



Touro College of Dental Medicine

AT NEW YORK MEDICAL COLLEGE



Student Handbook

2016-2017

IMPORTANT NOTICE

This Student 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. You should refer and defer to those 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 Student Affairs. 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. The Handbook is not a contract. 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. We will attempt to inform you of any changes as they occur. However, it is your responsibility to keep current on all College policies, procedures and practices. It is your responsibility to review College policies and procedures in detail and to request any clarification needed from the Office of Student Affairs. Violation of College policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding his or her failure to appear or otherwise participate in disciplinary or grievance proceedings.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal and career needs. Thus, Touro disclaims any liability for promises, assurances, representations, warranties or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, warranties or other statements concerning a student's academic success. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro school or program in which the student is enrolled. 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.

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 (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's ADR mechanisms shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated.

Policy on Non-Discrimination

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

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Greetings from the Dean



Jay Goldsmith DMD, FACD, FACOMFS
Dean of the College of Dental Medicine

Welcome to Touro College of Dental Medicine at New York Medical College (TCDM@NYMC).

Our mission is to graduate outstanding dental professionals with complex, comprehensive knowledge and sophisticated perceptual skills to deliver excellent healthcare service to all communities with integrity, ethics, and compassion. The educational environment embraces research, emphasizes diversity, and focuses on patient care.

We are the 66th dental college in the United States, and the first new dental school in New York State in nearly 50 years.

Touro College and University System is a leader in training healthcare professionals with three medical and two pharmacy schools. TCDM@NYMC fits seamlessly with the educational opportunities offered by Touro.

Located approximately 20 miles from New York City in Westchester County, the dental college is located on the campus of New York Medical College (NYMC) in a building previously occupied by IBM. The 250,000 five story glass and steel building has ample space to provide our students with a Class A+ learning environment. Great care and effort has been taken to design and implement teaching spaces and clinics, that are both state-of-the-art, and warm and welcoming to our patients.

Our faculty combines the best practices of traditional education while integrating effective modern technologies, such as CBCT radiography, implants, and digital dental scanning. The basic science faculty are shared with NYMC which encourages collaborative education with a stimulating curriculum.

TCDM@NYMC is dedicated to providing a student-centered friendly campus environment.

Welcome.

A Message from the Senior Associate Dean for Academic and Administrative Affairs



Ronnie Myers DDS
Senior Associate Dean for Academic and Administrative Affairs

The opening of the first dental school in New York State in almost 50 years is an opportunity of a life time and the students who come to participate will be educated in a remarkable environment which will produce oral health care providers for decades to come.

I have spent the past thirty-four years in dental education and I know there has never been a more exciting time in the profession. The changes in the health care delivery system, the new technology, and the cutting edge research all point to an incredible future. Here at Touro students will be exposed to all of these and more. Our mission “is to graduate outstanding dental professionals who will utilize a complex knowledge base and sophisticated perceptual skills to deliver excellent health care service to their diverse communities with integrity, compassion, and empathy”. The developing curriculum will address this and evolve to be a leader in graduating clinicians who will advance the science and practice of dentistry.

The inter-professional collaborative resources available on the NYMC campus offer endless possibilities to educate oral health professionals of the future. I envision the development of an educational program that will arm our diverse student body with the tools necessary to provide primary care to those most at risk.

Welcome to the Touro College of Dental Medicine!

A Message from the Senior Associate Dean of Clinical Affairs



Edward F. Farkas DDS
Senior Associate Dean of Clinical Affairs & Chairman of Dentistry

As Senior Associate Dean of Clinical Affairs and Chairman of Dentistry, it is my high honor to welcome you to Touro College of Dental Medicine @NYMC (TCDM@NYMC).

Founded in 2014, TCDM@NYMC seeks to be a national leader in the education of outstanding clinical dentists. Toward that goal, we are leveraging the resources of our sister school, New York Medical College, as well as our parent institution, The Touro College and University system, to produce a dental curriculum, that is both rigorous and cutting edge.

Dentistry has undergone a paradigm shift vis-a-vis the treatments, techniques, bio materials, and methods we use to deliver excellent care to our patients. Advances in genetics, oral biology, and materials science have led to the incorporation of dental implants, digital dentistry, cone beam radiography, and rotary endodontics, into the everyday practice of dentistry. At the Touro College of Dental Medicine we have created a curriculum that incorporates these changes into our everyday workflow, while using New York Medical College faculty to reinforce our basic and applied science curriculum. In addition, an emphasis on evidence based dentistry and inter-professional education will give our students new tools that will help them to continue to succeed, years after they graduate.

Our school is located at 19 Skyline Drive in Hawthorne, New York in a 249,000 sq. ft. building that formerly housed an IBM research center. When renovations are complete, we will have created a brand new dental simulation lab, alongside a 132 chair, state of the art clinical training facility. The anatomy lab, the Health Science Library, and some auditorium space currently exist in the New York Medical College's Medical Education Building. For reference, our campus is about a forty-five-minute train ride to Manhattan.

While we are a new school, our faculty and staff have many years of experience in dental education, and our heritage is directly linked to New York Medical College, an allopathic (MD) school with a 150-year-old history of educational excellence.

I am proud of the program we have assembled, and I am excited as we embark on this journey of being the 66th dental school in the United States.

Mission and Vision

Mission

The mission of TCDM@NYMC is to graduate outstanding dental professionals who will utilize a complex knowledge base and sophisticated perceptual skills to deliver excellent health care service to their diverse communities with integrity, compassion, and empathy. The school is dedicated to conducting important educational and clinical research, while providing excellent dental health services to the public.

