature of real property, estates in land and methods of holding and transferring property, restrictions on land use, real estate contracts, real estate agency, financing and appraisal, the closing process, real estate math, and California real estate license law.



**EBML 317 Real Estate Practice (3 credits)**

This course provides an overview of the day-to-day aspects of the real estate business. Topics include working with clients, pricing property, complying with fair housing laws, filling out necessary agreements, handling offers and counteroffers, prequalifying buyers, and guiding transactions through the closing process.

**EBML 320 Entrepreneurship and Management of Small Businesses (3 credits)**

Emphasizes entrepreneurship and successful small business management. Includes legal forms of ownership, franchises, commercial and governmental sponsors, starting or buying a small business, developing and writing a business plan, strategic planning, accounting, and financial considerations. Also covers purchasing and vendor analysis, production and inventory control, risk and insurance planning, human resource management, and marketing and sales. Includes using the computer, and advanced technologies to gain a competitive edge. Special focus on international opportunities for small business. Prerequisite: EBML 200.

**MGTW 333 Business Opportunity Analysis (3 credits)**

This course assesses the feasibility of a new business idea by applying a solid business analysis framework. Students will explore the factors that influence entrepreneur's opportunity to be successful and obtain long-term growth. Analyses include strengths and skills of new business idea, personal, professional and financial goals, 40 business environments, and competitive analysis.

**MGTW 335 New Ventures and e-Business (3 credits)**

This course examines the process, experience, and requirements for creating a new business as well as the impact of electronic media, such as the Internet, on new ventures.

**EBML 400 Topics in Management (3 credits)**

Study of selected topics in Management. Prerequisite: EBEL 200.

**EBML 493 Business Policy (3 credits)**

An integrated capstone course focusing on application of case studies to the nature, functions and activities of actual businesses, analyzing objectives, policies, and performance in relation to the outside environment. Emphasis is placed on ethical aspects of decision-making. Case studies are used to develop analytical skills. Knowledge and techniques developed in earlier courses are applied in this course. Prerequisite: Senior standing.

**EBML 498 Internship in Management (3 credits)**

Seniors may register for academic credit for field experience with business or government agencies, under the supervision of a faculty member. Prerequisites: Senior status or at least 45 credits in residency at TCLA, a GPA of 2.5 in the major, departmental permission.

**EDUCATION****EDUL 201 Psychosocial Foundations of Growth, Development, and Learning, Birth – Grade 6 (3 credits)**

The nature of physical, cognitive, emotional, social, and moral development from birth through early adolescence, with implications for early intervention, early childhood education, and elementary school classroom teaching; integration of theory and research findings from the fields of developmental psychology and educational psychology. During the second half of the semester students in the early childhood program and students in the childhood program direct their projects and papers to the study of the respective developmental levels of their programs.

**EDUL 301 Teaching Reading and Language Arts, Grades 1-6 (3 credits)**

The developmental context to current approaches to teaching reading; creation of language-rich environments; organization of a

functional reading program; informational and critical reading; assessment of reading and language skills; oral and written communication; approaches to working with English language learners and students with special needs; and attention to motivational factors in literacy development at home as well as at school. Pre- or Co-requisite: EDUL 201.

**EDUL 302 Diagnosis and Correction of Reading Disabilities, Grades 1-6 (3 credits)**

The developmental context to understanding the symptoms and causes of reading disabilities; use and interpretation of achievement tests and diagnostic instruments; materials and methods used in remedial instruction; and preparation of teacher-made reading materials. Work with children and writing of case studies are required components of field experience. Prerequisite: EDUL 301.

**EDUL 303 Teaching the Social Studies Spectrum Subjects, Grades 1-6 (3 credits)**

The social and developmental contexts for teaching social studies spectrum subjects to a diverse elementary school student population; curriculum development and methods and materials; development of integrated instruction in history and geography (including history and geography of the United States), economics, citizenship and government, and the world of work; appreciation for the diversity of social life, including language and cultures; approaches to linking instruction to the context of students' lives. Prerequisite or corequisite: EDUL 201.

**EDUL 304 Mathematics, Science, and Technology: Teaching and Remediation, Grades 1 – 6 (3 credits)**

The developmental context for a problem-solving approach to mathematics, science, and technology instruction and remediation; developmentally appropriate curriculum development and methods of teaching and remediation in mathematics, science, and technology; emphasis on manipulative

materials and hands-on activities; application of mathematical concepts and skills in the study of science; application of mathematical concepts and skills and scientific concepts in real-life settings; and appreciation of the benefits, promise, and hazards of technology. Pre- or corequisite: EDUL 201.

**EDUL 306 Teaching the Arts and Physical Education, Grades 1 – 6 (3 credits)**

The cognitive, emotional, and social contexts for exploring various art forms, including performing arts, movement, sports activities and other areas of physical education; discovering and building on individual interests and creative abilities; creating developmentally appropriate opportunities for self-expression and self-exploration; cooperation in group art and sports activities; the relationship of the arts and physical education to other curricula areas. Pre- or corequisite: EDUL 201.

**EDUL 310 Principles of Classroom Management for Students with Disabilities, Grades 1-6 (3 credits)**

Setting up the physical environment of the classroom to maximize learning productivity and prevent unnecessary behavior problems. Review of different models of intervention approaches for handling difficult behavior in the elementary school. The teacher's role in reducing conflicts, teaching social skills, and facilitating cooperative group living. The importance of the teacher's self-awareness in teacher-student interaction. Critical incidents will be used to develop specific guidelines for effective teacher interventions. Prerequisites: EDUL 301 and EDUL 303 or EDUL 304.

**EDUL 600 History and Philosophy of Education and Special Education (3 credits)**

Historical and philosophical underpinnings of modern educational theory and practice. Study of: ancient Greek literature; early Jewish, Christian, and Muslim writings; philosophical developments in the Renaissance, Reformation, and revolutionary periods; social, cultural and

ideological forces which have shaped educational policies in the United States; current debates on meeting the wide range of educational and socio-emotional needs of students from diverse communities. Prerequisite: Upper div. status, Dept. approval.

## **HISTORY**

### **HISL 155-156 History of the Jewish People (3 credits each)**

The development and metamorphosis of Jewish political, social, and economic life from the Second Temple Period to the establishment of the modern State of Israel. The first semester ends with the expulsion from Spain.

### **HISL 220-221 Survey of Modern History (3 credits each)**

A two semester survey of modern European and world history. The first semester covers the Renaissance through the Reformation and Scientific Revolution until the downfall of Napoleon. The second semester begins with political and intellectual currents in the nineteenth century, focuses on the two World Wars, and concludes with the contemporary world scene.

### **HISL 262 The Holocaust (3 credits)**

The role of Nazism in the destruction of European Jewry, 1933-1945, is studied, with special attention given to the reactions of world Jewry and foreign governments to the catastrophe. Ghetto and concentration camp existence, as well as, Jewish resistance movements are also analyzed. Prerequisite: HISL 156 or permission of the instructor.

### **HISL 271 American Jewish History (3 credits)**

Study of the Sephardic legacy, German-Jewish migration and hegemony, the development of religious communities, the Civil War. Migrations from Eastern Europe, acculturation and assimilation, responses to Zionism and the

Holocaust, and current issues. Historical and literary texts on the interaction of Jew and Gentile are examined as well. Prerequisite: HISL 156 or permission of the instructor.

### **HISL 354 Topics in Jewish History (3 credits)**

Study of selected topics, such as the Second Commonwealth, Ashkenazi Jewry, messianism, the Haskala, Hasidism, the Mussar movement, and anti-Semitism. Prerequisite: HISL 155 or permission of the instructor.

## **JUDAIC STUDIES**

### **Biblical Studies**

#### **JSBL 357-358 Medieval and Modern Biblical Exegesis (3 credits each)**

Style and methodology of the exegetes, with attention to the exegetes of the Northern French School (10th to 14th centuries): Rashi, R. Joseph Bechor-Shor, and the Spanish Schools of Ibn Ezra, Radak, Ramban, et al. The second semester deals with modern exegetes: Malbim, Netziv, Hirsch, et al.

#### **JSBL 412-413 Women in the Bible (3 credits each)**

In-depth analysis of Biblical narratives dealing with the role, place, and impact of women. Special emphasis on the lives of the Matriarchs, and the roles of Devorah and Esther.

### **Jewish Heritage and Thought**

#### **JSHL 187-188 Introduction to Jewish Thought (3 credits each)**

Major themes of philosophical ideas as found in Jewish thought. Sources range from medieval to modern works.

#### **JSHL 257 The Literature of the Mussar Movement (3 credits)**

Study of selections from medieval and modern Jewish ethical literature. In addition to examination of classical texts such as Hovot ha-Levavot, Sha'arei Teshuva, Sefer Hasidim, and Mesillat Yesharim, the course will focus upon

the development of the Mussar movement as reflected in the writings of Rabbi Israel Salanter and his disciples.

**JSHL 261 Modern Movements in Traditional Judaism** (3 credits)

The Mussar Movement; Hirschian ideology; Abraham Isaac Kook. Prerequisite: Sophomore or higher standing or special permission.

**JSHL 311-312 Topics in Jewish Philosophy** (3 credits each)

Faith and reason: readings in Hilkhot Deot, Moreh Nevukhim, Kuzari, and Shmoneh Perakim.

**JSHL 353 Modern Jewish Thought** (3 credits)

The impact of emancipation on Jewish thinking: liberal theology; post-Kantian idealism; neo-Orthodox, secular and religious Zionism; 20th century rationalism and the emergence of Jewish existentialism.

**Jewish Law**

**JSL 362 Jewish Business Ethics** (3 credits)

An intensive study of issues that relate to the running and conducting of business according to Jewish law. Special emphasis on investment and finance, restraint of trade and compensation, advertising and marketing practices. Assigned reading includes Talmudic texts, Codes, and Responsa.

**JSL 311-312 Intellectual Trends in Rabbinic Judaism** (3 credits each)

The thought and writings of preeminent post-medieval and modern rabbinic scholars. Emphasis on biographies and historical data. Prerequisite: Junior status.

**JSL 364 Psychology and Halakhah** (3 credits)

Study of the Jewish law and values regarding psychological and social issues affecting the individual and the community. Emphasis will be placed on textual study of original sources and

supplemented with readings in the secondary literature focusing upon application to issues of topical concern. Attention will be paid to analysis of areas of confluence and divergence of contemporary psychology and Jewish law. The course will attempt to develop an awareness of practical halakhic issues that religiously observant mental health professional may confront as well as areas in which Jewish religious values enhance the effectiveness of the mental health professional.

**JSBL 493 Advanced Topics in Biblical Studies** (3 credits)

The Judaic Studies capstone course, which ties together everything students have learned in the Judaic Studies program. Prerequisite: Senior standing.

**ENGLISH LANGUAGE AND LITERATURE**

**Composition**

**LLEL 100 Introduction to English Composition** (3 credits)

Intensive practice in the composition of three-paragraph essays, with special emphasis on writing in response to selected readings. Prerequisite: Placement by examination.

**LLEL 101-102 English Composition I, II** (3 credits each)

Extensive practice in the composition of clear, concise, and grammatically correct sentences and paragraphs with special emphasis on the five-paragraph essay and the research paper. Prerequisite: LLEL 100 or placement by examination.

**LLEL 203 Business Report Writing** (3 credits)

Extensive study of writing clear, accurate and persuasive business reports. Emphasis on researching, organizing and presenting information. Prerequisite: LLEL 102 or exemption.

## Literature

### **LLEL 151 Survey of English Literature** (3 credits)

A survey of British literature featuring readings from Beowulf, Chaucer, Shakespeare, and a selection of modern writers.

### **LLEL 220-221 Survey of Modern Literature** (3 credits each)

A two semester survey of Modern literature from the classical through the modern eras. First semester readings include: Sophocles, Beowulf, The Song of Roland, Chaucer, Shakespeare, Cervantes, and Molière. Second semester readings include: the Romantic Poets, Ibsen, Dostoyevsky, Chekhov, Tolstoy, Kafka, Melville, Faulkner, Beckett, Camus and Sartre. Not to be taken after LLEL 151. Prerequisite: LLEL 102 or exemption.

## HEBREW LANGUAGE AND LITERATURE

### **LLHL 101-102 Elementary Hebrew** (3 credits each)

Taught entirely in Hebrew, this course enables the student to acquire the four basic language skills: listening, speaking, reading, and writing.

### **LLHL 201-202 Intermediate Hebrew** (3 credits each)

For students who wish to acquire facility in translation of biblical and modern Hebrew. A review of the fundamentals of grammar, both biblical and modern, with emphasis on syntax, idioms, and scholarly terminology. Prerequisite: LLHL 102.

## MATHEMATICS

### **MATL 007 Developmental Math** (0 credits/3 contact hours)

Review of basic arithmetical and algebraic skills. Topics include substitution and evaluation, linear equations, ratios and proportions, percents, word problems and signed numbers.

Required of all students who do not pass the placement test or have appropriate transfer credit for mathematics. Prerequisite: placement by departmental examination. May be repeated. 3 hours.

### **MATL 111 College Mathematics** (3 credits)

An introductory course in mathematical skills and techniques necessary for further collegiate study. This course addresses fundamental principles of algebraic calculations such as operations with signed numbers, exponents, negative exponents and operations with fractions, verbal problems and solution of equations, graphical methods, systems of linear equations. Prerequisite: MATL 007 or placement by examination.

### **MATL 120 Pre-Calculus** (3 credits)

Functions, solution of equations and systems of equations, the trigonometric functions and their graphs, addition theorems and identities, logarithmic and exponential functions, and elementary analytic geometry. Prerequisite: MATL 111 or placement by examination.

### **MATL 121-122 Calculus I, II** (4 credits each)

Continuity, limits, differentiation, and integration of polynomial, exponential, and trigonometric functions. Applications to geometry, physics, and other areas. Prerequisite: MATL 120 or placement by examination.

