# 2021-2022
# STUDENT
# HANDBOOK

**TOURO COLLEGE**
**GRADUATE SCHOOL OF EDUCATION**

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**GRADUATE SCHOOL OF EDUCATION**
*Where Knowledge and Values Meet*

# *Student Handbook*

## 2021 - 2022

gse.touro.edu

## ACCREDITATION

Touro College was chartered by the Board of Regents of the State of New York in June 1970. Touro College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses in Illinois, Berlin, Jerusalem, and Moscow.

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of the Touro College and University System, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within the Touro College and University System, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of the Touro College and University System. HTC is accredited by the Higher Learning Commission (HLC).

The Touro College Graduate School of Education is accredited for its initial and advanced programs by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th Street NW, Suite 400, Washington, DC 20036 (Tel: 202-223-0077).

## POLICY OF NON-DISCRIMINATION

Touro College is an equal opportunity employer. Touro College treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see https://www.touro.edu/non-discrimination/.

## IMPORTANT NOTICE

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

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

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

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

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

## GENERAL DISCLAIMER

The Touro College and University System endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and posted prominently on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

## COVID-19 RELATED CLINICAL PROCEDURES

All Graduate School of Education programs leading to eligibility for licensure require a clinical component. Some programs may require more than one clinical placement in the form of fieldwork, practice, and/or internships. While each such program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situation occurs, it is possible that the completion of these programs may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

# Table of Contents

Thank you for choosing Touro College Graduate School of Education. The Graduate School of Education is well regarded within the region and profession for high quality programs. In keeping with its mission and Judaic commitment to social justice, intellectual pursuit, and service to humanity, Touro College created the Graduate School of Education (Touro GSE) in 1993 to address the growing need for competent and compassionate educators in New York's communities and schools.

Our curriculum is grounded in the concept of *Leading and Learning from Praxis: Serving with Compassion*. As such, we intentionally attend to the intersections of theory, research on, and evidence of effective teaching and learning. Serving with compassion, we uphold the values of equity and access. We seek to improve the educational opportunities and outcomes for communities most in need. In doing so, we regularly collaborate with district partners and national networks to offer state-of-the-art programs informed by our mission.

As a learning institution and an institution of learning, we hold evidenced-based continuous improvement at a premium. As an education candidate, you will be invited to provide feedback to and input on program development. It is essential that you contribute your voice for continuous improvements and P-12 student-centered approaches to instruction, personnel services, and school leadership.

We are proud of our alumni and faculty who are leaders and scholars within the profession. In 2019 and 2020, US News & World Report ranked Touro GSE for Best Online Programs in Graduate Education. Touro GSE ranks #35 in the nation for having a diverse population as featured in the Higher Education Top 100 Degree Producers by Diverse: Issues in Higher Education. It is because of the quality of our alumni and the commitment of faculty and staff that we have achieved national recognitions. We trust that this handbook will help to guide you to academic success so that you may confidently say, "My Touro GSE: Prepared in New York for Global Impact!"

Regards,

Jacob Easley II, Ph.D.

## MISSION OF THE GRADUATE SCHOOL OF EDUCATION

The Graduate School of Education's mission is to prepare a diverse cadre of highly qualified teachers, leaders, knowledge developers, and disseminators. This mission is in keeping with the Judaic commitment to social justice, intellectual pursuit, and service to humanity. We strive to educate teachers, school leaders, and school personnel who are distinguished by their academic expertise, ethics, and commitment to providing educational opportunities to the broad spectrum of society. To actualize its mission, the School of Education has made the following commitments:

- To recruit and serve a diverse student body.
- To provide high-quality instruction in order to prepare skilled education practitioners who will maximize their potential for excellence in their career pursuits. In addition to providing a strong curriculum based on research and cutting-edge education practices, instruction promotes development of students' critical, analytical, technological, and research competencies.
- To offer students a highly professional and competent faculty with a diverse, wide range of experiences.
- To conduct research and demonstration activities that contribute to the development and promulgation of new educational theories and practices for the benefit of future generations of Pre-K – 12 students. Our graduate students are encouraged to participate in the School's research undertakings.
- To use our resources to provide services to the broad metropolitan community and to simultaneously nurture among our students their own long-term commitments to community service.

## GRADUATE SCHOOL OF EDUCATION PROGRAMS

Your interest in pursuing a graduate degree at Touro College Graduate School of Education is the first step toward a new career or career enhancement. Consider the following benefits of a Touro graduate degree:

- Why Touro's Graduate School of Education? Our expert faculty and immersive programs across metropolitan New York and online offer a personalized approach to education for global impact.

- Our programs are nationally accredited. In addition, our online programs are nationally ranked by U.S. News and World Report as Best Graduate Online Programs. All programs leading to licensure meet state standards required by the New York State Department of Education.

### Master's Programs

- M.S. in Early Childhood Education & Special Education (Birth-Grade 2)
- M.S. in Childhood Education & Special Education (Grades 1-6)
- M.S. in Teaching Students with Disabilities, Generalist (Grades 7-12)
- M.S. in Jewish Childhood Education & Special Education (Grades 1-6)
- M.S. in Mathematics Education
- M.S. in School Leadership
- M.S. in School Counseling
- M.S. in Teaching English to Speakers of Other Languages (TESOL
- M.S. in Teaching Literacy
- M.S. in Instructional Technology (jointly with Touro Graduate School of Technology)

### Advanced Certificate Programs

- Advanced Certificate in Gifted and Talented Education (GATE)
- Advanced Certificate in Teaching Students with Autism and Severe or Multiple Disabilities
- Advanced Certificate in Teaching English to Speakers of Other Languages (TESOL)
- Bilingual Advanced Certificate Programs
- Bilingual Advanced Certificate in General Education
- Bilingual Advanced Certificate in Special Education and Speech & Language Disabilities
- Bilingual Advanced Certificate in Pupil Personnel Services
- Intensive Teacher Institute in Bilingual Special Education (ITI-BSE)
- Advanced Certificate in Instructional Design for E-Learning & Remote Education

## ACADEMIC CALENDAR

The Touro College Graduate School of Education academic calendar can be found at https://gse.touro.edu/academics/academic-calendar/. Students should regularly check the site for any calendar changes that may have been made.