Vision

TCDM@NYMC, which has received initial accreditation by the Commission on Dental Accreditation of the American Dental Association, offers an educational program leading to the DDS degree. With its wide spectrum of clinical affiliates, TCDM envisions providing academic, clinical, and research opportunities throughout the New York metropolitan and greater Hudson Valley areas.

Academics

The College will:

- educate outstanding general dentists;
- educate the public with innovative programs that integrate the latest research advances with the best clinical practices;
- provide educational opportunities with an international perspective, through graduate, post-doctoral, and other continuing education training programs.

Clinical Care

The College will:

- provide outstanding clinical care and service to the community;
- serve regional communities with limited access to dental care;
- incorporate the latest advances in dental knowledge into health care practices;
- improve patient care at all TCDM@NYMC clinical settings through advances in education and research, through continuous review of clinical practices.

Research

The College will:

- advance health care through cutting edge basic, clinical and population based research leading to improved scientific knowledge;
- be a leader in translational research discoveries to improve treatment and prevention of oral and systemic disease;
- promote excellence in the education of dental professionals through research in dental education.

About the Touro College and University System

Touro students hail from all over the world, from all walks of life, in the pursuit of a common goal: To get the best possible education, to find a promising professional career, and to do so in an environment that respects and supports their backgrounds and beliefs. What sets Touro apart is not simply our top-notch programs, engaged faculty members, or experiential learning opportunities, it's our culture and curriculum that respect a student's commitments – to community, values, and the future.



Established in 1970 to focus on higher education for the Jewish community, Touro has grown to serve a widely diverse population of over 19,000 students across 32 schools in 5 countries. We are uniquely attuned to the importance of an education that accommodates students from all backgrounds and circumstances. From liberal arts to law, health sciences to technology, business, Jewish studies, education — and everything in between — Touro provides educational opportunities and career paths to not only the most talented and motivated students but also those who have been overlooked and underserved, who have the drive and potential to succeed.

Our History

In 1790, George Washington visited the Touro Synagogue in Newport, Rhode Island, and spoke eloquently of democracy, ethics, equal opportunity and the American ideal. Little did he know how far his words would carry.

Washington's vision inspired Isaac and Judah Touro, leaders in colonial America, to pioneer their family's efforts to enrich the lives of all people, regardless of creed or color, through educational opportunities, spiritual outreach, and vocational enterprise. The Touro family began providing major endowments for universities, the first free library in North America, independent health facilities across the United States, and communities in Israel.

In 1970, in the tradition established by the early Jewish-American leaders for whom it is named, [Dr. Bernard Lander](#) founded Touro College [to strengthen the Judaic tradition and serve the broader community](#) with compassion and dignity. Chartered by the Board of Regents of the State of New York, the College welcomed its first 35 students in the Liberal Arts and Sciences in 1971.

From humble beginnings, Dr. Lander built a flourishing institution that reaches [across the country and the world](#). Now enrolling over 19,000 students a year in [a broad range of disciplines](#), including business, law, social work, Jewish Studies and technology. Each decade has ushered in a wave of new academic and professional programs designed to give students an advantage in an increasingly competitive world:

The New Millennium

Since 2000, the Touro network has grown to include international sites in Paris and Berlin, as well as coastal campuses in Los Angeles and Miami. In 2004-5, the new Touro University Nevada launched programs in osteopathic medicine, nursing, occupational and physical therapy, and education. Between 2007-2009 the College of Osteopathic Medicine and the College of Pharmacy opened in Harlem, Touro University Worldwide was formed to offer professional degree programs online and in 2011 New York Medical College, in Valhalla, NY, became part of the Touro family.

Touro College and University System Mission

“In the service of knowledge, compassion, and social justice”

Touro College was established in 1970 to educate, to serve, to perpetuate and to enrich the historic Jewish tradition of tolerance and dignity. Created as an independent institution that would support and strengthen the Jewish community, Touro has remained steadfast in its commitment to Jewish continuity and, more broadly, to humankind. Since its inception, Touro has served and supported diverse communities, making world-class educational opportunities accessible to all members of society, across all races, nations, and creeds.

The daily work of the College of Dental Medicine aligns with the Touro College mission of making world-class educational opportunities accessible to all members of society, across all races, nations, and creeds. The educational mission of the TCDM@NYMC is an applied example of the Touro College’s mission. The College of Dental Medicine will work toward the Touro mission of preparing individual men and women for productive lives of dignity, value, and values, while at the same time building a responsive and responsible society through expanded academic opportunities.

In return, the Touro College and University system will provide the TCDM@NYMC, with the guidance and resources needed to do the job. Preparing their students for leadership positions as they return to their diverse communities post-training is an overriding mission/purpose shared by both.

Brief History of New York Medical College

The College was founded by a group of visionary civic leaders who believed that medicine should be practiced with more sensitivity to the needs of patients. They were led by William Cullen Bryant, the noted poet and editor who used the power of the written and spoken word to advance vital causes in the city and the nation. The son of a physician, Bryant was particularly concerned about the condition of hospitals and medical education.



Through Bryant’s efforts, the New York Homeopathic Medical College opened its doors in 1860 on the corner of 20th Street and Third Avenue. At the first session, there were 59 students and eight

faculty members. Bryant served as the medical school's first president and was president of the Board of Trustees for ten years.

A Series of Firsts

In 1863, a separate but related institution known as the New York Medical College for Women was founded by Dr. Clemence Sophia Lozier, staffed by many of the College's male personnel. This institution graduated one of the first female physicians in the country, Dr. Emily Stowe, in 1867. Dr. Susan McKinney Steward, the first African-American female physician in New York State and the third in the nation, graduated from New York Medical College for Women in 1870 with the highest grade in the class. When the institution closed in 1918, students transferred to the College.