### **MATL 261 Statistics for Social Science Majors** (3 credits)

Basic concepts in descriptive and inferential statistics including measurement scales, frequency distributions, measures of central tendency and distribution, correlation coefficients, linear regression, probability theory, binomial distribution, and parametric and non-parametric tests of significant differences. Prerequisite: MATL 111 or placement by examination.

## **COMPUTER SCIENCE**

### **MCOL 140 Computer Concepts with Business Applications (3 credits)**

This class introduces students to basic computer topics and terminology. Computer hardware and software are discussed along with an extensive overview of Microsoft Office applications under Microsoft Windows, and an introduction to Internet usage and research. Students will complete this course with a solid understanding of computers, how to use computers, and how to access information on the World Wide Web.

### **MCOL 200 Advanced Computer Concepts with Business Applications (3 credits)**

This course presents advanced features of Excel, the basics of Microsoft Access, as well as the fundamental functions of the QuickBooks accounting application. The goal is to fully expose business students to computer applications that can integrate directly into their studies as well as on the job. Students will complete this course with a solid understanding of how computers are used in the modern business. Prerequisites: MCOL 140, EBAL 101, and EBFL 200.

### **MCOL 211 Introduction to Computer Security (3 credits)**

This course provides an introduction network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security.

### **MCOL 212 CyberSecurity: Penetration Testing for Business (3 credits)**

This course will discuss current penetration testing frameworks including vulnerability

assessment and management skills necessary to determine the resiliency of the network against attacks. It is modeled after the CompTIA PenTest+ Certification Exam. The successful student will have the intermediate skills required to customize assessment frameworks to effectively collaborate on and report findings. Students will also have the best practices to communicate recommended strategies to improve the overall state of IT security. Prerequisite: MCOL 211 or instructor approval.

### **MCOL 311 Computer Science & Programming for Business (3 credits)**

This course is intended for students with little or no programming experience. It aims to provide students with an understanding of the role computation can play in solving problems and to help students, regardless of their major, feel justifiably confident of their ability to write small programs that allow them to accomplish useful goals. The class will use the Python programming language.

### **MCOL 312 Computational Thinking & Data Science for Business (3 credits)**

This course is intended for students who have either taken MCOL 311 or who have a strong background in Python. The goal is to provide students with a deeper understanding of the structure of Python, its effect on software design, and how programs are developed to handle practical, real-world problems. Students will learn how to build a complex program over the course of the semester. Prerequisite: MCOL 311 or instructor approval.

## **PHILOSOPHY**

### **PHIL 225 Business Ethics (3 credits)**

An examination of ethical issues that arise in the context of business. The relevance of ethical theory to such issues as consumer rights, truth in advertising, obligations to shareholders and negotiating strategies is discussed.

## **POLITICAL SCIENCE**

### **POLL 101 American Politics (3 credits)**

This course studies (i) the current state of American politics, including the leading issues of the day, (ii) the historical and constitutional foundations of the national government, and (iii) the major institutions of the federal government, including Congress, the presidency, and the judiciary. In-depth analysis of the Congress probes policy making and organization of Congress and it evaluates the performance and functioning of Congress as a representative institution. Additional segments of the course deal with public opinion, the media, and American political economy.

## **PSYCHOLOGY**

### **PSYL 200 Introduction to Psychology (3 credits)** *previously PSYL 101*

Psychology as a biological, behavioral, and social science. Topics include: critical and scientific analysis of human behavior, fundamentals of psychological research, biological bases of behavior, states of consciousness, learning, thought, memory and intelligence, social behavior and personality, mental health and adjustment, diagnosis and treatment of abnormal behavior.

**PSYL 201 Developmental Psychology (3 credits)**  
Stages of life: infancy, childhood, adolescence, adulthood, and old age. Mental, emotional, and personality changes during development, and the psychological hurdles overcome. Prerequisite: PSYL 200.

### **PSYL 202 Social Psychology (3 credits)** *previously PSYL 102*

Social influences on values, attitudes, and behavior. Determinants of social perceptions and cognitions. Bases for friendship, love, prejudice, and anti-social behavior. Group dynamics involved in conformity, conflict and

cooperation. Prerequisite or co-requisite: PSYL 200.

**PSYL 205 Psychology of Motivation (3 credits)**  
Motivation for human behavior from the basic psychological drives to higher drives such as achievement, self-fulfillment and altruism. Emphasis on contemporary research as well as classical theories. Prerequisite: PSYL 200.

**PSYL 206 Psychology of Marketing (3 credits)**  
Social, cognitive, and emotional factors on the economic decisions of individuals and institutions and the consequences for market prices, returns, and the resource allocation. Concerned with the bounds of rationality of economic agents, and how Marketing can affect the consumer.

**PSYL 207 Psychology of Social Media (3 credits)**  
Review and evaluate Media Psychology and examine its many influences in the society. Review the supporting evidence of encountering the ever increasing variety of forms of mass communication and its effect on our behavior. Discuss the influence of social media on advertising and the trends that have determined market diversions in 21st century. Gain a general understanding of science of persuasion and human behavior. Investigate various genres in the today's media and explore the role of Psychology on popularity of these genres and audience response.

**PSYL 208 Counseling & Coaching (3 credits)**  
This class concentrates on: (i) the explicit difference between the two styles of consultation; (ii) clinical setting v coaching; (iii) clinical relationship v coaching dyad; and (iv) challenges that can be addressed successfully in each form of consultation.

**PSYL 210 Learning (3 credits)**  
Models of animal and human learning including classical and operant conditioning, as well as contemporary theories drawn from information processing and cognitive science. Applications

to education, social and clinical psychology.  
Prerequisite: PSYL 200.

**PSYL 215 Psychology of Diversity (3 credits)**

This course examines diversity in the workplace as well as diversity in human development. Will review fundamental components of Human resources and diverse needs of employments in the workplace. Students will examine the various aspects of the role of diversity in clinical settings and the effect of diversity in therapy.

**PSYL 216 Adolescent Development (3 credits)**

This course examines the physical, cognitive, emotional, and social development of adolescents. Topics include genetic, cultural, and social factors that enhance or inhibit development. Prerequisite: PSYL 200.

**PSYL 221 Industrial Psychology (3 credits)**

Psychological techniques for selecting and training employees, enhancing morale of workers and improving their relationship with management. Psychology of marketing and advertising. Prerequisite: PSYL 200.

**PSYL 223 Group Behavior (3 credits)**

Group Behavior exposes students to research and theories regarding effective behaviors in team and group settings. Various models regarding the structural and interpersonal factors that can affect team and group performance will be reviewed.

**PSYL 226 Psychology of Leadership (3 credits)**

Foundation in basic components of leadership and management. Experience with most common concepts and tasks encountered in leadership.

**PSYL 231 Psychological Testing (3 credits)**

Theoretical and statistical foundations of psychological testing. Measurement of intelligence, aptitudes, academic skills, personality, and behavior. Includes formal and informal tests and rating scales Prerequisite: PSYL 200.

**PSYL 301 Experimental Psychology (3 credits)**

Methodological and experimental approaches to human behavior focusing on sensation, perception, learning, and memory. Experiments conducted in class, results analyzed, and scientific reports written. Students also design and write a proposal for an experimental project. Prerequisite: PSYL 200 and MATL 261. Corequisite: PSYL 301L.

**PSYL 301L Experimental Psychology Lab (1 credits)**

Corequisite: PSYL 301.

**PSYL 302 Advanced Experimental Psychology (3 credits)**

More advanced research design and experimental approaches to human behavior including learning, perception, and problem solving. Scientific reports including possible honors thesis proposal prepared by students. Prerequisite: PSYL 301.

**PSYL 303 Consumer Psychology (3 credits)**

Consumer Psychology is the obvious needs and wants that are on the surface of conscious thought, but also the deeper, possibly unconscious motives that drive human behavior at an implicit level. Psychological theories to understand the inner workings of the mind, decision-making process, and ways to assess opinion. This course gives an overview of psychological knowledge as it pertains to capturing consumer insight, and includes a consideration of what factors influence consumer choice.

**PSYW 304 Ethics in Psychology (3 credits)**

This course examines and discusses the value of empirical evidence, tolerance of ambiguity, ethical behaviors (including the APA Ethics Code), and other values that underpin psychology as a science and profession.

**PSYL 310 Personality (3 credits)**

Description and assessment of personality. Classical approaches of psychoanalysis tract theory, humanism, behaviorism and cognitive



theorists as well as contemporary research and practical applications. Prerequisite: PSYL 200.

**PSYL 312 Cognition and Memory (3 credits)**

Overview of approaches to thinking, reasoning, problem solving, and decision making. Memory theories and process and neurological underpinnings. Interplay of memory and cognition. Prerequisite: PSYL 200.

**PSYL 322 Psychology of Entrepreneurship (3 credits)**

Entrepreneurship is essential for international social and economic well-being, as new ventures are the dominant source of job creation, market innovation, and economic growth in many societies. Review research, findings, and theories of modern psychology as the basis for gaining important, new insights into entrepreneurship—and into the hearts and minds of the talented, passionate professionals who create new business ventures.

**PSYL 325 Drugs and Behavior (3 credits)**

Behavioral effects of biochemical mechanisms of psychoactive drugs, including prescription, recreational, and illegal drugs. Topics include psychopharmacological treatment of abnormal behaviors and moods, addiction and tolerance, and the treatment of addictions. Prerequisite: PSYL 200.

**PSYL 326 Forensic Psychology (3 credits)**

The course provides an overview of the interface between psychology and the legal system. It covers the role and functions of the forensic psychologist, the nature and methods of forensic assessment, mental health evaluations in the criminal justice system and in civil law. It will also address such special topics as jury selection and eyewitness testimony.

**PSYL 335 Abnormal Psychology (3 credits)**

Description and diagnosis of abnormal behavior. Causes, symptoms and treatments of mental illness. Basic principles of psychotherapy. Prerequisite: PSYL 200.

**PSYL 340 Introduction to Counseling and Therapy (3 credits)**

Theories and techniques counseling. Course includes practice in interviewing and development of basic skills necessary for successful treatment. Prerequisite: PSYL 200 and PSYL 335. PSYL 310 strongly recommended.

**PSYL 342 Psychology of Religion (3 credits)**

Nature of religious experience and behavior. Psychological aspects of belief, prayer, sin, guilt, mysticism, and membership in a religious community. Prerequisite: PSYL 200.

**PSYL 345 Psychology of Health and Illness (3 credits)**

This course will examine psychological influences on how people stay healthy, why they become ill, and how they respond when they are ill. Topics include the mind-body relationship, stress and stress management, chronic pain, headaches, biofeedback, the patient in various treatment settings. The course also examines changes in lifestyle and psychological issues faced by individuals dealing with stroke, arthritis, diabetes, heart disease, cancer and AIDS. Prerequisite: PSYL 200.

**PSYL 351 Biological Psychology (3 credits)**

The biological bases of behavior and methods of study. Topics include: anatomy and physiology of the nervous system and sense organs, drugs and behavior, sleep and dreaming, eating and drinking, memory and language, brain disorders and abnormal behavior. Prerequisite: PSYL 200 or BIOL 101.

**PSYL 401 Psychology of the Exceptional Child (3 credits)**

Special problems of children who differ markedly from the average: mentally retarded, brain damaged, psychologically disturbed, sociopathic, physically handicapped, culturally deprived, and gifted children. Genetics, neuropsychological, and sociological aspects as well as causes, assessment, and remediation.

Prerequisite: PSYL 200 (PSYL 335 strongly recommended).

**PSYL 402 Clinical Psychology** (3 credits)

Overview of clinical psychology as both an art and a science. Roles of the clinical psychologist and the scientific foundations of assessment and treatment. Prerequisite: PSYL 340 or Departmental permission.

**PSYL 405 Mood and Anxiety Disorders** (3 credits)

Diagnosis and treatment of the most common mental disorders, which include depression, manic-depression, obsessive-compulsive disorder, general anxiety, panic attacks, and phobias. Prerequisite: PSYL 335.

**PSYL 420 Eating Disorders** (3 credits)

The etiology, description, and treatment of anorexia nervosa, bulimia nervosa, and binge eating disorder associated with obesity. Relation between eating disorders and other psychopathology. Prerequisite: PSYL 335.

**PSYL 432 Neuropsychology** (3 credits)

Cognitive function in the normal and brain-injured adult. Methods of neuropsychological assessment in clinical and research situations. Topics include consciousness, body sense, spatial understanding, language encoding, attention, memory, perceptual processing including vision, and personality. Strategies for remediation. Prerequisite: PSYL 351.

**PSYL 485-486 Internship in Psychology** (3 credits each)

Opportunity to work as an intern in an approved organization such as a clinic, school or hospital. The customary requirement is to work 1 day per week, keep a log of daily activity, read relevant texts and journal articles, and write a brief paper linking observations to the literature. Coordinated by a site supervisor and Touro faculty member. Prerequisite: Senior status or at least 45 credits in residency at TCLA, and departmental permission.

**PSYL 493 Advanced Topics in Psychology** (3 credits)

The Psychology capstone course, which ties together everything students have learned in the Psychology program. It reviews the Psychology program's Program Learning Objectives (PLOs) and assesses students for their mastery of the PLOs. Prerequisite: Senior status or departmental permission. Must have completed 21 credits in psychology, including PSYL 301 and PSYL 301L.

**PSYL 493S Advanced Topics in Psychology/Health Science** (3 credits)

This is the capstone course for the Psychology major with concentration in Health Sciences. Students are required to demonstrate mastery of the Psychology Program Learning Objectives. In addition, students are required to demonstrate mastery of material and skills relevant to the Health Sciences Concentration. The latter requirement is fulfilled by the preparation of a Senior Research Thesis based on the performance of a comprehensive literature search and critical review of a topic selected by the student and the instructor. An oral presentation is required in addition to the written document. Prerequisite: Senior status or departmental permission. Must have completed 21 credits in psychology and health sciences, including PSYL 301 and PSYL 301L.