## GSE TELEPHONE DIRECTORY

Main Office Number: 212-463-0400

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|---|---|
| Dean's Office | 463-0400 x 55560 |
| Associate Dean for Finance & Administration | 463-0400 x 55283 |
| Associate Dean for Academic Affairs | 463-0400 x 55797 |
| Assistant Dean for Student Affairs | 463-0400 x 55796 |
| Office of Recruitment and Enrollment | 463-0400 x 55837 |
| Office of the Registrar | 463-0400 x 55291 |
| Office of Financial Aid | 463-0400 x 55322 |
| Office of the Bursar | (844) 868-7666 |
| Advisement and Alumni Engagement | 463-0400 x 55516 |
| Certification Office | 463-0400 x 55675 |
| The Lander Center for Educational Research | 463-0400 x 55387 |
| Early Childhood Education/Special Education | 463-0400 x 55336 |
| Childhood Education/Special Education | 463-0400 x 55336 |
| Special Education, Generalist, Grades 7-12 | 463-0400 x 55336 |
| Jewish Childhood/Special Education, Grades 1 - 6 | 463-0400 x 55504 |
| Teaching Literacy | 463-0400 x 55296 |
| Mathematics Education | 463-0400 x 55172 |
| School Counseling | 463-0400 x 55115 |
| School Leadership | 463-0400 x 55796 |
| TESOL | 463-0400 x 55296 |
| E-Learning and Online Instructional Design | 463-0400 x 55168 |

For additional offices and phone numbers at Touro College, please visit the following website:

https://www.touro.edu/directory/

## CAMPUS FACILITIES

The Graduate School of Education's central administrative offices are located at Touro's Main Campus, 320 West 31st Street, in Manhattan. The campus is accessible via NJ Transit and the LIRR from nearby Penn Station and the 34th Street subway station (1, 2, 3, A, C and E lines). There are numerous restaurants and shops in the area.

Additional GSE locations are listed below. These facilities are fully accessible to the handicapped. Elevator and ground-level access is available for students with mobility impairment.

The hours for the Manhattan campus locations are as follows:

| | |
|---|---|
| Monday – Thursday | 8:30 AM to 9:30 PM |
| Friday | 8:30 AM to 2:00 PM |
| Saturday | Closed |
| Sunday | 8:30 AM to 4:00 PM |

The Office of the Dean and the Student Lounge are located on the first floor of the 320 West 31st Street building.

| | |
|---|---|
| BROOKLYN | 946 Kings Highway, Brooklyn, NY 11223 | 718-301-2021 |
| QUEENS | 71-02 113th Street, Forest Hills, NY 11375 | 718-793-3744 |
| LONG ISLAND | 225 Eastview Drive, Central Islip, NY 11722 | 631-665-1600 |
| MANHATTAN | 232 W 40th St., 4th Floor, New York, NY 10018 | 646-795-4510 x 47139 |

## COMPUTER LABORATORIES

Computer lab time is available to all graduate students, Graduate Division faculty, and administrative staff at the Main Campus and at the Graduate Division's other locations throughout the city. For information regarding specific lab schedules, contact the Main Campus computer lab (320 West 31st Street, Manhattan) at 212-463-0400, ext. 55240, or log onto Touro College's website www.touro.edu and link to Student Services – Computer Labs. The Director of Academic Computing can be reached at 212-463-0400, ext. 55321.

## TOURO COLLEGE LIBRARIES

The Touro College Libraries aim to support your academic goals by offering a variety of services and resources to best fit your scholarly needs. We have a great team of librarians and skilled support staff who are here to help you find the best information for your research assignments.

**The main library is located on the 4th floor of 320 West 31st Street in Manhattan.**

There are 11 library locations across Manhattan, Brooklyn, Queens, and Central Islip, Long Island. You can find the full list of locations, hours, and contact information on our library website www.tourolib.org/

**Online Access**

You can access all our online resources via the TouroOne Portal. Just sign in, then click on the "Library" link.

*Services*

- **Ask-A-Librarian** Talk to a librarian by phone, email, or live chat from the library homepage. You may also schedule a one-on-one research consultation with one of our library staff members via Microsoft's Bookings

- **Research Help**

    - LibGuides: "One-stop-shops" for the best resources on a topic; several Education and Writing guides. You can find all this information and more on the library website at [www.tourolib.org](www.tourolib.org) .
    - Citing Sources Guide
    - College Writing Guide
    - A detailed list of services available to our students
    - Help Videos & tutorials

- **Interlibrary Loan** Allows you to request resources like books and journal articles from non-Touro libraries

*Resources*

- **Education databases** *ProQuest, ERIC, Education Full Text, Films on Demand, Teacher Reference Center,* and many more

- More than 560,000 **e-books**

- **Scholarly journals on education**

- **Streaming video**

- **RefWorks**: a citation and research manager available to students and faculty with their @touro.edu email address. Import, organize and cite your research with this online tool.