Walter Gray Crump, Sr., M.D., led the College effort to become the first medical school in the country to establish a minority scholarship program in 1928. Dr. Crump, an alumnus and faculty member who taught surgery and achieved emeritus professor rank, served as staff surgeon at several hospitals. He was a founder of New York Medical College for Women and a trustee of Tuskegee Institute and Howard University. An early recipient of the Walter Gray Crump Scholarship for Young Women was surgeon Myra Logan, M.D., who earned her medical degree at New York Medical College in 1933. While doing her residency at Harlem Hospital, she operated on a human heart, making her the first female physician believed to perform this type of surgery.

The Move to Westchester County and the Valhalla Campus

In 1972, the College was invited to move to its Westchester County location by a group of community and business leaders who were determined to establish a teaching hospital for the people of this growing suburban community. They recognized the many ways an academic medical center serves the needs of a region—by educating the nation's physicians and healthcare providers, affording the highest level of patient care and providing the most advanced procedures, technologies and innovative treatments available. Thanks to the initial foresight and commitment of these astute leaders, and the university's full participation in the effort, New York Medical College is a stable, enduring force in the life and economy of Westchester County.

The need for infrastructure improvement was identified as a major institutional priority in 1995. A comprehensive planning process was launched to develop a campus master plan that would support and enhance the educational and research environment. The culmination of this effort was a \$32 million facilities improvement proposal that incorporated the construction of a four-story Medical Education Center (MEC) and upgrades in the Basic Sciences Building (BSB), the university's primary teaching and research sites.

Construction of the 50,000 square foot MEC—four floors of education-centered facilities and amenities designed to concentrate teaching areas separate from research labs—was completed in the summer of 2001 and opened in August of that year. Today, the MEC serves as a focal point for campus activities and student life. A 250-seat auditorium, named for School of Medicine alumnus John W. Nevins, M.D. '44, graces a portion of the spacious, light-filled atrium lobby named for Blanche and Albert Willner, M.D. '43.

The modernization of the Basic Sciences Building (BSB) has also been critical to the university's continued ability to provide superior medical education. Built as a temporary structure, the BSB has served as the core education and research facility since 1972. After a quarter of a century, renovations and upgrades were essential in the research, teaching and student support areas of the building. The improvements include the addition of 18,000 square feet of new space, upgrades to the existing auditoria, dining facilities and bookstore, central offices for the Graduate School of Basic Medical Sciences and a new student lounge. The entire construction and renovation project resulted in a total of approximately 122,000 square feet of laboratory and office space dedicated to research. The new space is configured as open laboratories with core instrument areas in order to provide maximum flexibility for the recruitment of top-level faculty scientists.

In 2005 the College acquired the former Institute for Cancer Prevention building located at 7 Dana Road. The building, approximately 26,600 square feet, underwent extensive renovations and now houses the Clinical Skills and Disaster Medicine Training Center. Medical students and allied health professionals will receive hands-on training in a replicated hospital setting there. State-of-the-art resources and technology allows students to hone clinical skills in a safe and controlled environment before treating actual patients. The facility provides a vital training platform for medical, paramedical and other personnel who are called upon during local and regional emergencies from natural or man-made disasters.

Dana Road also houses BioInc@NYMC, a wet-lab biosciences business incubator designed to house start-up biomedical research and development companies. Here, independent entrepreneurs will develop new drugs, medical devices and medical apps for smart phones and tablets. The first incubator clients began at the end of 2014.

In April 2013, the College purchased 19 Skyline Drive, a 248,000 square -foot, five-story building located adjacent to campus. The building accommodates faculty and staff who relocated from the now vacant Munger Pavilion in December 2013 and houses a 115-seat auditorium/conference room, a library, a cafeteria facility and significant space for parking.

NYMC Joins the Touro College and University System

In May 2011, New York Medical College joined the Touro College and University System, creating one of the United States' largest biomedical higher education consortiums under one institutional banner. Touro, which has approximately 18,550 students studying at 32 locations, was chartered in 1970 and is headquartered in Manhattan. It is America's largest not-for-profit, independent institution of higher and professional education under Jewish auspices. The Touro College and University System includes undergraduate colleges, three colleges of osteopathic medicine, two colleges of pharmacy, several graduate programs and a law school.

Today, New York Medical College is proud of its longstanding reputation for producing superior physicians, scientists and healthcare professionals, as well as members of the faculty who enjoy international recognition for their clinical and scientific accomplishments.

College of Dental Medicine Leadership

Jay Goldsmith, D.M.D., FACD, FACOMFS
Founding Dean

Edward Farkas, D.D.S.
Senior Associate Dean for Clinical Affairs
Chairman of Dentistry

Ronnie Myers, D.D.S.
Senior Associate Dean for Academic and Administrative Affairs

NYMC Administrative Leadership

Alan Kadish, M.D.
President

Edward C. Halperin, M.D., M.A.
Chancellor and Chief Executive Officer

D. Douglas Miller, M.D., C.M., M.B.A.
Dean, School of Medicine

Jay Goldsmith, D.M.D., FACD, FACOMFS
Founding Dean, College of Dental Medicine

Robert W. Amler, M.D., M.B.A. MMS, FAAP, FACPM
Vice President of Government Affairs
Dean of the School of Health Sciences and Practice

Francis L. Belloni, Ph.D.
Dean of the Graduate School of Basic Medical Sciences

Waldemar A. Comas, J.D.
Vice President and General Counsel
Secretary to the Board of Trustees
Institutional Compliance Officer

Jennifer Riekert, M.B.A.
Vice President of Communications

George Nestler
Associate Vice President and Controller

Student Government (SGA)

The Student Government Association (SGA) plays an important role in the TCDM community. It focuses on the problems and needs of the student body and works to bring about constructive change. Composed of five elected representatives from each class, the organization meets every month.

The SGA publishes the yearbook. Student representatives serve on standing College committees and other organizations of the College.