**SOCIOLOGY**

**SASL 103 Introduction to Sociology** (3 credits)

The unique perspectives and methods of social science for understanding the social realities of everyday life; the concept of culture, socialization, social perception and cognition; semiotics and anthropological linguistics; the sociology of knowledge, social ethics and norms; groups and stratification, culture continuity and change; human ecology.

## **INTERPERSONAL COMMUNICATIONS AND SPEECH**

### **SPLL 101 Fundamentals of Speech (3 credits)**

Techniques of public speaking. Includes the delivery of several speeches during the course of the program.

### **SPLL 208 Phonetics (3 credits)**

The study of the sounds of the English language and its application to speech correction. Introduces the student to basic anatomy and physiology of the speech mechanism. Identification of acoustic properties of speech sounds and their phonetic application. Instruction in reading and transcribing of the International Phonetic Alphabet of American English patterns. Prerequisite (or co requisite): SPLL 101.

### **SPLL 209 Anatomy and Physiology of Speech (3 credits)**

Introduction to the anatomy, physiology and neuromuscular systems pertaining to speech and language. The study of the respiratory system for phonation and its function for articulation and resonance. Neural control of speech production and the cerebral organization of language will be discussed. Prerequisites: BIOL 111 or BIOL 101.

### **SPLL 210 Normal Speech and Language Development (3 credits)**

The study of normal speech and language acquisition and development. Special emphasis on linguistic, cognitive, perceptual, and psychological factors.

### **SPLL 308 Introduction to Hearing Science/ Acoustics (3 credits)**

Anatomy and physiology of the ear, psychoacoustics of the speech mechanism, and applications to speech pathology. The study of sound as related to speech and hearing. The anatomy and physiology of the hearing

mechanism is studied in depth as a basis for normal speech and language development.

### **SPLL 309 Introduction to Audiology I (3 credits)**

An introduction to the disorders of hearing loss, measurement and evaluation of hearing. Basic clinical testing and interpretation of test results will be taught. Pure tone audiometry, basic speech audiometry, impedance testing and masking will be taught. Prerequisites: SPLL 208 and SPLL 308.

### **SPLL 310 Speech Pathology I: Communication Disorders (3.5 credits)**

Introduction to etiology and diagnosis for speech disorders related to articulation, phonology, language, voice, stuttering, cleft palate, cerebral palsy, aphasia, hearing and mental retardation. 5 hours of observation to be included. Prerequisites: SPLL 208, SPLL 209, SPLL 210.

### **SPLL 401 Speech Pathology II: Rehabilitation (4 credits)**

The rehabilitation and therapeutic approaches to communications disorders such as delayed language, articulation, phonology, cleft palate, cerebral palsy, voice, stuttering, hearing, and aphasia. This course will include early intervention at ages 0-3 and a discussion of Alzheimer's disease. A supervised clinical practicum where the student is an observer for no less than 25 hours is also part of the course. Note: The practicum is fully supervised by an ASHA-certified member of our faculty at all times. Students are placed at various sites. Prerequisite: SPLL 310.

## **OFFICE OF THE REGISTRAR**

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

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

## **TOURO UNIVERSITY WEB-BASED STUDENT SERVICES (TOUROONE)**

Touro University's TouroOne site (<https://touroone.touro.edu>) enables students to do the following:

- Register for courses
- Add/drop courses during the registration period
- View grades
- Print an unofficial transcript
- View and print their class schedule
- Search current course offerings
- Track their degree completion progress via the Degree Works tool
- Apply for Graduation
- Access TouchNet for online e-bills and tuition payments
- Check if there are any holds on the account
- Check financial aid status
- Download financial aid forms
- Order an Official Transcript
- Access student's email
- Access Canvas
- Update their address and phone number

## **ACADEMIC RULES AND REGULATIONS**

### **TO THE READER:**

Catalogs can be intimidating documents. However, these pages hold much of the information and rules you will need to plan your stay at Touro College Los Angeles. Please consult with an academic advisor if you need clarification or amplification of any of the rules and regulations you find on these pages. However, students must assume final responsibility for conforming to all college regulations and curriculum requirements.

### **THE REGISTRATION PROCESS**

#### **SELECTING COURSES**

Touro College Los Angeles offers Fall and Spring semesters as well as a limited Summer session. Registration dates and times are assigned for each semester. Students choose courses each semester to satisfy both core requirements and requirements in a specific major. Students who are placed in basic English writing courses are expected to take those courses in prescribed sequence each term unless a waiver is obtained. Academic advisors are available to assist in this process and sign each student's pre-registration form.

Touro College Los Angeles offers a mix of courses in various disciplines. It is not possible to offer every course every semester. Note that courses may be cancelled if there is insufficient enrollment.

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

#### **Prerequisites and Corequisites**

Many courses require a prerequisite and/or a corequisite. A prerequisite to a course is a requirement that must be completed by the student before they enroll in a course. A corequisite to a course is a requirement that must be taken by the student at the same time or before they enroll in that course. Prerequisites and corequisites are listed together with the course descriptions for each course. Students must check that they have the necessary prerequisites and corequisites or have obtained a waiver for any course for which they register.

#### **Size of Program - Credit Load**

During the Fall and Spring semesters, the normal load for a full-time student is 12 to 18 credits or semester hours. The minimum load for a full-time student is 12 semester hours. Students may take no more than 18 credits each semester (excluding summers) without receiving special permission from the

Dean. 7 credits is the maximum load for each 4 week Summer session, 14 the maximum for an entire summer semester.

### **Repeating Failed Credit-Bearing Courses**

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

### **Repeating Passed Credit-Bearing Courses**

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 code "E" ("Excluded") will be added to the entry for the earlier course on the transcript, indicating that the grade received will not be calculated in the student's GPA. The grade will remain on the record. The repeated course entry will appear with the code "I" ("Included") added, indicating that the grade received will be calculated in the GPA. Therefore, only the second grade earned – whether higher or lower than the original one – will be calculated in the student's GPA.

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 exclusion of the second grade received, and the inclusion of the original grade, in the GPA calculation. 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 Los Angeles. If repeated at Touro, the code "E" ("Excluded") (see above) will be added to the entry for the repeated course on the transcript, 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. Please note that graduate programs may recalculate a student's GPA, including the student's original grade.

## **CHANGE OF PROGRAM**

### **Adding a Course**

A student may add course(s) within the first two weeks of the Fall or Spring semester and within the first few days of the Summer semester. To do this, a student must register for the course on TouroOne, or file an "Add/Drop" form signed by their advisor with the Office of the Registrar.

## **Dropping or Withdrawing From a Course**

A student may 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 drops in the first two weeks, the student may either complete the process on TouroOne or may file an "add/drop/withdrawal" form. For all withdrawals after the first two weeks, the student must file an "add/drop/withdrawal" form. 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 their status and to understand what the financial effect of the change might be.

Please note that any student adding or dropping a course should also consult with the Bursar prior to submitting the form to the Registrar's office. Charges may apply to dropped courses in accordance with the tuition refund schedule.

## **COURSE OPTIONS**

### **ON GROUND COURSES**

As a traditional, "brick and mortar" institution, our courses are offered, and must be taken, in a live, classroom setting. These classes are often enhanced with a variety of technology, especially those based in the computer or science laboratories, but all weekly class hours are live in the classroom and/or lab.

A number of our courses may be offered as "hybrids." Hybrid courses meet in person once a week and have an additional component in place of the second weekly meeting. This allows the advantages in-person interaction with the instructors and fellow students, yet provides some of the scheduling flexibility of an asynchronous course.

### **ONLINE COURSES**

Some courses may be offered through Touro University Worldwide (TUW). TUW online courses are offered in intense 8-week sessions, with two sessions offered each semester, on their own LMS and have different course numbers and descriptions. Your advisor will let you know which courses you are eligible to take, and which requirements they would help you fulfill in your degree plan.

### **Student Eligibility for Taking Courses Online**

In general, you can only register for an online course if ALL of the following apply to you:

You are NOT on probation.

You have at least a 3.0 ("B") average.

It is not your first semester at Touro College Los Angeles

In most cases, students will be limited to a single online course per semester and, as a rule, no more than two courses can be taken online per semester.

Permission will generally not be granted for an online course if the equivalent course is regularly offered on ground at TCLA.

In ALL cases, you need the Dean's written approval to register for TOW courses.

### **Registering For a TOW Online Division Course**

Students registering for online courses go through two distinct registration processes, first with the TCLA Registrar's Office and then one with the TOW Registrar's Office. Once registered for TOW courses, students follow the rules, regulations, guidelines and procedures of TOW Online Division courses as detailed in the TOW catalog [<https://www.tuw.edu/students/university-catalog/>]

## **ACADEMIC ADVISEMENT**

Touro College Los Angeles attempts to maximize each student's professional, intellectual and personal growth. To this end, all students are provided with academic advisors to assist them with academic problems, course registration, career planning, and graduate and professional school options. All students have the responsibility to:

- make regular appointments to see their advisor
- become knowledgeable about college rules and procedures
- file the appropriate forms at the scheduled times
- take full responsibility for planning and carrying out a program of study

## **CREDITS AND SEMESTER HOURS**

### **Contact Hours**

The standard unit of measuring a student's course of study is the semester hour. One semester hour is equal to one academic hour per week of classroom instruction for a full term with homework and assignments. An academic hour is 50 minutes. College-level courses are normally assigned one credit per semester hour. Generally, courses that include laboratory assignments will include additional contact



hours. For students taking developmental courses that carry no credit, contact hours are used to determine full time status for financial aid purposes.

### **Class Standing**

The minimum number of completed credits needed for membership in each class is:

Lower Freshman	entry
Upper Freshman	12
Lower Sophomore	24
Upper Sophomore	40
Lower Junior	56
Upper Junior	72
Lower Senior	88
Upper Senior	104

## **ACADEMIC PROGRAMS AND FINANCIAL AID**

### **Academic Standard Chart**

For purposes of financial aid eligibility, the chart below indicates the number of credits the student must complete and the minimum GPA that must be achieved to maintain satisfactory progress.

To determine the number of credits a student must complete and the minimum grade point average that must be achieved to remain in good academic standing, locate the student's semester of study in the first row and read down the column.

### **Chart for Financial Aid Eligibility**

Calendar: Semester

Before beginning this semester of study	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
a student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
with at least this grade point average	0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Students failing to meet these standards may be subject to loss of student status and/or financial aid. Please consult with your advisor.

A transfer student, after an official evaluation of their transcript, is placed on the Academic Standard Chart in accordance with the number of transfer credits he or she receives, and is expected to progress along the chart from that point. Transfer students and part-time students should consult the Office of the Registrar to determine their position on the Academic Standard Chart.

## **EARNING OUTSIDE CREDIT**

### **Off-Campus Credit While a TCLA Student**

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.

## **CREDIT BY TESTING**

### **Equivalency Examinations**

With a permit and scores above minimums set by Touro College Los Angeles, students may receive college credit for selected subject area examinations given by the College Entrance Examination Board - College Level Examination Program (CLEP) and Advanced Placement Examinations (AP); Defense Activity for Non-Traditional Education Support (DANTES); and selected proficiency examinations sponsored by certain colleges.

Credit is generally not given for required courses or for business and economics courses taken through the CLEP program. The maximum number of credits accepted in any category is twelve except AP, which is 30. However, the maximum number of credits by examination overall that Touro accepts is 30.

### **Departmental Challenge Examinations**

Students who can demonstrate proficiency in a particular subject may earn credits by taking a departmental challenge examination. Interested students must make arrangements for taking the examination with the appropriate department chairperson, file a "Request to Take a Challenge Examination" form with the Registrar's Office, and pay the necessary fee to the Bursar.

## **TRANSFER CREDIT**

Transfer students seeking credits for previous academic work should arrange that an official transcript be sent to the Office of the Registrar, Touro College Los Angeles, 1317 N. Crescent Heights Blvd., West Hollywood, CA 90046. The maximum total number of credits transferable to TCLA from all sources combined is 75.

It may be necessary to schedule a conference with department chairpersons if transfer credits are being offered to fulfill major, concentration, or other requirements. The Registrar may also request the student provide course descriptions from their previous institution. Credits are generally awarded after evaluation for business, education, computer science, social science, and other liberal arts and sciences courses that were completed with a minimum grade of C at a regionally-accredited accredited institution.

A maximum of six credits is generally granted for previous work completed in technical or professional programs not offered at Touro College Los Angeles.

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 Judaic studies in Israel may earn the equivalent of one year of college credit. Students must document their yeshiva and seminary work by arranging for official transcripts to be submitted to Touro College Los Angeles for evaluation. Credits are granted only in accordance with the College's academic policies. Students who transfer Judaic Studies credits from other institutions (and were not then enrolled in the Touro Israel Option program) will have their Judaic Studies credits evaluated after completing one full-time semester at the TCLA campus.

Credits may not be awarded for courses taken more than 10 years prior to a student's first semester at Touro College Los Angeles in computer science, natural sciences, business, and accounting. Such transfer credit in all other areas is subject to individual departmental approval.

Students who have completed an associate's degree at an accredited institution are assured a minimum of 60 credits, but they must meet the individual course and liberal arts requirements of their selected degree program. Transfer students may request in writing that all prior college work completed at (a) particular school(s) not be evaluated. This decision is irrevocable.

Transfer students should be aware that a course taken at TCLA that was previously passed at a prior institution will not count toward full-time status for financial aid purposes. This may have adverse financial aid implications, and a Financial Aid officer should be consulted for further information. If you pass a course at TCLA for which you also received transfer credit at a prior institution, the transfer credit will be deleted.

To be eligible for a TCLA baccalaureate degree, at least 45 credits in residence at Touro College Los Angeles are required.