- **ProQuest Research Companion**: an online course designed to help you understand and successfully complete college-level research and writing.

## ACADEMIC OUTCOMES AND EXPECTATIONS

## Candidate Learning Outcomes (CLOs)

Guided by our commitment to diverse and underserved student populations, the faculty strongly believes in the power of education to improve opportunity and quality of life for every person. Touro College Educator Preparation Programs seek to prepare diverse, highly qualified teachers, counselors, and school leaders who are lifelong learners, leaders, and knowledge developers dedicated to inspiring the same qualities in their students.

Our curriculum is grounded in the concept of ***Leading and Learning from Praxis: Serving with Compassion***. As such, we attend to the intersections of theory, research on, and evidence of effective teaching and learning. Serving with compassion, we uphold the values of equity and access.

Candidates and Graduates of our programs meet the following Candidate Learning Outcomes, Equity and Access Indicators, and Professional Educator Disposition Indicators developed by the Touro GSE faculty:

|  | Reflexive Praxis | Learner Centeredness | Discipline Knowledge and Skills | Professional Commitment to Action | Data Literacy and Research |
|---|---|---|---|---|---|
| **Touro GSE Candidate Learning Outcomes (CLO)** | **RP1:** Are aware of and reflect on their practice in light of educational research, professional ethics, and resources available for professional learning.<br><br>**RP2:** Continually and deliberately evaluate the effect of their professional decisions and actions on students, their families, and professionals in the learning community and actively seek out opportunities to grow professionally.<br>**RP3:** Demonstrate informed flexibility by applying the skills of reflection-in-action to intentionally respond to unplanned incidents and modify and/or adapt instructional, assessment, and management practices accordingly. | **LC1:** Create contexts for learning that are driven by evidence-based principles of diversity and equity.<br><br>**LC2:** Understand developmental differences and learning needs of diverse individuals to promote learning, wellbeing, and self-advocacy. | **DKS1:** Demonstrate and apply knowledge of major concepts, procedures, connections, and applications across discipline domains.<br><br>**DKS2:** Demonstrate essential strategies to teach and communicate discipline knowledge and skills to all individuals.<br><br>**DKS3:** Demonstrate how to connect concepts and use various strategies to engage individuals and promote critical thinking and creativity. | **PCA1:** Demonstrate attitudes, knowledge, skills, and professional ethics and principles that contribute to academic success and well-being of all individuals.<br><br>**PCA2:** Collaborate with students, peers, families, and community to support innovation and individual's success that promote lifelong learning and advance the profession. | **DLR1:** Evaluate, plan, select, and implement appropriate formative and summative assessments (including those that are technology-based) that are fair, valid, and reliable to monitor individuals' understanding, behavior, and progress.<br><br>**DLR2:** Evaluate data and evidence-based practice (including research) to develop and implement appropriate professional practice to advance individuals' progress.<br><br>**DLR3:** Understand and design essential processes for program evaluation (e.g., IEP, curriculum, professional development). |

| Equity & Access Indicators | EA RP1: Examine and are aware of how one's biases, privilege, identity, and socio-cultural experiences influence teaching and learning.<br><br>EA RP2: Reflect on educational systems and practices to ensure access to a fair and equitable learning environment. | EA LC1: Comprehend how learning is influenced by individual experience, gender, talents, and prior learning, as well as language, culture, family, and community values.<br><br>EA LC2: Model and reinforce respectful behavior so learners develop positive views of themselves and their futures.<br><br>EA LC3: Uphold the belief that all individuals can learn and bring valuable resources from their personal lives to the learning process. | EA DKS1: Link content knowledge, experience, and diversity with instructional strategies that enhance learner achievement.<br><br>EA DKS2: During clinical experience, demonstrate positive learning environments and equitable learning outcomes for a wide variety of learners, including those placed-at-risk and from underrepresented communities. | EA PCA1: Integrate theory and practice as related to diversity and global perspectives.<br><br>EA PCA2: Empower a diverse support system (e.g., parents, community stakeholders, and caregivers) to become involved in the learner's education.<br><br>EA PCA3: Advocate for educational equity and justice through research, policy, and practice. | EA DLR1: Demonstrate understanding of ethical and equitable use of data.<br><br>EA DLR2: Develop and use multiple forms of assessments, including authentic assessments, that are culturally responsive.<br><br>EA DLR3: Knowledgeable of ethical, moral, and culturally responsive research methods and practices. |
| --- | --- | --- | --- | --- | --- |
| Indicators of Professional Educator Dispositions | Critical thinking<br><br>Capacity to accept & use new ideas | Potential to positively impact P-12 student learning/development<br><br>Ability to promote equity<br><br>Respectfulness of diversity | Oral & written communication<br><br>Potential to positively impact P-12 student learning/development | Preparedness for class/work<br><br>Overall professionalism<br><br>Ability to collaborate with others | Ability to promote equity<br><br>Overall professionalism |

## SATISFACTORY ACADEMIC PROGRESS

To remain enrolled in the Graduate School of Education and eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP). In order to do so, students must maintain:

- a cumulative grade-point average (GPA) of "B" (3.00) as calculated according to the School's grading system.
- sufficient progress to be able to complete their programs within 6 years (3 years for Advanced Certificate programs) of their first term of enrollment matriculation (also see "Maximum Time-Frame").

SAP measurements are made at the end of every term. Students uncertain of their status should consult with their Program Chair.