Academic Calendar

The calendar and schedules are subject to change and Touro reserves the right to reschedule classes during the academic year, between 8:00 AM and 6:00 PM, as special situations warrant.

Academic Calendar 2016-2017

Class of 2020

D1 Summer 2016

Orientation	July 5, 2016 – July 8, 2016
First Day of Classes	July 11, 2016
Last Day of Classes	August 29, 2016

D1 Fall 2016

Labor Day	September 5, 2016
First Day of Classes	September 6, 2016
Rosh Hashanah	October 3, 2016 – October 4, 2016
Yom Kippur	October 11, 2016 – October 12, 2016
Sukkot	October 17, 2016 – October 18, 2016
Shemini Atzeret	October 24, 2016
Simchat Torah	October 25, 2016
Thanksgiving	November 24, 2016 – November 25, 2016
Christmas/New Year's Winter Break	December 24, 2016 – January 2, 2017
Classes Resume	January 3, 2017
Martin Luther King Day	January 16, 2017
Classes End	January 26, 2017

D1 Spring 2017

First Day of Classes	January 30, 2017
Presidents Day	February 20, 2017
Easter/Passover Break	April 7, 2017 – April 18, 2017
Classes Resume	April 19, 2017
Memorial Day	May 29, 2017
Shavuot	May 31, 2017 – June 1, 2017
Classes	End June 9, 2017

D2 Fall 2017 Orientation:

September 5, 2017

TCDM@NYMC Affiliations

TCDM@NYMC enjoys diversified opportunities for the study of dentistry at clinical facilities and community clinics. This affords students a variety of patient care experiences for third and fourth-year clinical rotations, in areas of dentistry as diverse as hospital dentistry, special patient care and community outreach facilities.

Current Affiliates

Open Door Family Medical Center
Westchester Institute for Human Development
St. Joseph's Regional Medical Center

Statement of Accreditation

TCDM@NYMC has received the status of initial accreditation by the Commission on Dental Accreditation of the American Dental Association.

It is also chartered by the Board of Regents of the State of New York, and its degree programs are authorized by the New York State Department of Education.

Additionally, TCDM is accredited by the Middle States Commission on Higher Education.

Campus Environment

19 Skyline Drive

The home of the Touro College of Dental Medicine is a freshly renovated, 249,000 square-foot, five-floor building with ample parking, located at 19 Skyline Drive in Hawthorne, NY. The building accommodates clinical administrative faculty and staff, contains an auditorium/conference room, a library, and a cafeteria facility. A new addition to the facility is the Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center – a full service 25 machine workout area with attached yoga studio and weight room.

In addition to classrooms, the building includes a comfortable and computerized testing center, a 112-seat simulation lab, and a 132-chair clinic facility – which is divided into eight clinical practice units. It also includes a separate pediatric dentistry and oral and maxillofacial surgery clinic.

Administration Building (also known as Sunshine Cottage)

The administrative headquarters of New York Medical College are in the Administration Building. The offices of the president, chancellor, senior academic and administrative leadership are located here, as are the Offices of Academic Affairs, Student Affairs, Admissions, Student Financial Planning, Housing, Bursar, Undergraduate Medical Education and Public Relations, among others.

Medical Education Center (MEC) and Basic Sciences Building (BSB)

The Health Sciences Library has enjoyed a 40 percent expansion from its previous space, offering larger areas for collections, study and teaching, and rooms for the Harvey cardiac teaching models and Educational Media Services. The second and third floors can accommodate up to 216 students in a variety of flexible configurations within nine module classrooms, each divided into small group teaching and study rooms. The entire fourth floor of the MEC is dedicated to the Alumni Gross Anatomy Laboratory. The lab is used to teach medical students in the fall and dental students in the spring.

The Basic Sciences Building has approximately 122,000 sq. ft. of laboratory and office space dedicated to research. The space (18,000 sq. ft.) is configured as open laboratories with core instrument areas in order to provide maximum flexibility for the recruitment of top-level faculty scientists.

Student Resources

Student Health Services

The office, located in the Basic Science Building, is staffed by a nurse practitioner and a medical director who are able to diagnose and treat most common illnesses as well as prescribe medications.

Staff:

Marisa A. Montecalvo, M.D.
Director, Health Services

Diane Hackert
Administrator, Health Services

Katherine Kowalski, N.P.
Nurse Practitioner

Peggy Saul
Secretary, Health Services

Mailing Address:

New York Medical College
Health Services
Basic Sciences Building
Valhalla, NY 10595

Walk-in Clinic Office Hours:

Monday – Thursday 8:30 a.m. – 4:30 p.m.

Friday – 8:30 – 3:00 p.m. (From October 1st through March 31st).

The nurse practitioner is unavailable between 1:00 – 2:00 p.m. daily. Physicals are by appointment only

Main Phone Number: 914-594-4234

Medical Director: 914-594-4236

Nurse Practitioner: 914-594-4237

Administrator: 914-594-4235

Office Fax: 914-594-4692

After Hours:

If you need medical attention after 4:30 p.m. the following medical services are available to you:

The Westchester Medical Group – Urgent Care Centers
(They are affiliated with White Plains Hospital)
210 Westchester Avenue
White Plains, NY
Phone: 914-681-3100
Hours:

Open:
Monday – Friday 9:00 a.m. – 9:00 p.m.
Saturday & Sunday 9:00 a.m. – 5:00 p.m.
The Urgent Care Center accepts walk-in patients anytime during its regular hours, no appointment is needed.

Minute Clinic – Located within CVS pharmacy.
They are staffed with licensed nurse practitioners and physician assistants, board certified, most insurance accepted, open 7 days a week. No appointment needed, walk right in.