## **GRADES**

### **ATTENDANCE AND CLASS PARTICIPATION**

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

In the event of a student's absence from classwork or an examination, the instructor shall be the judge of the validity of the student's excuse, and they may grant or deny an opportunity to make up the work that was missed. All missed work from a given semester must be completed by the end of the sixth week after the semester's end. Students may petition the Office of the Dean for an extension of time for the completion of the missing course work.

### **GRADE TYPES**

#### **Non-Credit Courses**

Pass/Fail grades of four types are assigned to developmental Math 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

Each developmental Math course may be repeated only once without special permission.

#### **Credit Courses**

Passing grades for credit-bearing course are A, B, C and D with plus and minus, and P. For the numeric equivalents of these grades, see Grade Values below. Failing grades are F and WU.

### **Grade Definitions**

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

W: (No penalty.) This grade is assigned when a student withdraws from a course and files an Add/Drop form (see p. 70) with the Office of the Registrar, signed by an academic advisor. A student who does not file this form will receive a failing grade of F or WU depending on the number of class sessions attended and the amount of work completed.

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

WNA: Student never attended class. This grade is not included in calculating the student's grade point average (GPA).

N: No grade assigned.

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

### Grade Values

The following grade values are assigned for each credit-bearing hour:

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 and WU = 0		

(Note: the grade of "P" is not included in the GPA.)

### Grade Point Average (GPA)

The GPA is obtained by dividing the total number of grade points earned at Touro College Los Angeles by the total number of course credits completed, except for those with the grade of "P". Example: A student receives the following credits and grades:

Grade	Credit Hours	Grade Value	Grade Points
A	4 x	4.000	= 16.000
A-	3 x	3.667	= 11.001
B+	4 x	3.333	= 13.332
B-	3 x	2.667	= 8.001
C	4 x	2.000	= 8.000
Totals	18		56.334

Calculated GPA:  $56.334 \div 18 = 3.130$

## **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 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 become final six weeks after the grade was due.

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.

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 APPEALS**

A student who receives a grade that they believe does not reflect the quality of work that was done should contact the course instructor and attempt to resolve the matter informally. If the student is not satisfied with the outcome and still wishes to challenge the grade, they may institute a grade appeal by submitting a formal written request for a change of grade to the faculty member who issued the grade. If the faculty member rejects the student's request for a change of grade, an appeal may be made to the department chairperson. The chairperson will change the faculty member's decision only if it was determined to be clearly erroneous, arbitrary, or capricious. The student's appeal to the chairperson 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 name of the instructor.

- The date, time and place of the student's appeal of the grade to the instructor, a copy of the appeal, and information about the dialogue between the two concerning the grade challenge.
- The grade being challenged, the reason for the challenge, and the documentation presented by the student may all influence the outcome of the appeal.
- A copy of the student's appeal should also be submitted to the Office of the Dean.

The burden of proof is on the student to demonstrate that the instructor's decision was erroneous, arbitrary, or capricious. The chairperson will respond to the student in writing within 30 days of receipt of the appeal. The chairperson's decision is final. The student may also appeal to the Dean, who may also refer the matter to the Committee on Academic Standing or give his own recommendation on the matter.

## **ACADEMIC PROGRESS AND STANDING**

### **ACADEMIC HONORS - DEAN'S LIST**

Students are eligible for the semester Dean's List if they complete 12 credits or more with a GPA of 3.4 or higher. Courses completed abroad will not count toward the Dean's List.

(Honors at graduation are discussed below.)

### **SATISFACTORY ACADEMIC PROGRESS**

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

Conformance to Touro's SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

This SAP policy applies to all Touro Students as described below. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined by Touro, other state or Federal benefit programs (i.e., Cal Grant, if eligible), or individual program requirements. However, these standards are intended to be at least as rigorous as Touro College Los Angeles academic policies.

Please view the full policy at:

<http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>

## **GRADUATION**

### **APPLICATION FOR GRADUATION**

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before completing their 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 they are a candidate for graduation by completing the "Application for Graduation" form during November for January graduates, and February for June and September graduates. See the academic calendar for that semester's exact due dates. Students who complete their degree requirements in January, June, or September of a given year participate in the annual June commencement exercises.

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

### **GRADUATION REQUIREMENTS AND STANDARDS**

Candidates for the baccalaureate degree must complete 120 credits.

In order to graduate, students must achieve an overall GPA of at least 2.00 ("C" average) for classes taken at Touro College Los Angeles. Within the major or concentration, students must achieve an average of 2.30 ("C+" average). Some departments may require a higher average in their major or concentration. Students should consult each department for its requirements.

The baccalaureate degree requires at least 45 credits in residence at Touro College Los Angeles.

Students must complete at least fifty percent of the coursework for their major at Touro College Los Angeles.

### **HONORS AND AWARDS AT GRADUATION**

Baccalaureate candidates who have completed at least 60 credits with a high GPA at Touro College Los Angeles receive the following Latin honors at graduation:

Summa Cum Laude	3.80 to 4.00
Magna Cum Laude	3.60 to 3.79
Cum Laude	3.40 to 3.59



## **FINALIZING THE ACADEMIC RECORD**

Once the degree is conferred at the date of graduation, the academic record is considered complete and final. No further changes will be made unless there is a documented clerical error. If readmitted to the college as a visitor, a student may return to campus and take additional TCLA coursework. Post-graduation coursework will not be applied to the degree. Course repeats are not permitted after a degree is awarded (see course repeat policy). No transfer work will be accepted after the degree is conferred.

## **LEAVES OF ABSENCE AND READMISSION**

A matriculated student enrolled at TCLA who chooses to interrupt their attendance but intends to return and continue their study at TCLA 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 he/she intends to resume attendance.

## **WITHDRAWAL FROM THE COLLEGE**

Students who wish to withdraw from their studies at Touro College Los Angeles in good standing 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.)

## **ACADEMIC DISMISSAL**

A student who fails to meet the standards outlined in the Academic Standard Chart may be dismissed from the College. Students who receive an academic dismissal may appeal to the Committee on Academic Standing for readmission.

## **LEARNING OUTCOMES**

### **Introduction**

Touro College Los Angeles is committed to implementing a plan for assessing student learning outcomes at the institutional, program and course levels. The primary purpose of the plan is to evaluate the school's success in achieving stated learning outcomes and to use results to improve teaching and learning.

## **TOURO COLLEGE LOS ANGELES INSTITUTIONAL LEARNING GOALS**

ILO 1 Demonstrate the ability to communicate effectively through listening, speaking, reading, writing and use of technology and media

ILO 2 Display mastery of knowledge and skills in the discipline of study

ILO 3 Demonstrate cultural and global awareness to be a responsible citizen in a global society and world

ILO 4 Demonstrate the ability to exercise problem-solving skills, such as problem identification and analysis, and solution formulation, implementation, and assessment using an integrated approach

ILO 5 Exhibit the ability to think critically and utilize research and critical thinking to solve real life problems

ILO 6 Use collaboration and group processes to achieve a common goal

ILO 7 Demonstrate professional ethics and practice academic integrity

ILO 8 Demonstrate commitment to lifelong learning

## **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. Please cooperate with college officials by observing the rules and regulations of the college, and by exercising respect for college values and property.

## **ACADEMIC INTEGRITY STANDARDS**

### **TOURO UNIVERSITY STATEMENT ON ACADEMIC INTEGRITY**

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

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying, plagiarizing, and utilizing AI tools without acknowledgment of such, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates. Furthermore, it misrepresents student efforts and mastery of course material both absolutely, and relative to others in their courses.

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

The Touro University policy on academic integrity, can be found on the TCLA website (<https://tcla.touro.edu/students/>), is designed to guide students as they prepare assignments, take exams, and perform work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity.

The International Center for Academic Integrity (ICAI), of which Touro University is a member, lists six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, to allow institutional scholarship to flourish with integrity.<sup>1</sup> To sustain these values, Touro University's Academic Integrity Policy, requires that a student or researcher:

- Properly acknowledge and cite all use of the ideas, results, or words of others, including the use of AI tools and other emerging technologies;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as their own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;

- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for their own ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated, and no student has an inappropriate advantage over others;
- The academic and ethical development of all students are fostered;
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld. The Touro University works with faculty and students to promote an institutional culture of academic integrity, provides effective training that creates a commitment to academic integrity, and establishes clear procedures to deal with allegations of violations of academic integrity and monitoring the adherence thereto.

### **College Policy**

As part of the Touro University System, TCLA adheres to the Touro University policy on academic integrity. The following is a brief summary of the policy, please see the entire policy on the student tab of the college website for full details (<https://tcla.touro.edu/students/> ).

### **Plagiarism**

To commit plagiarism means to present as one's own the ideas, writings, computer-generated material, etc., 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 including AI or of a "ghost writer" as one's own work.

### **Cheating and Other Irregularities**

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, calculator, when these are not authorized; obtaining tests before one's scheduled date of the examination; copying laboratory work; and sending in a substitute to take an examination.

B. Stealing, falsifying or otherwise altering documents or records containing grades, examination materials, or anecdotal information is forbidden.

### **Sanctions for Academic Integrity Violations**

Students who violate Touro College Los Angeles's Standards of Academic Integrity are subject to disciplinary sanctions. An official report of the incident is submitted to the Dean. The following disciplinary sanctions may be imposed:

- The grade of "F" for a test, term paper or assignment;
- The grade of "F" in the course;
- Other sanctions deemed appropriate by the Dean, including suspension or dismissal from the college.

### **Appeals of Sanctions for Academic Integrity Violations**

Students may appeal to the Committee on Academic Standing for a review of sanctions imposed for violation of Touro College Los Angeles'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;
- Dismiss the student from the college.

## **COLLEGE CODE OF CONDUCT**

### **The Touro College Los Angeles Code of Conduct**

The Touro College Los Angeles Code of Conduct applies to the entire TCLA community, including students, faculty, TCLA organizations and clubs and all TCLA 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 behavior are considered violations of the Touro College Los Angeles Code of Conduct and will result in disciplinary action:

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);
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, including faculty, students, and staff;
5. Threatening bodily injury including sexual harassment or assault, or emotional trauma against students or employees 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, furtherance of, or intent to engage in any illegal activity on college premises;
17. Conviction of a felony crime while enrolled at the college;
18. Intentionally filing a false complaint under this college code of conduct.
19. Libelous or slanderous statements, intended to inflict harm, regarding any member of the college community, including racist, anti-Semitic, or sexist remarks or references regarding any member or group of the college community;
20. Refusal to identify oneself to an official or security officer of the college or to present proper identification upon entering the college premises.
21. 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;
22. Aiding or abetting any conduct prohibited by this college code.

Individuals who violate any of the above regulations 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 or their designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Dean 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 their designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Dean.

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

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except that the Dean (and/or their representatives) cannot require payment of restitution or order expulsion;
- refer the charges to the Committee on Academic Standing for a disciplinary hearing;
- dismiss the charges.

## **Disciplinary Hearings**

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

## **Sanctions**

After a hearing, the Committee on Academic Standing may take one or more of the following actions:

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

Societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.

(c) Counseling and Treatment – A student's continued enrollment at TCLA may be conditioned on their 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 their 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 their action.

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

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

3. Impose Additional Sanctions – The Committee on Academic Standing may impose the following sanctions in addition to those listed above:

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

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

4. Legal Action – In addition to imposing the disciplinary sanctions outlined above, the Committee on Academic Standing 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 Committee on Academic Standing 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 their representatives for a violation of the Code of Conduct may be appealed by filing a written appeal with the Committee on Academic Standing within ten (10) school days. The Committee on Academic Standing will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Committee on Academic Standing may overturn the decision of the Dean only if it was clearly erroneous, arbitrary or capricious. The burden of proof is on the student to demonstrate that the decision of the Dean was clearly erroneous, arbitrary or capricious.



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

In cases in which the disciplinary sanction was initially imposed by the Committee on Academic Standing, the student may file a written appeal with the Dean within ten (10) school days of the committee's decision. The Dean shall appoint a Special Appeals Panel consisting of the Dean (or their representative) and three faculty members 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 Committee on Academic Standing only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

### **Protocols for Disciplinary Hearings**

Hearings conducted by committees designated as representatives of the Dean, the Committee on Academic Standing, and the Special Appeals Panel will be governed by the following protocols:

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

## **TOURO UNIVERSITY WORLDWIDE/TCLA**

### **SEXUAL MISCONDUCT POLICY FOR TOURO CAMPUSES**

#### **1.0 POLICY**

The Touro University Worldwide (“TUW”), with its branch campus operating as Touro College Los Angeles (“TCLA”), pledges its efforts to ensure an environment in which the dignity and worth of all members of the community are respected. It is the policy of TUW that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. TUW will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment or sexual assault (i.e. rape, fondling, incest or statutory rape).

In addition, information about this policy will be available on TUW’s website. All supervisors and managers who receive a complaint or information about suspected sexual misconduct, observe behavior that could be considered to be sexual misconduct or for any reason suspect that sexual misconduct is occurring, are required to report such suspected sexual harassment to the Office of Institutional Compliance. In addition to being subject to discipline if they engage in sexual misconduct conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual misconduct. TUW will also not tolerate any supervisory and/or managerial personnel who knowingly allow such behavior to continue.

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

TUW subscribes to all federal, state, and institutional laws and regulations to ensure the goal that it maintains a safe environment for all community members. This policy is meant to work in harmony with other applicable TUW policies and procedures that address sexual and discriminatory misconduct when relevant. In the event that conduct falls within the scope of the Title IX Grievance Policy, under the Education Amendments of 1972, then TUW’s Title IX Grievance policy will serve as the operating process for addressing the violation.

#### **2.0 PURPOSE**

All divisions of TUW seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind, including sexual assault (i.e. rape, fondling, incest or statutory rape), domestic violence, dating violence, and stalking, is anathema to TUW’s mission, history, and identity. TUW will resolve any identified discrimination, harassment or sexual assault in a timely and effective manner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact

the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Compliance with TOW's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with Title IX and Title VII of the Civil Rights Act of 1964, the Violence Against Women Act (VAWA), California State Law, and a high-quality campus life. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Office of Institutional Compliance. When TOW has notice of the occurrence, TOW is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

### **3.0 SCOPE**

This policy applies to all members of TOW located in California including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). This policy applies to events that occur on-campus, off-campus, and on study abroad. Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on TOW's website.