## TOURO COLLEGE AND UNIVERSITY SYSTEM ACADEMIC INTEGRITY POLICY

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

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

For more information on academic integrity, violations, sanctions and procedures, see the GSE Catalog.

Additionally, the policy can be found here: http://www.touro.edu/students/policies/academic-integrity/

## STUDENTS WITH DISABILITIES

### Disability Accommodations

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

The College is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. The College has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Graduate School of Education students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for GSE, Maria P. Heim, Maria.Heim@touro.edu.

## CLINICAL EXPERIENCE

All Touro GSE programs leading to licensure require a clinical component. Some programs may require more than one clinical placement in the form of fieldwork, practice, and/or internships. Clinical experience is an essential program requirement whereby theory and practice meet. It is important that students register for clinical coursework adhering to the timelines posted and communicated by the Office of Clinical Practice. Failed to register in a timely manner may result in deferred clinical practice to a future term and timely graduation.

For information about requirements for fieldwork in your certification area, please check the Office of Clinical Practice's webpage:
https://gse.touro.edu/academics/masters-programs/education--special-education/clinical-practice/

## ACADEMIC POLICIES AND PROCEDURES

### Immunization Requirements

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

Students must submit acceptable medical proof of immunization. Immunization forms are available with registration materials or can be obtained in the Office of the Registrar at various campus locations, or downloaded here. Students who fail to provide the required proof of immunization will not be permitted to register and to attend classes until a properly completed form has been submitted to the Office of the Registrar.

### Registration

Students register for courses for each semester online through the TouroOne portal. Students are assigned Touro College student ID numbers and create a password; these are used to access the TouroOne portal throughout the student's career at the College. Students who were previously enrolled in another Touro College division will continue to use the same student ID number and TouroOne password that they have used in the past.

Academic advisement, scheduled during designated periods each semester, is the first step in the registration process. An advisor will be assigned for students to discuss their curricular plan(s) and progress. A review of courses taken and those yet to be completed is considered in helping students plan their course schedules for the following semester.

After completing academic advisement, students must register for courses in accordance with their Roadmap, outlining the sequence courses are to be taken within their program. For more information on program roadmaps, students may contact their advisor or program chair.

**PLEASE NOTE:** Not every course is offered every semester. Missing a particular course in sequence can prevent a student from taking more advanced courses during the following semester(s) and result in a delay

in program completion. Students may be administratively withdrawn from (a) course(s), if they change courses or sections without appropriate approval.

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

Registration is not finalized until recorded in the College's student information system. It is the student's responsibility to ensure that he or she is properly registered. After completing the online registration process, students should print out a copy of their registration confirmation, ensure that it is accurate, and keep that copy for reference. Students who are not registered may NOT attend classes under any circumstances or for any reason. Students attempting to attend a class for which they are not registered will be immediately referred by the faculty member to the Dean.

## Adding and Dropping Courses

*Adding a Course*

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

*Dropping a Course*

A student may drop (a) course(s) within the midpoint of the Fall or Spring semester and up to the midpoint of the Summer session. During the established official add/drop period, this can be done online through the TouroOne portal. After those points, or if a student wishes to drop all courses at any point in the semester, the online method cannot be used. Instead, the student must file an "Add/Drop" form signed and dated by his/her advisor with the Office of the Registrar. In those cases, the effective date of the program change is the day that this form is received by the Office of the Registrar. Any form submitted to the Registrar by a student more than two weeks after the date of the advisor's signature will have to be re- signed. Forms submitted directly to the Registrar's Office by an advisor or other College official will be processed effective the date they are received. Forms lacking a written date will also be processed effective the day they are received by the Registrar.

Courses dropped during the official add/drop period will not appear on the student's academic transcript. Courses dropped after this time will appear on the transcript with the grade of "W." "W" grades are not included in the calculation of a student's GPA. Courses with "W" grades will be counted in calculating "credits attempted" when determining a student's rate of progress and maximum time frame for Satisfactory Academic Progress purposes.

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

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

## Grade Values

*Credit Courses*

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

| | | | |
|---|---|---|---|
| Excellent | **A+** = 4.000 | **A** = 4 | **A-** = 3.667 |
| Good | **B+** = 3.333 | **B** = 3 | **B-** = 2.667 |
| Average | **C+** = 2.333 | **C** = 2 | **C-** = 1.667 |
| Poor | **D+** = 1.333 | **D** = 1 | **D-** = 0.667 |
| Failing | **F** = 0 (also see below) | | |
| Pass | P = 4.00 or 0.00 | | |

## Other Grade Definitions

**P** = Passing.

**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. For a limited number of courses graded on a Pass/Fail scale, a grade lower than B- equates failing.

**INC** = Students may be granted a grade of "Incomplete" if they did not complete all course assignments and received the instructor's permission to complete course requirements at a later date (see details below).

**W** = (No penalty.) This grade is assigned when a student officially withdraws from a course after the add/drop period by filing an Add/Drop form 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. Time periods for official withdrawal vary by semester.

**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. Not included in calculating the student's grade-point average (GPA).

### Pass/Fail

Limited courses are graded on a pass-fail basis: **P** or **F**.

**Grade Point Average (GPA)**

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

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

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

GPA = 30.999 quality points ÷ 9 credits = 3.444

## Grade of "Incomplete" (INC)

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

The procedure for granting an "Incomplete" begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of "Incomplete." If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the department/Program Chair. Policies regarding the consequences of missing a final exam may differ in individual schools or programs and will govern the student's right to request a grade of "Incomplete."