Hours:

Monday – Friday 8:00 a.m. – 8:00 p.m.
Saturday & Sunday 10:00 a.m. – 4:00 p.m.
Phone: 1-866-389-2727 - <http://www.minuteclinic.com>

Westchester Locations:

375 White Plains Rd, Eastchester
1310 Boston Post Rd., Larchmont
2000 Commerce St., Yorktown

Pharmacy:

Bradhurst Pharmacy, Inc.

New York City Locations:**D.O.C.S.**

55 E. 34th St (between Madison/Park)
(212) 252-6000
Hours:

Walk In Hours: No appt necessary

Monday-Thursday: 8 AM to 8 PM

Friday: 9 AM to 7 PM

Saturday: 9 AM to 3 PM

Sunday: 9 AM to 2 PM

Holidays: 9 AM to 1 PM

D.O.C.S.

202 W. 23rd St. (at 7th Ave. Chelsea)
(212) 352-2600

Hours:

Walk-In Hours: No appt necessary

Open 24 hrs a day/365 days a year including Holidays.

** They do accept TCDM student health insurance [Empire BC/BS PPO]

St. Joseph's Hospital

For students on the SJH campus, SJHS Employee Health Office handles non-emergent family medicine problems.

Contact:

Michael Delisi, M.D., Chairman, Family Medicine;

Director, Employee Health Services

Location:

Cedarwood Hall

Valhalla, NY

Phone: 914-345-3838 (on campus)

Atrium Pharmacy

19 Bradhurst Ave.

Hawthorne, NY

Phone: 914-345-0070

Employee Health Office

1135 Broad Street

Clifton, NJ

Hours:

Monday –Friday 8:30 a.m. to 4:30 p.m.

Phone:

(973) 754-4100

For emergencies, students are seen through the SJH
Emergency Department.

Contact:

Mark Rosenberg, D.O.,

Chairman, Emergency Medicine

Location:

SJH Emergency Department

703 Main Street

Paterson, NJ

Hours:

24/7

Phone:

(973) 754-2222

Student Health Insurance

Full-time students are required to be covered by hospitalization insurance satisfactory to the College. Student group contracts with Blue Cross/Blue Shield Comprehensive Care Plan are maintained by the College for this purpose. Married students may elect to purchase family contracts at additional expense. Enrollment forms and additional information is available at: <https://app.hsac.com/tcdm>. A student who elects to retain other acceptable insurance will be required to submit written documentation. The health insurance program is administered by the Bursar.

Touro Library

TOURO COLLEGE OF DENTAL MEDICINE LIBRARY RESOURCES

The Touro College libraries are managed and developed according to an established “Vision, Mission & Strategic Plan” and “Collection Development Policy.” These derive from professional standards, guidelines, and criteria, with particular attention to the following:

- Standards for Libraries in Higher Education
- Guidelines for Branch Libraries in Colleges and Universities
- Information Literacy Competency Standards for Higher Education
- Guidelines for Distance Learning Library Services
- ACRL Visual Literacy Competency Standards for Higher Education

Touro’s libraries have a full complement of real and virtual library resources and services that fully support those required to assist in faculty and student research and to foster student success. Services at all locations include library instruction, research advice, and reference assistance that promote information seeking and evaluation skills as an integrated part of the college experience and in support of the Touro Information Literacy Initiative (TILI).

Touro College librarians and faculty members have contributed to the development of a strong collection of proprietary web-based electronic books and periodicals in support of the dental program; these collections are available on-campus and off-campus via username and password.

Touro College librarian and faculty collaborations have culminated in print, media, and web-based collections. In addition, dissertations are available on the Touro “Theses Dissertations” electronic resource. Material is distributed among the libraries, and material at all the libraries is available to all faculty and students via on-site consultation and intra-library loan.

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

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

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

NYMC Library

About the Library:

The Health Sciences Library (HSL) serves all faculty, students, employees, and sponsored residents and fellows of the New York Medical College and the College of Dental Medicine.

Locations: The Main Health Sciences Library is in the junction between the Basic Sciences Building (BSB) and the Medical Education Center (MEC), right off the BSB Lobby and across from the cafeteria. The Main Library consists of approximately 19,000 square feet, with an additional 3,033 square feet in the Skyline branch. The Skyline Library branch is in the Skyline Building at 19 Skyline Drive off of Route 9A in Hawthorne, NY.

Contact: Mailing address: Health Sciences Library | 15 Dana Road | Valhalla, NY 10595

Phone: (914) 594-4200 | Skyline Library: (914) 594-2030

TCDM Liaison: Shawn Manning (shawn_manning@nymc.edu)

NYMC Director: Marie Ascher (marie_ascher@nymc.edu)

[Staff Directory](#) | [Departmental Liaisons](#)

Consortia: The New York State Library has designated the Health Sciences Library as a Leader Electronic Doorway Library. The Library is also a Resource Library in the Middle Atlantic Region (MAR) of the [National Network of Libraries of Medicine](#) (NN/LM). The Library actively participates in the [Online Computer Library Center](#) (OCLC) global network and remains a full member of [METRO](#), the New York metropolitan area library planning cooperative. [Loansome Doc](#) use is promoted and encouraged; we honor METRO card access for the public via local libraries. The Library is also a founding member of the [HILOW+](#) library consortia, composed of health sciences libraries in the upper Westchester County and Hudson Valley region of New York State.

Library Hours

The Health Sciences Library is available with card swipe access 24/7. Library staff is present during the following days and hours for complete service:

08:00AM	»	12:00AM	Sun
08:00AM	»	12:00AM	Mon
08:00AM	»	12:00AM	Tue
08:00AM	»	12:00AM	Wed
08:00AM	»	12:00AM	Thu
08:00AM	»	03:00PM	Fri

The Skyline Library is open from 6AM until midnight with card swipe access.