### **4.0 DEFINITIONS**

#### **Discrimination and Harassment**

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

#### **Retaliation**

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has: (1) complained about alleged discrimination or harassment as defined above, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's

participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

TUW does not allow, nor tolerate any conduct by any TUW member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described, or for any other reason will not be tolerated.

- Accused
  - o Accused means a person accused of a violation who has not yet entered an institution's judicial or conduct process.
- Advisor
  - o Any individual who provides the accuser or accused support, guidance, or advice.
- Awareness Programs
  - o Awareness program means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- Code of Conduct
  - o Code of conduct means the written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated in the institution.
- Confidentiality
  - o Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.
  - o TUW has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, or retaliation received either through TUW's compliance hotline or otherwise. The phone number for the TUW hotline is 646-565-6000 x55330.
  - o TUW wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for TUW to promptly and thoroughly investigate and resolve the matter.
- Institution

- o Institution means any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in California.

- Ongoing Prevention and Awareness Campaigns

- o Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audience throughout the institution and including information on definitions of different crimes, options for bystander intervention, and risk reduction.

- Primary Prevention Programs

- o Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

- Privacy

- o Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the institution.

- Reporting Individual

- o Reporting individual encompasses the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

- Respondent

- o Respondent means a person accused of a violation who has entered an institution's judicial or conduct process.

- Risk Reduction

- o Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- Bystander

- o Bystander means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules of an institution.

- Campus

- o Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- o Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- Campus Security
  - o A campus police department or a campus security department of an institution.
  - o Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
  - o Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
  - o An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
- Consent (with regard to sexual activity)
  - o Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.
  - o The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
  - ☐ Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - ☐ Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - ☐ Consent may be initially given but withdrawn at any time.
  - ☐ Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - ☐ Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - ☐ When consent is withdrawn or can no longer be given, sexual activity must stop.

- Dating Violence
  - o Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - o The existence of a social relationship is based on the “reporting party’s statement” with consideration of
    - the length of the relationship,
    - the type of relationship, and
    - the frequency of the interaction between the persons involved.
  - o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of abuse, and does not include acts covered by the definition of domestic violence.
- Discrimination and Harassment
  - o TUW’s policies, prohibit discrimination based on sex, including sexual harassment.
  - o Title VII, and its implementing regulations, prohibit Discrimination “because of sex” or “on the basis of sex.” The terms “because of sex” or “on the basis of sex” include, but are not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs.
- Domestic Violence
  - o Domestic violence is a felony or misdemeanor crime of violence committed by any of the following individuals:
    - A current or former spouse or intimate partner of the victim; or
    - A person with whom the victim shares a child in common; or
    - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
    - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Pastoral counselor
  - o A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor

- o A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.
- Proceeding
- o All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.
- o Does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- Result
- o Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
- o The result must include any sanctions imposed by the institution and the rationale for the result and the sanctions.
- Sexual Activity
- o Sexual activity has the same meaning as "sexual act" and "sexual contact" as provided in 18 U.S.C. § 2246(2) and 18 U.S.C. § 2246(3).
- Sexual Harassment
- o Sexual Harassment is, unwelcome, gender-based verbal, written, online, and/or physical conduct. Anyone experiencing sexual harassment in any university program is encouraged to report it immediately to the university's Title IX Coordinator, Human Resources, the Dean of Student Affairs or, any responsible university employee.
- o Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive and objectively offensive that it, has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential programs (currently the university has no residential facilities), and is based on power differentials (quid pro quo), produces the effect of a hostile environment or retaliation.
- Non-Consensual Sexual Contact
- o Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another person, that is without consent and/or by force.
- o Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- Non-Consensual Sexual Intercourse
- o Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force



- o Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

- Dating Violence

- o Dating violence is violence committed by a person: who is or has been in a social relationship or a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors; the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

- Sexual Exploitation

- o Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)

- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)

- Prostitution

- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

- o Consent Defined

- Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.

- For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated due to alcohol and/or drugs and therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

- This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent.
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- In the State of California, a minor (meaning a person 17 years of age or younger) cannot consent to sexual activity. This means that sexual contact by an adult with a person 17-year-old or younger may be a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.
- o Force Defined
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access.
- Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [http://leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?tocCode=PEN&division=&title=9.&part=1.&chapter=&article=](http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PEN&division=&title=9.&part=1.&chapter=&article=)

- Sexual Misconduct

- o Sexual misconduct is unwelcome sexual advances, requests for sexual favors, and, other visual, verbal or physical conduct of a sexual nature, when:

- An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

- Sexual Offense

- o A sexual offense is unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment.

- Sexual Assault

- o Sexual assault is any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent, and including rape, fondling, incest or statutory rape as acted in the FBI's Uniform Crime Reporting program.

- Rape

- o Rape is the perpetuation of an act of sexual intercourse with a person against his or her will and consent, or when such person is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity.

- o Is the penetration of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of a person, or when such person is incapable of giving consent.

- o Acquaintance rape is rape that involves people who know or are familiar with each other.

- Stalking

- o Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

- o A course of conduct is two or more acts, including, but limited to:

- ☐ Acts in which the 'stalker' directly, indirectly, or through third parties by any action, method, device, or means,

- Follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- o Substantial emotional distress is a significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- o A reasonable person is one under similar circumstances and with similar identities to the victim.
- Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking
- o Domestic Violence: Domestic violence is abuse or threats of abuse when the person being abuse and the abuser are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). It is also when the abused person and the abusive person are closely related by blood or by marriage.
- The domestic violence laws say "abuse" is:
  - o Physically hurting or trying to hurt someone, intentionally or recklessly;
  - o Sexual assault;
  - o Making someone reasonably afraid that they or someone else are about to be seriously hurt (like threats or promises to harm someone); OR
  - o Behavior like harassing, stalking, threatening, or hitting someone; disturbing someone's peace; or destroying someone's personal property.
- For more information and guidance on domestic violence laws, please refer to California Family Code § 6203, California Penal Code § 273.5, and California Penal Code § 243(e)(1).
  - o Assault: California Penal Code § 240
- California's Assault Law (also known as "simple assault") applies whenever anyone willfully does anything that would result in applying force to another person while having facts that would make a reasonable person realize the act would result in applying force to someone else.
- to be convicted you have to have the present ability to apply force and you can't have acted in self-defense or defense of another
- Simple assault is a misdemeanor crime. Conviction can result in six months in a county jail, a fine up to \$1,000, or both jail time and a crime.
- Therefore, to be guilty of Assault under California Penal Code § 240, you must:
  - o Do something that would result in applying force to a person; AND,
  - o Do the act willfully; AND,
  - o Be aware of facts that should make you realize your act would result in applying force; AND,
  - o Have the present ability to apply force; AND,
  - o Possess no legal excuse.

- o Menacing: California Penal Code § 422 states that it is a crime to make criminal threats to harm or kill another person. Specifically, this means threats of death or great bodily injury that are intended to, and that actually do, place victims in reasonable and sustained fear for their safety or that of their families.
- A criminal threat is when you threaten to kill or physically harm someone and
  - o that person is thereby placed in a state of reasonably sustained fear for his/her safety or for the safety of his/her immediate family,
  - o the threat is specific and unequivocal and
  - o you communicate the threat verbally, in writing, or via an electronically transmitted device.
- Criminal threats can be charged whether or not you have the ability to carry out the threat...and even if you don't actually intend to execute the threat.
- California Penal Code § 422 is a wobbler, which means that prosecutors may file it as either a misdemeanor or a felony. If you are convicted of the misdemeanor, you face up to one year in county jail. If you are convicted of the felony, you face up to four years in the California state prison. Using a dangerous or deadly weapon increases your sentence by one year.
- And because a criminal threats conviction is a "strike" under California's three-strikes law, you must serve at least 85% of your sentence before you are eligible for release.
- o Strangulation & Related Offense:
  - A person is guilty of criminal obstruction of breathing or blood circulation when, with intent to impede the normal breathing or circulation of the blood of another person, he or she:
    - o applies pressure on the throat or neck of such person; or
    - o blocks the nose or mouth of such person.
  - California Penal Code § 273.5: Willful Infliction of Corporal Injury; Violation; Punishment
    - o (a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000) or by both that fine and imprisonment.
- o Drug or Alcohol Facilitated Sexual Assault
  - A person is guilty of facilitating a sex offense with a controlled substance when he or she:
    - o knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
  - o commits or attempts to commit such conduct constituting a felony defined in this article.

- o Sexual assault is never the survivor's fault, even if they were drinking or using drugs. Regardless of whether or not the survivor was engaged in illegal activity, the law enforcement officer will only investigate the crime being reported. (California Penal Code § 13823.11)
- o Dating Violence: The State of California does not have a definition of dating violence. See above for definitions pertaining to dating violence.
- o Sexual Assault: Sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of a recipient. Included under the term sexual assault are the following: forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.
- o The State of California defines sexual assault as follows: The following definitions are applicable to this article:
  - 1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
  - 2.
  - o (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
  - o (b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and anus.
  - 3. "Sexual contact" means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
  - 4. For the purposes of this article, "married" mean the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
  - 5. "Mentally disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
  - 6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
  - 7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
  - 8. "Forcible compulsion" means to compel by either:
    - o use of physical force; or
    - o a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.

- 9. “Foreign object” means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.
- 10. “Sexual conduct” means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.
- 11. “Aggravated sexual contact” means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, rectum or anus of a child, thereby causing physical injury to such child.
- 12. “Health care provider” means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
- 13. “Mental health care provider” shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.
- o Stalking: The State of California defines stalking as follows: any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.
- o California's Stalking law makes it illegal to follow, or harass, and threaten another person. In order to violate the statute, the threat must put the alleged victim in reasonable fear for his or her safety.
- o If you're convicted of the Felony form of Stalking, you face up to three years in state prison, a fine of up to \$10,000, or both a fine and imprisonment. Note that Stalking is punishable under California's “Three Strikes” penalty system. Amassing three “strikes” will result in at least twenty-five years in state prison.
- o Under California Penal Code §646.9(a), the prosecution must prove beyond a reasonable doubt:
  - Harassed/Followed: You willfully and maliciously harassed or willfully, maliciously, and repeatedly followed another person; and,
  - Credible Threat/Intent/Fear: You made a credible threat with the intent of placing the person in reasonable fear for his or her safety or for the safety of his or her immediate family.
- o Note: “A person is not guilty of stalking if his or her conduct is constitutionally protected activity.
- Preponderance of the Evidence
  - o Just enough evidence to make it more likely than not that the fact the claimant seeks to prove is true.
- Retaliation

o Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has:

- complained about alleged discrimination or harassment as defined above,
- opposed alleged discrimination or harassment as defined above,
- participated as a party or witness in an investigation relating to such allegations, or
- participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process.

o Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

o TUW does not allow, nor tolerate any conduct by any TUW community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below, or for any other reason will not be tolerated.

o California State legislation requires that every institution ensures that at the first instance of disclosure by a reporting individual to an institution representative, the following information be presented, you have the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting that incident; and to receive assistance and resources from your institution.

Touro University California:  
Compliance Officer  
690 Walnut Avenue, Ste. 210  
Vallejo, CA, 94592  
Phone: (707) 638-5459  
Email: [compliance@touro.edu](mailto:compliance@touro.edu)

• Unlawful employment practices under Title VII: It shall be an unlawful employment practice for an employer--

o to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's sex; or

o to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee, because of such individual's sex.

o to print or publish or cause to be printed or published any notice or advertisement relating to employment by such an employer, indicating any preference, limitation, specification, or discrimination, based on sex, except that such a notice or advertisement may indicate a preference, limitation,



specification, or discrimination based on sex when sex is a bona fide occupational qualification for employment.

o to willfully not post and keep posted in conspicuous places upon its premises where notices to employees, applicants for employment, and members are customarily posted a notice to be prepared or approved by the EEOC setting forth excerpts from or, summaries of, the pertinent provisions of Title VII and information pertinent to the filing of a complaint.

## **5.0 PROCEDURES**

### **Duty to Report Violations**

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

If you believe that you have been subjected to sexual harassment you may complete the attached complaint form found at the end of this policy, which is also available on TouroOne. Your complaint will then be investigated pursuant to the procedures outlined in this policy.

### **Formal Investigation and Resolution of Discrimination, Harassment, Sexual Assault or Retaliation Complaints**

#### **Duty to Cooperate and Facilitate**

All members of TUV are required to cooperate fully with any investigations of harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the TUV Code of Conduct and/or insubordination. Likewise, all TUV employees are required to ensure that complaints about harassment are directed to the appropriate administrative office for evaluation and investigation.

#### **Right to Prompt, Fair, and Impartial Proceeding and Complaint Process**

TUV is committed to conducting an inquiry that is thorough, prompt and impartial. Accused and accuser will have the opportunity to object to TUV participants as bias.

Victims have the option to notify proper law enforcement authorities, including on-campus security and local police, or to decline to notify such authorities. Complaints concerning sexual harassment and/or sexual discrimination should be sent to the Office of Institutional Compliance. Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A written or verbal complaint, which should be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- Complainant's full name, home address, email, telephone number, and Touro Student/Employee ID number.
- Name of the person against whom the complaint was made, including job title or student status, if known.
- The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant's gender.
- A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- Complainant should include the term and year of his/her most recent active employment, academic, or student status within the university.
- A student who is seeking admission to TOW should include the term and year in which he/she sought admission to the university.
- The full name, address, and telephone number of complainant's advisor or supervisor, if any.
- The specific harm that resulted from the alleged act and the remedy sought.
- The complainant's signature and the date on which the complaint was submitted.

The accused will receive notice of the complaint, although the accused will be considered innocent until proven guilty of a violation. While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed.