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/Program Chair. Signed copies of the Contract are given to the student, the faculty member, the department/Program Chair, and a copy is forwarded to the Registrar's Office. The faculty member is asked to record the grade of "Incomplete."

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, with a typical timeframe being 6 weeks, a grade of "Incomplete" should not be allowed to stand longer than one semester from the end of the semester in which the course was given. The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, at the request of the student, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change, and should be submitted to the Registrar's office at least one week before the

INC grade is programmed to change to a grade of 'F' in the student information system. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an "Incomplete" grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student's term or cumulative GPA until the "Incomplete" grade is resolved. If the INC grade is subsequently changed to an "F," the "F" grade will be calculated into the student's GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student's financial aid status at the college, but will not initially affect the student's GPA. For students who are accessing Title IV programs to assist in paying their educational expenses, a grade of "Incomplete" may result in the inability of the Financial Aid office to confirm that students are in satisfactory academic standing.

## Repeating a Course

With the permission of a Program Chair or the Dean's office, a student may repeat a course in which the grade of "B-" or lower (including the grade of "F") was received. No course may be repeated more than once, and no more than two courses in the student's program may be repeated. The course for which the student registers as a repeat must be the same (i.e., course number and title) as that in which the original grade was received. In rare cases, under unusual circumstances, the Dean may authorize that a different course, with similar content, be substituted.

In these instances, both courses appear on the student's official transcript, but the code "E" ("Excluded") will be added to the earlier course entry on the transcript, indicating that the grade received will not be calculated in the student's GPA. The repeated course entry will appear with the code "I" ("Included") added, indicating that the grade received will be calculated in the GPA. Therefore, only the second grade received – whether higher or lower than the original one – is calculated in the student's GPA.

IMPORTANT: At the time of registration, the student must file a completed "Request to Repeat a Course" form – with the necessary approvals from the Program Chair and the Financial Aid Office – with the Office of the Registrar. Failure to do so may result in the exclusion of the second grade received, and the inclusion of the original grade, in the GPA calculation. Please also be aware that passed courses or failed courses not calculated in a student's GPA may affect his/her eligibility to receive financial aid. Therefore, students should consult with the Financial Aid Office before submitting a course repeat form.

## Grade Appeals

A student who receives a grade that he or she believes does not reflect the quality of work that was performed should contact the course instructor and attempt to resolve the matter informally. If the student is not satisfied with the outcome, a grade appeal may be initiated by submitting a written request for a change of grade to the Program Chair. The appeal must be filed within fifteen (15) business days of the posting of the final grade.

In a grade appeal, the burden of proof rests with the student to demonstrate that the instructor's decision was erroneous, arbitrary, or capricious. The student's appeal must be typed (letter or email) 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 grade being appealed and the reason for the appeal.

- The date, time, and place of the student's discussion about the grade with the instructor, and the results of this conversation. In the event that the student was unable to contact the instructor, documentation of such attempts should be provided to the Chair. All documentation of attempts to contact instructors should be either e-mail (using one's Touro account) or written communication.

- Any documentation (such as written assignments) that the student wishes to submit on his or her behalf.

The Program Chair will appoint an ad hoc grade appeal committee to review the student's appeal request. The committee may solicit further information both from the student and from the instructor in the process of making a determination. The committee's recommendation will be submitted to the Dean for final approval within fourteen (14) business days from the receipt of the appeal from the Chair. The student's grade may go up, down, or remain the same during an appeal. The Dean will convey the decision to the student in writing within ten (10) business days of receipt of the appeal. The decision of the Dean is final.

A grade appeal may result in a change grade lower than initial grade assigned. Also, additional work cannot be submitted after the posting of final grades for a grade change except in the case of an approved Incomplete.

## ACADEMIC PROBATION AND DISMISSAL

Students who are not in good academic standing (i.e., overall GPA of 3.0 or higher) at the end of a given semester may be placed on **probation** as of the following semester. Notification of placement on probation is made to the student in writing by the Program.

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

A student may appeal an academic dismissal by filing a written appeal with the GSE Academic, Disciplinary, and Human Rights Committee within five (5) business days of the date notification of the action is received. Academic dismissal may be reversed if the student can demonstrate that the failure to maintain good academic standing resulted from a significant mitigating hardship such as major health issue affecting the student or his/her dependent, an unexpected military deployment, or other serious circumstances outside of the student's control. In filing an appeal, the student should provide a detailed written explanation of the mitigating hardship, include appropriate documentation (e.g., doctor's affidavit, military orders), and indicate the prospects for its resolution.

## LEAVE OF ABSENCE

A six (6) year Time Frame for degree completion is required for all programs. If extenuating circumstances occur that inhibit the ability of a student to move forward in a timely manner toward degree completion, a leave of absence (LOA) can be requested. Leaves are granted to graduate students who must interrupt their six-year planned completion deadline. Leaves of absence are approved for not less than one full semester and may not exceed 12 months (two consecutive semesters, not counting summers) to students who intend to return to the College. Students must specify the semester in which they plan to return. A LOA should be requested after the semester the student is in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave, and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid.

For students receiving federal financial aid, loan repayments may begin prior to the end of a 12 months, approved leave of absence.

PLEASE NOTE: *This regulation may impact only students who wish to take leaves of absence extending beyond one semester.* Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the start of the semester in which they wish to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

## GRADUATION AND CERTIFICATION

### Applying for Graduation

Requirements for degree and certificate programs are detailed in the School catalog and must be completed within six years. Completion of all requirements for the degree results in the eligibility of students for graduation. **Please Note:** Courses older than six years, relevant to the anticipated date of graduation, may not be calculated toward degree completion (also see "Maximum Time-Frame," below).