Students in the dental school have onsite access to the physical space and onsite resources of the NYMC Health Sciences Library but also have full online and off-campus access to the resources of the Touro Library.

All students must be respectful of the library space ensuring that it is conducive to study and learning by all.

Insurance

Touro College of Dental Medicine's liability insurance program is administered by Touro College and University System. The insurance program and the specific limits and extent of each insurance coverage are subject to change at any time, without notice at the sole discretion of Touro College and University System. All claims are to be reported promptly in writing, to the Touro College and University System within forty-eight hours (48) of the incident.

Student Disability Insurance

A disability income protection plan designed by Guardian is provided for all dental students at Touro College of Dental Medicine at no additional cost to the student. This policy offers a monthly benefit maximum of \$1,500. This policy has the option to be converted into an individual policy after graduation. A student's net monthly payment under this policy is his or her gross monthly benefit reduced by any current monthly earnings that exceed \$3,000 per month. The maximum payment period is until the student reaches the Social Security Retirement Age. The elimination period is 90 days. The waiting period from the onset of disability to the payment of benefits is 12 months in accordance with the policy terms.

Security and Safety

Security Department

The NYMC Department is responsible for overall campus security, emergency response, investigations, crime prevention campus shuttle, and management of the parking permit and identification badge program. The department is staffed by a director, (1) associate director, (1) assistant director, (16) full time and (9) part time uniformed security officers. All security staff are employees of the College. All security officers are New York State licensed security officers who receive (8) hours of pre-employment training, (16) hours of on the job training and (8) hours of annual refresher training as required by New York State. Additionally, officers receive training annually in CPR/AED, fire extinguisher usage, response to hazardous materials emergencies and threat awareness. The College is a New York State approved security guard training school and both the Director and Associate and Assistant Directors are certified security guard instructors. The security staff are not armed and do not have police or peace officer arrest powers. Officers are assigned to both fixed and motor patrols. Primary law enforcement jurisdiction for student housing lies with the Mt. Pleasant Police Department. The rest of the campus is under the jurisdiction of the Westchester County Department of Public Safety. The security director works closely with both of these police agencies on matters affecting the campus including criminal investigations, crime prevention and emergency.

It is the policy of the university to promote the safety and security of the academic community on campus; to prohibit any criminal or illicit activities including sexual assault or other sex offenses; to report any alleged criminal conduct to the appropriate enforcement authorities and to discipline any student, faculty member or employee after the university has conducted its investigation of the alleged conduct. Discipline may include suspension, expulsion, dismissal or termination of employment.

The deans of the respective schools within the university are responsible for the coordination and dissemination of information regarding sexual assault prevention measures during the student orientation process.

Mr. William Allison is the Director of Security and he can be reached at (914) 594-4577. The Security Office is located in the Basic Sciences Building on the Valhalla campus. The telephone is (914) 594-4226.

360 Stay Safe

Visit our [360 Stay Safe website](#) (login required) to view our online training program that helps students, faculty and staff create a safe and healthy campus community where they take care of themselves, look out for one another, and make choices for the greater good.

Annual Security and Fire Safety Report ("Clery Act")

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV educational institutions, without exception, prepare, publish and distribute an Annual Security and Fire Safety Report. This report consists of two basic parts: disclosure of the College's

crime statistics for the past three years; and information about the College's current campus security policies. Prospective students and employees are entitled to request and receive a copy of the New York Medical College's Annual Security and Fire Safety Report which is available by [clicking here](#).

Paper copies of the College's Annual Security and Fire Safety Report are available at the New York Medical College Security Office located in room 223 in the Basic Sciences Building, 15 Dana Rd. Valhalla NY 10595 or by calling the Director of Campus Security at (914) 594-4577.

Campus Security Policy and Program

I. Purpose

In compliance with the Crime Awareness and Campus Security Act of November 8, 1990, and the New York State Amendments to Section 6450 of the Education Law, the College, in consultation with faculty, students, and appropriate administrative offices, has developed and adopted a program that reaffirms our policies regarding sexual assault prevention, crime awareness, and campus security procedures.

II. Policy

It is the policy of the TCDM @ New York Medical College to promote the safety and security of all faculty, students and employees on College premises, to prohibit any criminal or illicit activities including sexual assault or other sex offenses, to report any alleged criminal conduct to the appropriate enforcement authorities, and to discipline any faculty, student or employee after conviction of a criminal offense, which may include suspension, expulsion, dismissal or termination of employment. In the case of a student, an ad hoc faculty committee shall be appointed by the respective dean of the medical school, graduate schools or the dental school to review, report and make recommendations to the respective dean.

III. Program

To promote awareness of and facilitate prevention of sexual assault offenses, the College shall provide specific information to incoming students about sexual assault prevention measures. Such information shall include the legal sanctions and applicable penalties under applicable laws, ordinances and regulations on sex offenses, the campus security procedures for dealing with sex offenses, and the identification and availability of counseling and support services. The respective deans of the School of Medicine, the Graduate School of Basic Medical Sciences, the School of Health Sciences and Practice, or the College of Dental Medicine shall each be responsible for the coordination and dissemination of this information in the student orientation processes.

The College has established an advisory committee on campus security consisting of the following seven members, at least half of whom shall be female:

- Two designated by the President of the Faculty Senate
- One designated by the President of the Student Senate of the Medical School

- One designated by the President of the Graduate Student Association of the Graduate School of Basic Medical Sciences
- The Dean of the School of Health Sciences and Practice
- The Senior Associate Dean for Student Affairs, or other designee of the Dean of the School of Medicine, who shall chair the committee
- The Senior Associate Dean for Academic and Administrative Affairs of the College of Dental Medicine.