Every effort is made to conduct a thorough and speedy investigation. Several factors may impact TOW's ability to conduct a prompt investigation, including, but not limited to: the Complainant's accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc. The process allows for extension with good cause shown. The burden to develop facts surrounding the investigation and/or prove that an incident lacked consent is on the institution, not the reporting individual. A reporting individual may withdraw a complaint or report from the institution at any time. Such individual will not be penalized for withdrawing such complaint. Please note that the institution may, consistent with other provisions of this law as well as federal law, still have obligations to investigate and/or take actions even if the complaint has been withdrawn.

### **Availability of Counseling**

TOW will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately the complainant's decision of whether or not to accept the counseling service offered by TOW.

### **Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, TUV will provide written notification to the students and employees involved about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

Certain remedial measures may be taken to protect both parties during the pendency of the investigation, including changes to academic, living, transportation, and working situations or other protective measures. TUV may make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Campus Security Authorities at (707) 638-5804 x85804 or Office of Institutional Compliance at (707) 638-5459. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Campus Security Authorities at (707) 638-5804 x85804 or Office of Institutional Compliance at (707) 638-5459.

### **Notice and Timely Access and Preservation of Evidence**

The proceeding will be consistent with TUV's policies and transparent to both the accuser and the accused. Both accuser and accused will receive timely notice of meetings at which their presence is requested. Either party may request that others be present. If allowed, other individuals will not be allowed to participate or interfere in such meeting. Both accuser and accused will receive timely and equal access to information that will be used during formal and informal disciplinary meetings or hearings (if any). Investigation interviews are not deemed disciplinary in nature. TUV will endeavor to protect the privacy of the participating parties and/or witnesses.

It is very important that the victim preserve any proof or evidence of any criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner.

### **Intake Interview**

After receipt of a complaint, the Compliance Officer or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Compliance Officer or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant will have an opportunity to provide or present evidence and witnesses on their behalf. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

### **Complaints about Students, Faculty, Other Employees or Third Parties**

TUW's disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. Upon receipt of a complaint, the Compliance Officer or his/her designee shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence. TUW will use the preponderance of the evidence standard in the investigation and disciplinary action, as VAWA requires.

### **Investigation of Complaints**

The Compliance Officer or his/her designee shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. TUW officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Reluctance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- Numerosity of witnesses;
- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Both the complainant and respondent will have the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. TUV will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, but TUV may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

During any such investigation, the complainant and the accused will each reserve the right to exclude their own prior sexual history with any persons other than the party involved in the hearing during the judicial or conduct investigation process. Both will also reserve the right to exclude any mental health diagnosis and treatment during the institutional disciplinary stage which determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage that determines sanction.

Generally speaking an investigation will take approximately 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

#### **Notice of Determination and Further Action**

The Compliance Officer or his/her designee shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint. Both parties will be informed of the outcome reached and sanctions imposed as a result of such investigation and determination.

Both the complainant, the party who filed the complaint or the alleged target of the sexual harassment or sexual assault, and the respondent, the accused, shall be informed of the fact finder's decision, including the outcome reached and sanctions imposed, in writing simultaneously within ten days of the conclusion of the fact finder's deliberation. They will both be notified simultaneously and in writing of the outcome of the proceeding and appeal procedures. Questions concerning these actions should be addressed to the Office of Institutional Compliance. Notification to the appropriate law enforcement officials and other assistance to the student or staff member in notifying law enforcement officials will be provided, if requested.

TUV will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to TUV about the misconduct.

#### **Notification to Victims of Crimes of Violence**

TUV will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution

against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **Appeals**

The complainant and respondent alike will be provided with at least one level of appeals.

Both the complainant and the respondent are eligible to file an appeal to the determination based on (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Office of Institutional Compliance within seven (7) business days following the date on the outcome letter. The Appeal should state the remedy sought by the appealing party. Each party may respond in writing to any appeal submitted by the other party. Written responses to the other party's appeal must be submitted within three (3) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.

Appeals will be conducted in an impartial manner by trained University officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Office of Institutional Compliance. The Appeals Panel can determine whether a change in the decision is warranted. If applicable, both the accuser and accused will have an opportunity to be present or have others present during any disciplinary proceedings. If a change in this decision is necessary, the Appeals Panel will review the appeal and rationale and make a final decision. Both parties will be informed of the outcome reached and sanctions imposed as a result of such proceedings.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within twenty (20) business days after the receipt of the formal request for appeal. The appeal decision will be provided in writing to both parties and the appeal decision is final. However, information obtained during the course of the conduct or judicial process will be protected from public release until the appeals process is final, unless otherwise required by law.

TUW has a grade appeal process, which is not circumvented by this policy. This procedure is not a substitute for a grade appeal. A grade appeal may be suspended until a determination has been made by the fact finder.

TUW will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to TUW about the misconduct.

## **6.0 SANCTIONS FOR VIOLATIONS**

Student violators may be subject to the following sanctions and remedial measures on a case-by-case basis:

- Warning: A written reprimand putting the student on notice that he/she has violated the Code of Conduct. A copy of this warning is placed in the student's folder.

- **No-Contact Order:** A student may be ordered to temporarily not intentionally contact a victim through any medium.
- **Probation:** A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent TUW in any capacity. Further violations while on probationary status will result in suspension or expulsion from TUW.
- **Restitution:** A student may be required to pay restitution to TUW or to fellow students for damages and losses resulting from his/her actions.
- **Suspension:** At any time during a student's enrollment at TUW he/she may be suspended and barred from attending classes for a definite period, not to exceed two years. A student who is suspended is entitled to a written clarification with specific reasons for and description of the sanction. A student may not be automatically re-enrolled at the end of his/her suspension. He/she must apply to the Student Affairs Committee for re-enrollment.
- **Expulsion:** TUW may terminate a student's status at TUW at any time.

Faculty and staff (part-time and full-time) who violate the policy will be subject to disciplinary sanctions on a case-by-case basis as follows:

- **Censure:** A written reprimand, outlining the violation(s) of TUW policies, may be placed in the personnel file of individual violators.
- **Probation:** Faculty and/or staff may be placed on probation for a definite period of time up to a maximum of one year. In such instances, individuals may be required to enroll in a therapeutic counseling or treatment program.
- **Suspension:** Faculty and/or staff may be suspended from employment without pay for a period of time ranging from seven days to a maximum of one year.
- **Termination of Employment:** Faculty and/or staff may be dismissed from employment upon written notice by Human Resources or the Provost.
- **Legal Action:** Faculty and/or staff may be turned over to law enforcement authorities for criminal prosecution and legal action.

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

### **University-Initiated Protective Measures**

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

When the accused or respondent is a student, to have the institution issue a “no contact order” consistent with institution policies and procedures, whereby continued intentional contact with the reporting individual would be a violation of institution policy subject to additional conduct charges; if the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual.

Other examples of interim protective measures include but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by TUW. Violations of the Compliance Officer’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action including interim suspension pending the outcome of a judicial or conduct process consistent with TUW policy. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution’s policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of the request.

Every institution shall ensure that individuals are provided the following protections and accommodations:

- To receive a copy of the order of protection or equivalent when received by an institution and have an opportunity to meet or speak with an institution representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the accused’s responsibility to stay away from the protected person or persons;
- When the accused is not a student but is a member of the institution’s community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the institution.

### **Policy For Transcript Notations**



For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f)(1)(F)(i)(I)-(VIII), TUV shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” TUV will allow for appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed.

## **7.0 CONFIDENTIALITY**

TUV has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, sexual assault (i.e. rape, fondling, incest or statutory rape) or retaliation received either through Touro’s compliance hotline or otherwise. The phone number for the TUV hotline is 646-565-6000 x55330.

TUV wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for TUV to promptly and thoroughly investigate and resolve the matter. TUV employees will explain to the reporting individual whether he or she is authorized to offer the reporting individual privacy. Even TUV offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Compliance Officer to investigate and/or seek a resolution.

Reporting individuals may request confidentiality and choose not to consent to an investigation by Touro, and the Compliance Officer must weigh the request against the institution’s obligation to provide a safe, non-discriminatory environment for all members of its community. If TUV determines that an investigation is required, it must notify the reporting individuals and take immediate action as necessary to protect and assist them. TUV should seek consent from reporting individuals prior to investigating, and declining consent will be honored unless TUV determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to members of the community. If an individual discloses information through a public awareness event, TUV is not obligated to begin an investigation based on such information.

Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit the institution’s ability to meaningfully investigate and pursue conduct action against an accused individual. Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;

- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group

TUW will complete publicly available record-keeping for purpose of Clery Act reporting and disclosure. These reports will not include identifying information about the victim or accused and shall maintain confidentiality of any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of TUW to provide the accommodations or protective measures.

By only sharing personally identifiable information with individuals on a need-to-know basis, without the inclusion of identifying information about the victim (to the extent possible), the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of TUW to provide the accommodations or protective measures.

## **8.0 RETALIATION**

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has:

- Complained about alleged discrimination, harassment or sexual assault as defined above,
- Participated as a party or witness in an investigation relating to such allegations, or
- Participated as a party or witness in a proceeding regarding such allegations.

Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

TUW does not allow, nor tolerate any conduct by any TUW member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint, will not be tolerated.

Upon the first instance of disclosure by a reporting individual to a TUW representative, the individual will be informed:

"You have the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by

the institution from retaliation for reporting that incident; and to receive assistance and resources from your institution.”

Reporting individuals or bystanders who report an incident of sexual assault in good faith will receive amnesty for drug and alcohol use. The following is Touro’s Alcohol and/or Drug Amnesty Policy:

“The health and safety of every student at the TUW is of utmost importance. TUW recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. TUW strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to TUW officials or law enforcement will not be subject to Touro’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”

Employees, faculty and students who violate Touro’s policies may be subject to disciplinary action. Individuals, who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action.

## **9.0 ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, TUW will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the survivor's right to report or not report the alleged incident to the higher education institution, law enforcement, or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- the contact information for the higher education institution's Office of Institutional Compliance coordinator or coordinators, confidential advisors, a community-based sexual assault crisis center, campus law enforcement, and local law enforcement;
- the survivor's right to request and receive assistance from campus authorities in notifying law enforcement;
- the survivor's ability to request interim protective measures and accommodations for survivors, including without limitation changes to academic, living, dining, working, and transportation situations, obtaining and enforcing a campus-issued order of protection or no contact order, if such protective measures and accommodations are reasonably available, and an order of protection or no contact order in State court;

- the higher education institution's ability to provide assistance, upon the survivor's request, in accessing and navigating campus and local health and mental health services, counseling, and advocacy services; and
- a summary of the higher education institution's complaint resolution procedures.
- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

TUW complies with California State Law in recognizing orders of protection. Any person who obtains an order of protection from California or any reciprocal state should provide a copy to Campus Security and the Office of Institutional Compliance. A complainant may then meet with Campus Security to discuss the order, its consequences, and/or develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) TUW cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). However, the individual may receive assistance from police or campus security or have them call the appropriate agency in order to effect an arrest when an individual violates an order of protection.

TUW may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If TUW receives a report that such an institutional no contact order has been violated, TUW will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

It is very important that the victim preserve any proof or evidence of the criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner. The employee or student can also file a grievance as per Touro's grievance policy described in the Administrative Handbook.

The federal laws require that both accuser and accused have the opportunity to object to TUW Participants as impartial.

Every institution shall ensure that every student be afforded the following rights:

- Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:
  - o To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting

investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made pursuant to the provisions of this article and the institution’s policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.

- o To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

- o To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.

#### Procedures TUV Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

TUV has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. TUV will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Campus Security department or local law enforcement. Students and employees should contact the university’s Security Department at (707) 638-5804 or the Office of Institutional Compliance at (707) 638-5459.

The following Student Bill of Rights is a summary of many of the procedures listed above in Section 5. Under this Bill of Rights all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;

10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the TUW, TUW will follow the procedures above in Section 5.

## **10.0 VICTIM ASSISTANCE**

In cases of rape and/or sexual violence, there are many sources of support available to victims.

### **ON CAMPUS**

- Emergency Assistance
- Employee on staff is available to work with the TUW community to meet immediate need.
- Accompaniment
- Security is available to provide support and escort around campus, and in certain instances to assist the individual in getting home.
- Other available community resources may be provided based on client's individual needs.

### **OFF CAMPUS**

#### **CALIFORNIA**

- <https://www.cdcr.ca.gov/victim-services/>
- <https://www.calcasa.org/>
- (916) 446-2520
- <https://lgbtqia.ucdavis.edu/support/hotlines>
- (886) 488-7386

#### **NATIONAL**

- [www.womenslaw.org](http://www.womenslaw.org)
- (707) 784-6844

- [www.rainn.org](http://www.rainn.org)
- (800) 656-HOPE (4673)

## **ISRAEL**

- [www.1202.org.il/English/](http://www.1202.org.il/English/)
- +972-2- 623 2451

## **24 HOUR HOTLINES**

- Alliance Against Family Violence and Sexual Assault, (661) 327-1091
- LGBTQ Focused Hotline: (661) 332-1506
- DAYONE – Not 24 hours but free legal assistance for teens under 23
- RAINN – Rape, Abuse, and Incest National Network: 1-800 656-HOPE

Please see the TUV Sexual Violence Policy in the Appendix for more information.

## **11.0 EXTERNAL REPORTING**

TUV will conduct a campus climate assessment every other year to ascertain general awareness and knowledge of the provisions of this policy, including student experience with and knowledge of reporting and TUV adjudicatory processes, which shall be developed using standard and commonly recognized research methods. The aggregate results of these campus climate assessments shall be posted on Touro's website with no identifying information about respondents. TUV will also annually submit to the California Department of Education aggregate data and information about reports of domestic violence, dating violence, stalking, and sexual assault. The assessment shall include questions covering, but not be limited to, the following:

- The Title IX Coordinator's role;
- Campus policies and procedures addressing sexual assault;
- How and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness;
- The availability of resources on and off campus, such as counseling, health and academic assistance;
- The prevalence of victimization and perpetration of domestic violence, dating violence, stalking, or sexual assault on and off campus during a set time period;

- Bystander attitudes and behavior;
- Whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report;
- The general awareness of the difference, if any, between the institution's policies and the penal law; and
- General awareness of the definition of affirmative consent

Every institution shall take steps to ensure that answers to such assessments remain anonymous and that an individual is identified. Institutions shall publish results of the surveys on their website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.