It is the candidate's responsibility to schedule a graduation conference with an academic advisor during the semester before completing his/her certificate or degree requirements to determine whether the requirements are being met. In addition, the candidate has the ability to track their degree completion progress via the Degree Works tool located on the TouroOne portal at any point during their course of study at Touro College.

After the graduation conference, the candidate must apply for graduation online by the established deadlines:

> For January Graduation - November 15
> For June Graduation - May 1
> For September Graduation - July 15

To apply for graduation online, students need to click 'Apply to Graduate' button under Academic tab located on the TouroOne portal and follow the prompts. Candidates will also be required to pay the graduation fee through TouchNet. When applying for graduation, candidates will also be asked to complete an End-of-Program survey to inform their program's continuous improvement.

Students who complete their certificate or degree requirements in September, January, or June of a given academic year participate in the Division of Graduate Studies commencement exercises.

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

## Applying for Certification

*New York State Teacher Certification*

The Touro GSE certification office provides ongoing support, along with biannual certification workshops, to aid candidates. The Office of Teacher Certification will not make recommendation for licensure until all certification workshops have been completed and documentation has been presented that required licensure exams have been taken (~~but~~ **N.B.:** passing of the exams is not required). **IMPORTANT NOTE:  Students are responsible for meeting all undergraduate liberal arts requirements for the initial certification(s) they intend to seek.  It is strongly recommended that students review these requirements during their first semester of GSE enrollment to determine (1) if any deficiencies need to be corrected in this area and, (2) if so, that they will have sufficient time to do so.** For degree seeking candidates, degree conferral is a requirement for licensure recommendation. Once an application for recommendation is complete, along with degree conferral, please anticipate an average of seven to fourteen (7-14) working days for processing. **All candidates graduating in Fall 2021 and onward will need to earn a grade of "B-" or higher in all Touro GSE coursework to be eligible for certification recommendation. Courses with grades lower than "B-" will need to be repeated for the candidate to qualify for institutional certification recommendation.**

Please refer to our Certification page on the Touro Graduate School of Education site:
https://gse.touro.edu/after-touro/certification/

*Internship Certificate*

If you have successfully completed 50% of your planned program of study, hold a minimum overall GPA of 3.0, are in good financial standing, and have completed the DASA workshop, you may be eligible to apply for an Internship Certificate (temporary teaching certificate). The Internship Certificated is predicated on an employment offer and allows you to work for **up to two years**, until all required program coursework (not including certification workshops) is completed and you are continually enrolled in classes for your program, you leave the program, or whichever occurs first. Please note: ***If you are working under an Internship Certificate, you must pass your certification exams prior to your graduation so that you can be recommended to NYSED for Initial Certification.*** http://www.highered.nysed.gov/tcert/certificate/typesofcerts/int.html

## MAXIMUM TIME-FRAME

In line with the Touro College policy on Satisfactory Academic Progress, requirements for degree programs must be completed within six years. Certificate programs must be completed in three years. The maximum timeframe begins from the first term of enrollment as degree seeking (matriculating). Generally, courses acceptable for program completion (degree and certificate) may not be older than six years.

For consideration of approval for Touro College course credits older than six years, candidates may seek a six-year appeal. To do so, candidates must provide (1) evidence of full-time employment in an instructional capacity for the past two years and (2) evidence of instructional effectiveness for those two years as a teacher, teacher assistant, paraprofessional, leader, or counselor in a P-12 school for both years. To demonstrate instructional effectiveness, an official record of **annual** performance evaluation with a rating of "effective" (i.e., APPR reports) **or** letter(s) from school principal or immediate supervisor attesting to **instructional effectiveness** is considered acceptable evidence**.**

**Note:** *University coursework will **not** be accepted as evidence of demonstrated instructional effectiveness.*

A successful appeal supported by the required documentation noted above may be used to approve up to a **maximum of 12 Touro College credits** taken six or more years prior, with **grades of "B" or higher**. Approval is at the discretion of the Program Chair and/or Dean's Office.

## CREDIT LOAD LIMITS

Credit load limits are determined according to the student's enrollment status. Limits differ for those who are non-matriculated (visiting study/non-degree seeking) and matriculated (degree-seeking),

Visiting students (non-matriculated/non-degree seeking) are limited to 12 credits in total.

**Effective Fall 2019:**

- All students newly admitted to the Touro/United Federation of Teachers articulation are limited to 15 credits as long as they have Visiting Study (non-matriculated) status.

- All candidates with degree-seeking (matriculated) status **must meet all admission requirements established by the School and their program.**

- Students who began enrollment with the UFT designation *prior to* Fall 2019 are limited to 18 credits, *except for* those who have not demonstrated continuous enrollment across the academic calendar year(s) (i.e., Fall and Spring).

- For those with a one-year break in enrollment, the Fall 2019 credit load limit of 15 credits will apply.

Advanced Certificate candidates may be initially limited to 12 credits but may request an override to complete more credits leading to certification within their approved program.

## COURSE AND CLASS CANCELLATIONS

Courses with insufficient enrollment may be cancelled 7-10 business days prior to the first day of classes. It is imperative that students register for courses in a timely manner to avoid course cancellation due to low enrollment.

Certain low-enrolled courses may run in an independent study format. In such cases, the regular schedule of course sessions may be altered at the discretion of the instructor. For on-campus/face-to-face courses running as independent studies, no more than 49% of the course may be augmented with online instruction.