The Committee shall review campus security policies and procedures for educating the campus community, including security personnel and those persons who advise or supervise students about sexual assault, personal safety and crime prevention, for reporting sexual assaults and referring complaints to appropriate authorities, and for counseling victims. The Committee shall make recommendations to the President.

The Committee will provide upon request all campus crime statistics as reported to the United States Department of Education. For campus crime statistics, please refer to the United States Department of Education web site at: www.ope.ed.gov/security/.

IV. Criminal and Legal Penalties

The criminal and legal penalties for the commission of sex offenses range from maximum imprisonment sentences of 3 months to 25 years depending on the type and seriousness of the offense involved. Additional specific information is contained in Attachment A.

V. Firearms

The possession of firearms is strictly prohibited on NYMC property and in affiliated hospitals.

VI. Responsibilities

It is the responsibility of all faculty, students and employees to report all incidents of alleged criminal conduct to the College's Security Department and to cooperate fully with regard to the specific details of such incidents.

The College's Security Department shall investigate such incidents and, as necessary, report the matter to local enforcement authorities. The Security Department shall also maintain records of all reported incidents and shall collect information on reported criminal offense and arrest statistics on the College's Valhalla campus, as required by federal law. Such information, together with relevant campus security procedures shall annually be published and distributed, through appropriate publications or mailings, to faculty, students and employees and to any applicant for enrollment upon written request.



Policy on Issuing Timely Warnings

It is the policy of Touro College of Dental Medicine and New York Medical College to issue timely warnings, also known as security notices, for any *Clery Act* crime (as defined below) or a similar type of situation that is reported to campus security or is brought to the attention of campus security by law enforcement and is considered to present a serious or continuing threat to faculty, staff or students.

<https://legacy.nymc.edu/universitypolicies/PolicyonIssuingTimelyWarnings.pdf>

Instructions for Downloading the TCDM Student Security/Emergency Response Plan

In 2015, the School of Medicine implemented SchoolDude's "CrisisManager" smartphone app in order to ensure that students always have access to the latest information on **campus safety and security, contact information, emergency response, and one step documentation and/or reporting of incidents**. **The College of Dental Medicine has elected to participate in the same program**. This initiative was developed as a result of the Independent Student Analysis as part of the LCME Accreditation Process and efforts of the Educational Quality Improvement Program (EQUIP) team.

- *Can't remember the phone number for Security?* **Use the one-touch button in the app!**
- *Need to report a needlestick to Health Services?* **Use the incident report in the app!**
- *Need info on or contact numbers for Student Mental Health & Wellness?* **It's in the app!**
- *Can't remember what it means to shelter-in-place?* **The app knows!**

Please be sure to download the CrisisManager App and the NYMC SoM Student Plan such that you always have access to the latest security and emergency preparedness information, as well as access to "in-app" incident reporting, communication links and important information that may be sent via push notifications. **If you have already downloaded the plan, please make sure that you update to the latest plan, as updates have been made recently.**

How to Download the SchoolDude “CrisisManager” App and the NYMC SoM Student Plan:

1. Go to the App Store (for Apple devices) or “Google Play” (for Android devices):
 - Search “Apps” for **SchoolDude CrisisManager**;
 - Download app onto device (This is a free app!)

2. After downloading and opening the CrisisManager app:
 - When it the pop-up window says “CrisisManager Would Like to Send You Notifications;” select “**OK**” (**NYMC will sometimes use push notifications to make important announcements**).
 - You can either create an account with your name and email OR continue as a guest.

3. In the field “**Find Crisis Plan by Keyword,**” search available plans using the keyword “**NYMC**”
 - At the “Password is needed” prompt, enter the password: **1860**
 - Download “NYMC School of Medicine Student Plan”

As always, please feel free to contact Environmental Health & Safety or Campus Security with any questions or concerns; we are proud to be part of the team that keeps you safe.

Sexual Harassment – Title IX Policy

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

Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur.

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

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

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

Elan Baram
Title IX Coordinator
Touro College
500 Seventh Avenue, 4th Floor
New York, NY 10018
Phone: (646) 565-6000 x55636
Email: Elan.Baram@Touro.edu

For the complete version of this policy please visit: <http://www.touro.edu/title-ix-policy/>

Student Services

NYMC Office of Student Affairs

The Office of Student Affairs at New York Medical College can assist the students from the Touro College of Dental Medicine with a wide range of services including information about financial aid, loans and scholarships, personal and academic counseling, Student Mental Health and Wellness, Student Housing and Residential Life information, and other services related to student life. The main offices are located in rooms 116 to 126 of the Administration Building on Dana Road with satellite offices in the Skyline Building. The telephone number is (914) 594-4498.

The main Office of Student Affairs provides many resources and services. Deans are always available by appointment and try to accommodate students who “drop in” whenever possible. The Student Affairs Team monitors their e-mail frequently and encourages dialogue by this medium as well.

TCDM Office of Academic Affairs and Administration

Senior Associate Dean for Academic and Administrative Affairs

Ronnie Myers D.D.S.

(914) 594-2624

Ronnie.myers3@touro.edu

Director of Student Affairs

Ms. Karen Longo

Karen.longo@touro.edu

The College of Dental Medicine Office of Academic and Administrative Affairs is committed to the support of all of its students in assisting them with academic and quality of life issues throughout their education at TCDM.

The following is a brief listing of the functions within the TCDM Office of Academic and Administrative Affairs.