Information discovered or produced as a result of complying with this section shall not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against an institution, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.

Members of TUW are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

It is the rights of victims and the responsibilities of all members of the community to comply with protective orders issued by a criminal, civil or tribal court or by Touro.

Attorney General's Office, California Department of Justice: (800) 952-5225

Attn: Public Inquiry Unit

P.O. Box 944255

Sacramento, CA 94244-2550

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000(e) et seq.). An individual can file a complaint with the EEOC anytime within 180 days after the alleged harassment occurred and notice of such charge (including the date, place and circumstances of the alleged harassment) shall be served upon the person against whom such charge is made within ten days thereafter, except in a case where the complainant has initially instituted proceedings with a State or local agency with authority to grant or seek relief or institute criminal proceedings, such charge shall be filed by or on behalf of the complainant within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.



The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed.

## **EEOC**

Phone 1-800-669-4000 (1-800-669-6820 (TTY))

Website [www.eeoc.gov](http://www.eeoc.gov)

Email [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with the Department of Human Resources (DHR), DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **12.0 POLICY ON MONITORING CRIMINAL ACTIVITY**

TUW monitors and records criminal activity by students at non-campus locations of student organizations officially recognized by TUW, including student organizations with non-campus housing facilities through local police agencies.

## **13.0 PROGRAMS**

All new students, including transfers, student leaders, student athletes, and officers of student organizations, will attend a program about the provision of this policy and how to prevent, and best protect themselves and others against sexual assault, domestic violence, dating violence, and stalking prior to receiving recognition or registration, and TUW shall require that each student-athlete complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition. On at least an annual basis, the Office of Student Affairs or Human Resources at each of TUW's campuses/sites will provide a formal educational program to increase awareness of sexual offenses, including rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking and other forcible and non-forcible sexual offenses. Students should receive training on the following topics:

- TUV prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction;
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
- The role of the Title IX Coordinator, university police or campus security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
- Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact

TUV engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The programs will include discussion of what constitutes these offenses, penalties for these offenses, definition of consent, prevention and awareness programs and ongoing prevention and awareness campaigns, risk reduction for students and faculty, safe and positive options for bystander intervention and security measures to protect against the occurrence of these offenses. TUV will advertise the date, time and content of these educational programs on posters displayed in those areas regularly used by students and employees of Touro.

TUV shall use multiple methods to educate students about violence prevention and shall share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

Presentations will be made by guest speakers and appropriate members of TUV's faculty and staff. The training programs' topics are as follows:

- Protect Your Possessions and Identity
  - o Most property is lost due to people being inattentive. We will instruct them that opportunist will take advantage of an easy grab. Not to leave items lying around, locking up your room, proper techniques to protect your property while walking around. To be aware of your surroundings and those around you, i.e. ATM usage. We will also discuss Online/telephone scams to protect ones identity. Never giving out ones information to strangers or bogus request from online scams and or telephone solicitation. Offered as follows:
- Campus Security Lecture

- DVR for Site Training
- VPD/SFPD Lecture
- Online Video (Portal)
- Operation ID
- Everyday Safety
- o We will elaborate that you should be aware of your surroundings and that you could be safer while out enjoying the scenes. We provide tips on safety while in elevators, subway, buses, and in dorms etc. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - VPD/SFPD Lecture
  - Online Video (Portal)
  - Common-Sense Defense
- o We may not all be fighters or large individuals, but there are tactics that could be used to allow you to survive a dangerous interaction. These methods will be shown and instructed. We focus on the art of verbal communication. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - VPD/SFPD Lecture
  - Online Video (Portal)
  - Forming Healthy Relationships
- o We discuss methods on how to read another's actions and determine if this is a good or bad relationship. We offer tips on healthy relationships and how to deal with an unhealthy relationship. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - Online Video (Portal)
  - We have the capability of inviting agencies such as RAINN, VPD/SFPD Domestic Violence Officer
  - Dating Violence/Domestic Violence
- o We discuss warning signs, tips, available agencies to assist our community and reporting of such incidents. Offered as follows:
  - Campus Security Lecture

- DVR for site training
- Online Video (Portal)
- We have the capability of inviting agencies such as RAINN, VPD/SFPD Domestic Violence Officer
- Controlling Behavior
- Controlling Behavior
- o We discuss the signs that a person maybe displaying in a controlling situation. We discuss the psychological issues that arise in these relationships and how you can defend yourself or others from this behavior. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - Online Video (Portal)
  - We have the capability of inviting agencies such as RAINN, VPD/SFPD Domestic Violence Officer
  - Racism, Classism, Religious, and Sexual orientation and Gender Identity (Discrimination)
- o We discuss discrimination and how it affects us. We will identify the trends that are presently being observed and how to combat them. We will instruct those on how to report incidents involving discriminations occurring here at Touro. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - VPD/SFPD Lecture
  - Online Video (Portal)
  - Sexual Misconduct/Assault
  - Sexual Misconduct/Assault
- o We discuss our Policy, Protocol, Procedure and Prevention. We will identify what is Sexual Misconduct/Assault and how to report if an incident should occur. How to attend to those who have been victimized and how these incidents will be investigated. Present what resources there are for those who have been victimized. We also offer tips on how to prevent these incidents and what to do if you become a victim or know someone who is a victim. We discuss buddy system and we encourage our students to contact us if they are in a situation that they can't handle. Offered as follows:
  - Campus Security Lecture
  - DVR for Site Training
  - VPD/SFPD Lecture
  - Online Video (Portal)
  - We have the capability of inviting agencies such as RAINN, VPD/SFPD Domestic Violence Officer

- Stalking
  - o Familiarize those with what stalking actually is and how it could affect their daily lives. With the Internet and Social Media, those who seek knowledge about others are easily obtained. We will discuss ways of protecting oneself from this intrusion. We also discuss on what to do if you are a victim of Stalking. Offered as follows:
    - Campus Security Lecture
    - DVR for Site Training
    - VPD/SFPD Lecture
    - Online Video (Portal)
    - Bystander Intervention
  - o The goal of Bystander Intervention is to block bad behavior before it goes too far. We will educate our TUW community of their role and how they can prevent this behavior. We offer tips on what they can do to prevent any of the behaviors identified.
    - o Tips for a Bystander
      - Be honest and direct talk about the consequences of their actions.
      - Don't let resentment prevent you from stepping in.
      - Don't turn a blind eye.
      - Don't wait for someone else to act.
      - Give the person an out "Call their cell phone, distract the other person.
      - If it doesn't feel safe to say something you can call the police or any other person of authority.
      - If the person is your friend, communicate by either asking the person "Are you okay", "Is he bothering you".
      - If you are attending a social gathering with a friend remember the same principles applied in every scenario be mindful of your friend make sure you come and go together and if you don't leave together that your friend is able to make decisions on her/himself.
      - If you see someone at risk, get involved.
      - Solicit help from other bystanders.
    - o Offered as follows:
      - Campus Security Lecture
      - DVR for Site Training
      - VPD/SFPD Lecture
      - Online Video (Portal)

- Active Shooter Awareness
  - o We train the TUW community on what to do in the event of an active shooter, how to report these types of incidents and what behaviors we need to report. Offered as follows:
    - Campus Security Lecture
    - Consultant Lectures
    - DVR for Site Training
    - VPD/SFPD Lecture
    - Online Video (Portal)
    - Suspicious Package/Mail Awareness
  - o We train our people on how to identify/detect suspicious packages, particularly to Mail Room Staff. Offered as follows:
    - Campus Security Literature
    - VPD/SFPD Lecture
    - Postal Inspector also available for Lecture and review of our mailrooms.
    - Faculty Orientation
  - o We utilize the time allotted to inform new employees of Security measures and policies in place. i.e., the need and use of ID badges, Panic alarms, aware of their surroundings work place violence policies, Emergency Contact numbers. Offered as follows:
    - Campus Security Literature
    - Portal on line training
    - Student Orientation
  - o During these Orientations we process the students into using/wearing their ID badges. We also go through Clery Compliance requirements including but not limited to VAWA, alcohol/drug usages, self-safety awareness, property and identification protection. Offered as follows:
    - Campus Security Literature
    - DVDs available
    - VPD/SFPD lectures
    - Resident Assistants Orientation
  - o We emphasize their role as Resident Assistants. We instruct them as to their responsibilities as guardians of the students and facilitate emergencies as they arise. They are processed as “Campus Security Authority” (CSAs). Offered as follows:
    - Campus Security Lectures/Literature

- CSA Online required training
- DVDs available
- Portal General Training
- Work Place Violence
- o We are looking into material and training aids. Possible resources:
  - Consultant training
  - DVDs
  - Literature
  - VPD/SFPD Lecture
  - Risk reduction
- o TUV has Officers at our campuses/sites, in addition to other control measures. When any incidents/crimes have been reported to Touro, Security staff would work with the person(s) involved to assure that all their needs (i.e. escort to mode of transportation, weekly calls to follow-up, referrals to agencies, etc.).

#### **14.0 RESOURCES FOR SEXUAL HARASSMENT VICTIMS**

TUV will provide resources for sexual harassment victims, regardless of whether the victims choose to report the crime to campus police or local law enforcement. TUV will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. These resources include but are not limited to:

- Crisis Intervention Counseling
  - o In-person or telephone services which support clients and their families in their effort to cope with the trauma of victimization and provide assistance in the recovery process.
- Emergency Assistance
  - o Counselors will work with clients to determine and meet immediate needs for mental health counseling, medical care, etc.
- Accompaniment
  - o Security is available to provide support and escort around campus, and in certain instances to assist the individual in getting home.
- Others
  - o Victims will have access to a sexual assault forensic examination with a nurse.
  - o Available community resources will be provided based on client's individual needs.

## **15.0 REGISTERED SEXUAL OFFENDERS**

TUW makes available to the public over the Internet information about certain sex offenders required to register under Megan's Law.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. The sex offender registry for California can be found at the following address: <https://www.meganslaw.ca.gov/Disclaimer>

## **16.0 IMPLEMENTATION**

This policy shall be implemented by the Department of Human Resources and the Office of Campus Security.

## **17.0 SOURCE DOCUMENTS**

- 34 CFR § 106.8 and § 106.9
- 34 CFR § 668.46
- Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties, dated January 19, 2001
- "Dear Colleague Letter" from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated April 4, 2011.
- "Dear Colleague Letter" from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated July 14, 2014.
- TUW Title IX Policy

## **18.0 APPROVAL**

This policy has been approved by the Human Resources Department, the Officer of Campus Security and the Office of Institutional Compliance.

The Office of Civil Rights (Region II) reviewed portions of this policy on October 28, 2013.

## **19.0 COMPLAINT FORM**

If you wish to file a complaint, please use the Title IX and Sexual Misconduct Policy Complaint Form located on the TouroOne Portal.



## **OTHER COLLEGE POLICIES**

To ensure a clean and healthy environment for all students at TCLA, no smoking is permitted anywhere on campus at any time. No eating or drinking is permitted in the laboratory at any time and only with instructor permission in the classroom.

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**

Touro College Los Angeles is committed to safeguarding the rights of all students. Students are entitled to be treated with equity, fairness and respect. The college does not condone unfair treatment of students by administration, faculty and staff, or violation of policies regarding student programs based on race, creed, color, national origin, religion, age, gender, sexual preference or disability.

Students who believe they have been aggrieved by the college may seek redress through the grievance procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

## **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. Disabled students should contact the Dean at the start of every semester to discuss their needs and problems.

TCLA is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by TCLA.

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

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

1. A Request for Accommodation of Disability application, filled out in its entirety.

2. Documentation from a physician, clinical psychologist, or other certified individual of the specific disability, to include:

- A cover letter from the physician, clinical psychologist, or other certified individual;
- Appropriate and thorough diagnostic test results, conducted no more than 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 detail, 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 and their instructors.

### **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 he/she 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 their 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/her by appealing to the Committee on Academic Standing, following procedures described elsewhere in this catalog.

### **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 catalog.

### **ALL OTHER GRIEVANCES**

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

If a student wishes to file a formal grievance and appeal the determination of the Dean for the particular division in which the action complained about was taken, he or she may request a formal hearing to review and adjudicate the complaint. The request for a hearing must be in writing to the Office of the

Dean of Touro College Los Angeles, not more than 90 days after the Dean for the particular academic division has made a final determination. A date for a hearing will be set no later than thirty days following the receipt of the request.

Hearings will be heard by a five-person grievance panel, composed of:

- The Dean or their designated representative, who will serve as chair;
- The Senior Provost
- Two College faculty or staff members, designated by the Provost and Dean; and
- A student representative designated by the Dean in consultation with the representative student groups.

The Office of the Dean will serve as staff to the Grievance Panel.

Protocols for conducting hearings are as follows:

- Each party may make an opening and closing statement.
- Each party has the right to bring witnesses and present evidence.
- Each party has the right to bring one person as an advisor, to assist in presentation; the advisor may be a professor, classmate, friend or colleague. Since the hearings are not conducted as formal judicial proceedings, a lawyer may not be present as an advocate or advisor for either side. No other persons, including representatives of the press, may be present at the hearing.
- The complainant will make the first presentation.
- Each party may question all witnesses.
- The burden of proof shall rest on the individual filing the complaint.
- The Grievance Panel shall base its finding(s) on the preponderance of the evidence presented.
- The Grievance Panel will conduct its deliberations in camera following the conclusion of the hearing.
- The Office of the Dean will send to both parties a written notification, within ten working days of the hearing, setting forth the panel's findings and recommendations.
- The Grievance Panel's findings are final within the College.