## CLASS SESSION/MODULE CANCELLATIONS

If for any reason a faculty member anticipates missing a class, the faculty member will notify the Program Chair, the Dean's office, and all affected students at the earliest possible time via email. When a class is conducted at a location managed by a Site Director/Coordinator, s/he will be notified, so that students can be notified in a timely manner.

The instructor will post a notice on the Canvas learning management system informing students of his or her absence. Any missed classes will be made up.

In the event of campus closure, the faculty will refer students to the appropriate readings or reasonable assignments to be completed (which may occur online), in an effort to avoid an interruption in the academic experience. Messaging will be posted on the Canvas learning management system.

Students are instructed to wait 15 minutes for a faculty member to arrive and to consult with the Office of the Dean or site coordinator if the faculty member does not arrive at that time.

**TCAlert**

Touro College uses a mass notification system called TCAlert, which provides an easy and effective way to send text, email, and voice messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. However, in order to receive notifications, you must register your contact information into the system. All students, faculty and staff of Touro College are required to register on the Touro College portal and enter their contact information there. The information will be uploaded from the portal into TCAlert.

**COMMUNICATING IN TOURO**

The official communication channels for Touro are through Touro email and the learning management systems for students. Use your Touro email account to communicate regarding academic and other program registration matters. When seeking approvals, advisement, and other supports, students must also use their Touro email. In situations where email is not feasible, students should communicate in writing, with a date and original signature provided.

## STUDENT SERVICES AND SUPPORT

### TouroOne Portal

Touro College's TouroOne portal ([https://TouroOne.touro.edu](https://TouroOne.touro.edu)) enables students to do the following:

- Register for courses
- Add/drop courses during the registration period
- View grades
- Print unofficial transcripts
- View and print class schedules
- Search current course offerings
- Check if there any holds on their accounts
- Check financial aid status
- Download financial aid forms
- Access TouchNet for online e-bills and tuition payments
- Order official transcripts
- Access the student's email
- Access the Canvas learning management system

### Canvas Learning Management System

Your Touro GSE courses will be accessible through the Canvas Learning Management System.

You can log into Canvas by going to the [TouroOne portal](#) and clicking on the Canvas icon.
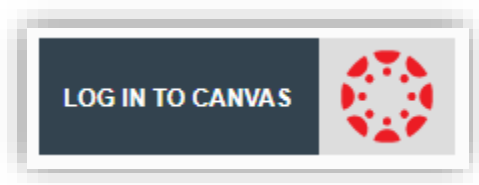


Once you log in to Canvas, you will be taken to the Dashboard. Once there, you will see an icon for your course(s) by term, but you will be able to view your Canvas course only when your instructor makes it available at the beginning of the term. You will receive an email from your instructor letting you know when your course is available.

**Getting Started with Canvas**

Check out the *How to Use Canvas: A Guide for Students* in your dashboard.

**Some Additional Resources**

- Canvas 24/7 support via chat or phone-access
  by clicking on the Help icon located in Canvas

- Canvas Student App
  - iOS-https://apple.co/2m9uKQl
  - Google Play-http://bit.ly/1ekgN4M

- Touro Canvas Student Guide: **http://bit.ly/2hSBeFa**

- TouroOne Nonstop Help Desk: **help.tourone@touro.edu** or **646-565-6552**
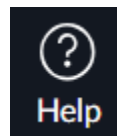
## FINANCIAL AID

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

To assist you off-campus or for general financial aid inquiries, please contact Touro NONSTOP Student Services at studentservices@touro.edu or 212-463-0400, ext. 55276.

### Application Procedure

Students who wish to apply for financial aid must complete a Free Application for Federal Student Aid (FAFSA or a Renewal FAFSA), and submit it to the U.S. Department of Education once for each academic year. The FAFSA must be completed online at https://fafsa.ed.gov/ The Federal school code for Touro College is 010142. Applications become available on October 1 for the upcoming school year that begins with the following summer semester. For the 2020-2021 academic year, the FAFSA was available on October 1, 2019.

For detailed information regarding the rights and responsibilities of a borrower, deferments, or cancellations please visit https://studentloans.gov or consult with a financial aid administrator.

Non-matriculated (Visiting Study) students are not eligible for Federal Financial Aid. Exceptions may apply for eligible Advanced Certification candidates.

### Assistantships & Scholarships

Scholarships are offered to qualifying Touro GSE students. Guidelines are posted by the Dean's Office when funds are made available. Applicants must demonstrate high Touro GSE academic achievement and a commitment to positive contribution to the P-12 academic community in which they work/serve.

## TUITION & FEES

### Tuition and Fees 2021 – 2022*

To view tuition and fee information for the 2021-2022 academic year, click on
tuition and fees.

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

## TUITION REFUND SCHEDULE

### Policy for Withdrawing from All Classes

Students who wish to officially withdraw from a program are required to complete a "Withdrawal from the Program" (WFP) form, obtain approval from their program advisor (Program Chair or Dean), Financial Aid and Bursar and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and time stamped at the Office of the Registrar.  Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal from the program.

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

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form. Contact the Registrar for more information.
When withdrawing from ALL classes, the following tuition refund schedule will apply:

#### *Summer Semester (up to 8 weeks in length)*
- Before the first day of the semester             100% of tuition credit
- During the add/drop period             100% of tuition credit
- During the week following the add/drop period     50% of tuition credit
- After the week following the add/drop period      No refund

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

#### *Fall & Spring semesters - When withdrawing from all courses:*
- Before the first day of the semester             100% of tuition
- During the add/drop period             100% of tuition
- During the week following the add/drop period     50% of tuition
- After that week             No refund

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

## Policy for Withdrawing from a Partial Load

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

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

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

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

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

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

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

### *Fall & Spring Semesters – When withdrawing from a Partial Load*

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

The Administrative Fee is non-refundable for all semesters.