#### **CONFLICTS OF INTEREST**

Touro College Los Angeles ensures that final determination of each formal complaint will be made by a person or persons not directly involved in the alleged problem. If at any point in the formal complaint

process a student, or any other individual, learns that a member of a Grievance Panel formed for a particular grievance is directly involved with the grievance at issue, he or she should inform the Grievance Panel of the potential conflict immediately. If a member of the Grievance panel hearing a complaint is found to be directly involved in the alleged problem, the College will immediately remove that individual from the Grievance Panel.

## **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.

TCLA 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 TCLA are violating Federal Laws, California State Law, and the regulations of Touro College Los Angeles.

Touro College Los Angeles is committed to educating and informing students and staff about the dangers and effects of drug use. TCLA 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 of Students. 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.

Students found in violation of these policies will be subject to disciplinary proceedings in accordance with the procedures outlined in this catalog.

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.

- AIDS: Users of needles who take any drugs run a high risk of contracting AIDS and hepatitis.

- **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 California.
- Persons under the age of 21 are prohibited from consuming alcoholic beverages on the premises of Touro College Los Angeles.
- Any student who falsely represents himself/herself 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.

### **For Further Information**

Students should consult the Touro College Los Angeles Campus Security and Drug and Alcohol Abuse Policies information on the college website for a detailed description of the health risks and dangers resulting from consuming controlled substances. It also outlines legal sanctions imposed under Federal law.

### **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.

### **Reporting Crimes**

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

Barbara Avitan, Director of Safety and Security  
1317 N. Crescent Heights Blvd.  
(323) 822-9700 x85150

Melody Erbes, Director of Operations and Human Resources  
10601 Calle Lee, Suite 179  
Los Alamitos, CA 90720

Office of the Dean – Rabbi David Jacobson, Ph.D.  
1317 N. Crescent Heights Boulevard  
(323) 822-9700 x85150

If there is no guard present at your location, you are to report crime incidents immediately to the police, followed by notifying school personnel. Annual statistics on the incidence of crime at Touro College campuses and sites are published in the Touro College Campus Security and Drug and Alcohol Policies Information Brochure.

## **BIAS-RELATED CRIMES**

Touro College Los Angeles is committed to safeguarding the rights of its students and to provide an environment free of bias and prejudice. Criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation is illegal.

A person commits a hate crime when he or she commits a specified offense and either:

- a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

The specified offenses that are the predicates for a hate crime are:

- Assault (First, Second and Third Degree);
- Aggravated Assault on a person less than eleven years old;
- Menacing (First, Second and Third Degree)

- Reckless Endangerment (First and Second Degree)
- Manslaughter (Second Degree)
- Stalking (First, Second, Third and Fourth Degree)
- Criminal Sexual Acts (First Degree)
- Sexual Abuse (First Degree)
- Aggravated Sexual Abuse (First and Second Degree)
- Unlawful Imprisonment (First and Second Degree)
- Kidnapping (First and Second Degree)
- Coercion (First and Second Degree)
- Burglary (First, Second and Third Degree)
- Criminal Mischief (First, Second, Third and Fourth Degree)
- Arson (First, Second, Third and Fourth Degree)
- Petit Larceny
- Grand Larceny (First, Second, Third and Fourth Degree)
- Robbery (First, Second and Third Degree)
- Harassment (First Degree)
- Aggravated Harassment

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

Any incident or attempt to commit a hate crime should be reported in writing to:

Barbara Avitan, Director of Safety and Security  
 1317 N. Crescent Heights Blvd.  
 Los Angeles, CA 90046  
 (323) 822-9700 x 85150  
 Barbara.Avitan@touro.edu

Melody Erbes, Director of Operations and Human Resources  
 10601 Calle Lee, Suite 179



Los Alamitos, CA 90720  
(818) 575-6800 x85101  
Melody.Erbes@tuw.edu

Reported incidence of hate crime and attempts to commit hate crimes will be referred to the police for further investigation and legal action. Touro College Los Angeles treats all hate crimes as serious offenses which need to be prosecuted with the full force of the legal system.

## **SEXUAL HARASSMENT AND SEXUAL OFFENSE PREVENTION POLICIES**

### **POLICY AGAINST SEXUAL HARASSMENT**

Sexual harassment is legally a prohibited form of sex discrimination. It is a violation of the Touro College 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 Los Angeles 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 he/she is being sexually harassed by another student, teacher, supervisor or other staff member should contact the Office of the 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 Committee on Academic Standing, the Dean or the Office of Human Resources for appropriate disciplinary action.

## **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 Los Angeles Code of Conduct.

## **TOURO COLLEGE LOS ANGELES 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 Los Angeles's Code of Conduct. Sexual offenses include: Sexual Abuse; Rape; Sodomy; Sexual Misconduct; Public Lewdness; Stalking.

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

## **REPORTING SEXUAL OFFENSES**

If you wish to report a crime contact any of the following personnel:

Barbara Avitan, Director of Safety and Security  
1317 N. Crescent Heights Blvd.  
Los Angeles, CA 90046

Melody Erbes, Director of Operations and Human Resources  
10601 Calle Lee, Suite 179  
Los Alamitos, CA 90720

Office of the Dean – Rabbi David Jacobson, Ph.D.  
1317 N. Crescent Heights Boulevard  
(323) 822-9700 x85150

To report the crime to the police, dial 911.

## **FILING CHARGES FOR INCIDENTS OF SEXUAL ASSAULT**

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

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

## **MISCELLANEOUS COLLEGE POLICIES**

### **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 Touro Library System.

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

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

## **INTERNET AND E-MAIL POLICY**

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

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

## **CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

### **The Family Educational Rights And Privacy Act of 1974 (FERPA)**

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

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

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

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be

inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's right of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
  - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

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

- Name
- Address
- E-mail address
- Telephone Listing
- Date and Place of birth
- College
- Major
- Honors and Awards
- Photo
- Classification
- Dates of enrollment
- Status

- Degrees conferred
- Dates of conferral
- Graduation distinctions

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

### **GRADUATION/COMPLETION STATISTICS**

The most recent graduation and completion rates for Touro College Los Angeles can be found at <https://nces.ed.gov/collegenavigator/?q=touro&s=all&id=459727#retgrad>

### **TOURO COLLEGE LOS ANGELES ALUMNI HAVE CONTINUED THEIR EDUCATION IN THE FOLLOWING SCHOOLS, AMONG OTHERS:**

Baruch School of Public Affairs

Boston College Law School

California Lutheran University

California State University, Northridge

Columbia University

Loyola Law School

Monash University

New York Medical College

Nova Southeastern University

Pepperdine University

Princeton University

Southwestern Law School

Touro University College of Medicine

Touro University Graduate School of Psychology

Touro University School of Health Sciences

Touro University Worldwide

University of California Los Angeles Law School

University of Southern California

West Coast University

Western University of Health Sciences

Yale University

**TOURO COLLEGE LOS ANGELES ALUMNI HAVE FOUND CAREERS IN A VARIETY OF FIELDS AND PLACEMENTS, INCLUDING:**

**PLACEMENTS**

Capital Property Partners, Analyst

Cetera Financial Group, Associate

Deloitte, CPA

Executive Director, Non-Profit

Financial Associate/Accounts Payable

GCNY Marketing, Account Management

Keck School of Medicine of USC, Instructor

Los Angeles County Department of Child and Family Services, Case Manager

Los Angeles Unified School District, teachers

Ping Mobile, Social Media and Marketing

Ohel Chana High School, Principal

Prodege, LLC

Rainbow Broadband, Account Representative

Touro College Los Angeles, Faculty Member, Admissions Office

Cedars Sinai Medical Center, Registered Nurse

YULA High School, Principal

Valley Torah High School, Principal

**FIELDS**

Accounting

Attorney

Child Life

Data Analysis

Education

Entrepreneurship

Human Resources

IT

Medicine

Non-Profit Management

Nursing

Pharmacy

Physician Assistant

Property Management

Psychology

Social Work

Speech Pathology

#### **ADMINISTRATION OF TOURO COLLEGE LOS ANGELES**

Roy Finaly, DMgt., CEO

Shelia Lewis, Ph.D., Provost

Rabbi David Jacobson, Ph.D., Dean

Aaron Brownstein, Ph.D., Director of Institutional Research and Assessment, Chair of Psychology

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

Kamran Manuel, B.S., Bursar

Daniela Gol, M.S.W., Office of Admissions

Rivka Weinberg, B.S., Registrar & Financial Aid Coordinator

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

**SHAHRAM BAKHTIARI**

M.D., Tehran Azad University, Iran

**ANDREW BRAGIN**

B.A., Brandeis University

J.D., University of California, Berkeley

LL.M., New York University

**IRINA BRAGIN**

Chairman, English Department

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

**AARON BROWNSTEIN**

Director of Assessment

Chairman, Department of Psychology

B.A. University of California, Los Angeles

M.A., Ph.D., University of Southern California

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B.Sc., Queen Mary and Westfield College, London, UK

Ph.D. DIC, Imperial College School of Medicine, London, UK

Science Department

**CAROLINE DIAZ**

B.S., UCLA, Pure Mathematics, Public Policy Minor

M.S., CSULB, Mathematics

**NICHOLAS FAGUET**

B.A., UCLA

J.D., UCLA School of Law

HOWARD FORMAN

B.S., Pennsylvania State University

M.B.A., George Washington University

Ph.D., Temple University

DAVID GADISH

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BRUCE GORMAN

B.S., California State University, Los Angeles

CPA

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B.S., Madras University, Madras, India

M.S., Madras University, Madras, India

Ph.D., Indian Institute of Technology, Madras, India

Post-Doc., University of Notre Dame, South Bend, IN

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M.B.A., Touro University Worldwide

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B.A., University of Redlands

M.A., Ryokan College

Psy.D., Ryokan College

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B.S., California State University of Dominguez Hills

M.S., University of the Southwest

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M.Sc., London School of Economics

J.D., Yale Law School

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M.Ed., California State University, Bakersfield

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B.A., Fairleigh Dickinson University

M. S., California State University, LA

RABBI AVI STEWART  
M.S., Johns Hopkins University  
LPCC #6133

SHIRLEY TRAUM  
B.S., M.S., University of Southern California

## **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

## **CHART OF CONTACT PERSONS OR OFFICES FOR STUDENT CONCERNS AND QUESTIONS**

<b>Concern</b>	<b>Contact</b>
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	Office of the Dean
Grade Appeals	Instructor (First Step), the Dean (2nd Step)
Graduation Applications	Office of the Registrar
Graduation Conference	Advisors
Graduate School Program	Advisors, Dean of Students
Grievance Against Instructor	Office of the Dean
Israel Option	Office of Admissions
Leaves of Absence	Office of the Registrar
Letters of Recommendation	Instructors, Dean
Make-up for Missed Final Exam	Course Instructor, Dean
Official Transcripts	Office of the Registrar or Parchment (online)
Personal Problem	Advisors, Dean
Programs and Major Requirements	Faculty Advisors, Advisors
Program Changes	Advisors, Office of the Registrar

Report Change of Name/Address	TouroOne
Request a Transcript	Office of the Registrar or Parchment (online)
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, Title IX Coordinator
Transfer Credit Evaluation	Office of the Registrar
Transcript Requests	Office of the Registrar or Parchment (online)
Tuition and Fees	Office of the Bursar
Tuition Payment Plans	Office of the Bursar
Tutoring	Office of the Dean
Visa Issues	Office of the Registrar
Withdrawal from College	Office of the Registrar

## **TOURO GRADUATE LOCATIONS**

### **GRADUATE SCHOOL OF BUSINESS (GSB)**

Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
(212) 742-8770

### **GRADUATE SCHOOL OF JEWISH STUDIES (GSJS)**

Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
75-31 150<sup>th</sup> Street, Kew Gardens Hills, NY 11367  
(212) 463-0400

### **GRADUATE SCHOOL OF SOCIAL WORK (GSSW)**

Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
902 Quentin Road, Brooklyn, NY 11223  
(212) 463-0400

### **GRADUATE SCHOOL OF TECHNOLOGY (GST)**

Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
(212) 463-0400

### **TOURO COLLEGE OF DENTAL MEDICINE (TCDM)**

19 Skyline Drive, Hawthorne, NY 10532  
(914) 594-2699

### **TOURO COLLEGE OF OSTEOPATHIC MEDICINE (TOUROCOM)**

Harlem Campus:  
230 West 125<sup>th</sup> Street, New York, NY 10027  
(212) 851-1199  
Middletown Campus:  
60 Prospect Avenue, Middletown, NY 10940  
(845) 648-1000  
Great Falls Campus:  
2801 18<sup>th</sup> Avenue South, Great Falls, MT 59405  
(406) 401-8100

**TOURO COLLEGE OF PHARMACY (TCOP)**

Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
(646) 981-4700

**JACOB D. FUCHSBURG LAW CENTER**

225 Eastview Drive, Central Islip, NY 11722  
(631) 761-7000

**SCHOOL OF HEALTH SCIENCES (SHS)**

225 Eastview Drive, Central Islip, NY 11722  
Cross River Campus at 3 Times Square  
202 West 43<sup>rd</sup> Street, New York, NY 10036  
60 Prospect Avenue, Middletown, NY 10940  
902 Quentin Road, Brooklyn, NY 11223  
40 Sunshine Cottage Road, Valhalla, NY 10595  
2201 Hempstead Turnpike, East Meadow, NY 11554  
(631) 665-1600

**NEW YORK MEDICAL COLLEGE (NYMC)**

40 Sunshine Cottage Road, Valhalla, New York 10595  
(914) 594-4000

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1310 Club Drive, Mare Island, Vallejo, CA 94592  
(707) 638-5272

**TOURO UNIVERSITY ILLINOIS (TUIL)**

5440 Fargo Avenue, Skokie, IL 60077  
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