All other fees are non-refundable during the Add/Drop period only.

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

## TRANSCRIPTS

Students can order official copies of their transcripts as follows:
1. Go to how to order an official transcript
2. Read carefully the information and instructions that appear
3. Click on "Request an Official Transcript"
4. Scroll down to the link that reads "Click here to order an Official Transcript online"

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

### RUSH Service

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

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

### RUSH Shipping

Students can also select Rush Shipping. For an additional cost of $15, the order will be processed within 3-5 business days and mailed via FED-Ex overnight mail.

### Viewing and Printing Your Unofficial Transcript from TouroOne

1. Log into your TouroOne account at https://touroone.touro.edu/sso/login

2. Click on the "Academic" tab and click on "View Academic Transcript (Unofficial Transcript)" under the "My Records" portlet.
3. If you wish to print, right-click using your mouse, then select print.

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

**edTPA**

Upon acceptance into a program leading to initial certification, your advisor will give you these three documents for the specific edTPA required for your license:

1. the *edTPA Handbook*
2. *Making Good Choices*
3. *Understanding Rubric Level Progressions (URLP).*

**Please become familiar with these expectations** *now*. Throughout your coursework, ask your instructors to clarify the ways in which what you are learning and practicing in the course is preparing you for any of your certification exams, including the edTPA. During the semester before your last semester, you are encouraged to register for the EDSN 567 edTPA Preparation Seminar. Registration for EDSN 567 is voluntary.

Study the information at these sites: http://edTPA.aacte.org/about-edTPA

http://www.edtpa.com/PageView.aspx?f=GEN_GettingStarted.html

**THE LANDER CENTER FOR EDUCATIONAL RESEARCH**

The Lander Center for Educational Research, founded in 2005, coordinates PreK-20 efforts to initiate, promote, and support research, policy, and practice for effective leadership, skilled teaching, and equitable opportunities for learning. The Center's initiatives are intended to promote a broad array of empirical and theoretical research, as well as knowledge development through demonstration, professional development, and training activities.

Lander Center projects are conducted in diverse educational settings, with a particular focus on traditionally underserved populations. In keeping with Touro College's overall mission to serve the larger community, all of the Lander Center's projects reflect a commitment to education as a primary means of social change and social mobility.

**Continuing Teacher and Leader Education (CTLE) hours** are needed for holders for a professional certificate in classroom teaching and educational leadership service. Holders of Level III Teaching Assistant certificates who are practicing in a public school or BOCES in NYS need CTLE hours. Holders of initial or permanent certificates do NOT need CTLE hours. Relevant certificate holders need to complete 100 hours of CTLE during each five-year registration period. Participants receive 45 CTLE hours for each successfully completed three-credit course.

- Through workshops offered at the Graduate School of Education, participants receive one CTLE hour for each successfully completed 60-minute workshop.

- Through Touro College's Sanford Inspire program. The program offers CTLE hours through online modules. Participants receive one CTLE hour for each successfully completed 60-minute module.

The Lander Center also houses grant-funded programs.

For more information regarding NYSED CTLE requirements, please visit:
http://www.highered.nysed.gov/tcert/resteachers/registrationctlehome.html

## GRADUATE DIVISION WRITING CENTER

The Writing Center is a service of the Division of Graduate Studies dedicated to empowering you to become a more confident and capable academic writer. Experienced professionals provide in-person and online classes, tutorials and seminars designed to help you hone your skills and better express your ideas when ~~writing~~ completing course assignments and doing other ypes of academic writing. The Writing Center also assists with career development documents. Faculty may refer students to the Writing Center, on an as-needed basis.

### Improving Academic Writing Skills

The Writing Center provides you with guidelines for academic writing improvement but does not edit your writing assignments. The Writing Center's services span the range of the writing process: organization, word choice, formal vs. informal language, sentence and paragraph structure and the rules of grammar for standard American English (punctuation, capitalization and spelling). Support services include:

- One-on-One Tutoring (online, in-person, and telephone consultation)
- Course Writing Assignments
- Essay Writing
- Assistance with Practicum I and Practicum II
- Capstone Projects
- Students may register for:

  **EDDN 515 Strengthening Writing and Reading Skills**
  A 12-session, 0-credit, Pass/Fail course that focuses on enhancing the writing and reading comprehension skills candidates need to successfully complete graduate-level coursework in degree-bearing programs in the Division of Graduate Studies. The philosophy of the course is that good writing requires good thinking; good writing requires good reading comprehension, and candidates will become better writers and readers through practice, practice, and more practice.

### Career Development Services

The Writing Center also offers career development services, helping you prepare written documents related to the job search process that are essential when applying for a position at a school or organization. Documents include resumes, cover letters, letters of application, rquests for letters of recommendation, and thank-you letters.Students are guided in preparing online and in-print versions of these documents.

**The Writing Center is located at the Touro College Main Campus, 320 West 31st Street, Manhattan, Room 204**

**Monday – Thursday: 9:00 A.M.—5:30 P.M., Friday: 9:00 A.M.—2:00 P.M. Phone: 212-463-0400**

Schedule an appointment by emailing or calling Michael Aiello, Administrative Assistant to the Director.

Visit us at https://lum-prod.ec.touro.edu/web/the-writing-center/the-writing-centerpage .

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