- Counseling:
 - Academic
 - Career
 - Personal
- Faculty advisors
- Ombudsman for students
- Employment (summer and part-time)
- Letters of recommendation:
 - Dean's letters
 - Scholarships
 - Research opportunities
 - Visiting electives
- NBDE applications
- Residency information
- ADEA PASS (Postdoctoral Application Support Service)
- Academic accomplishments and challenges
- Liaison with the Curriculum Committee
- Liaison with the student government
- Function and composition of working and advisory committees such as the Student-Faculty Relations Committee
- Orientation programs for entering and transfer students
- Maintenance of academic records for first-, second-, third-, and fourth-year students
- Orientation for students entering the clinics in third year
- Advice about career decisions and postgraduate education
- Regional board examinations

The Office of Academic and Administrative Affairs has an open door policy that promotes a welcoming environment for all students who wish to discuss an array of issues (personal, social, academic, etc.). The Senior Associate Dean for Academic and Administrative Affairs and the Director of Students Affairs are both available for students to discuss concerns and file complaints. Please note that based on the nature of the complaint, information discussed may not be confidential.

In addition, if students find there is a concern that cannot be resolved at the institutional level and is in violation of The Commission on Dental Accreditation (CODA) standards, they can contact CODA and file a formal complaint. CODA can be contacted at:

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
(800) 621-8099 or (312) 440-4653

Academic Support

Kristina H. Petersen, Ph.D.

Director of University Academic Support

(914) 594-4498

E-mail: k_harrispetersen@nymc.edu

The College of Dental Medicine is committed to the academic success of all of its students. The amount of material and the pace of the dental curriculum generally will cause students to adapt or modify their study and personal habits, as well as their test-taking skills, and this can present difficulties for many students. Our goal is to identify struggling students as early as possible and provide academic or other support resources for the purposes of course and exam preparation. The Director of Academic Support works closely with first and second year course directors, and monitors students' quiz and exam grades as they are posted. Students who perform poorly or borderline on quizzes or exams are contacted and invited to speak with both the Course Director and the Director of Academic Support. During the clinical curriculum, clinic directors are also in contact with the Director of Academic Support and may express concerns about a struggling third year student. In addition, the NBDE results are monitored by the Director of Academic Support and Student Affairs Deans. If any student fails, they are contacted and invited to make an appointment to discuss ways to improve their exam-taking strategies.

Support Services Offered:

- Learning style surveys (VARK) are administered at the start of medical school to help each student determine his/her most effective approach(es) to learning.
- One-on-one appointments (in-person, skype, or phone)
- Study Skills and Text-Taking Strategies Workshops
- Time and Stress Management Workshops.
- Peer-Tutoring Program
- Study Partner Match Program
- Peer-Mentorship Program
- Exam and Other Accommodations (Students with Disabilities)

All students need assistance at some point in their academic career and there are many staff and faculty available at TCDM@NYMC to assist you.

Student Mental Health and Wellness

Aid for the Impaired Medical Student (AIMS)

The **AIMS** program at New York Medical College (NYMC) was developed to address the risk of development of alcohol and substance abuse problems in health professional students. Physician and dentist impairment, often due to alcohol or other substances, has been increasingly recognized as a significant problem nationwide. Research has suggested that approximately 12-14 percent of all practicing physicians are or will become impaired with alcohol or some substance over the course of their careers. Of critical importance is the fact that a large percentage of these impaired individuals report that impairment began during their undergraduate or graduate years of medical school. Through increased awareness of the tremendous social and medical problems from alcohol and substance abuse at an early time in their careers, and through the establishment of clear guidelines, it is hoped that students and physicians can get help and reduce the prevalence of these disorders. The primary purpose of the AIMS program is to identify, prevent and treat impairments related to alcohol or other substance abuse.

Students of Touro College of Dental Medicine have access to this program.

Student Mental Health Services

Contact:

Reon Baird, Ph.D.

Clinical Psychologist
Assistant Professor of Psychiatry
Director of Wellness
(914) 493-8422
E-mail: Reon_Baird@nymc.edu

David Stern, M.D.

Psychiatrist
Assistant Professor of Psychiatry
Director, Student Mental Health & Wellness Services
(914) 493-7425
E-mail: SternD@WCMC.com

Mental health services are available to all medical and dental students. All services are free and completely confidential. No records are transmitted to the school or to family members. Services are available throughout the year and early morning and evening hours are available.

Students with Disabilities

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

The College is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. Students with disabilities seeking reasonable accommodations should do so through the Senior Associate Dean for Academic and Administrative Affairs. A “Handbook for Students and Applicants with Disabilities” can be obtained from the Senior Associate Dean’s office.

A student requesting accommodations for a documented disability under the ADA must meet with the Senior Associate Dean or his designee, 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 special accommodations any time during their academic curriculum. However, if granted, the accommodation is given prospectively (accommodations cannot be supplied retroactively).

Students seeking accommodation must have the following:

- A completed Request for Accommodation of Disability application.
- Documentation as described in the Request for Accommodation of Disability application
- Interactive dialog with the Office of Academic and Administrative Affairs. When applicable, this conversation will conclude with a Receipt of Accommodations signed and agreed to by the Senior Associate Dean for Academic and Administrative Affairs and the student.

The entire process, and documentation submitted, remains confidential. The Receipt for Accommodations is shared with the program in which the student is registered to ensure that faculty and staff provides the approved accommodations.

To obtain a copy of the Request for Accommodation of Disability application or discuss your needs further, please contact the Senior Associate Dean’s office at ronnie.myers3@touro.edu

Office of the Touro College and University System Registrar

OFFICE OF THE REGISTRAR

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

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

Office of the Registrar

27 West 23rd Street Campus, 2nd Floor

(212) 463-0400 ext. 5635

University Registrar

Ms. Lidia Meindl

(212) 463-0400 ext. 5445

lidia.meindl@touro.edu

Assistant Registrar

Michelle Berkowitz

(212) 463-0400 ext. 5639

michelle.berkowitz3@touro.edu

Office of the Touro College and University System Financial Aid

OFFICE OF FINANCIAL AID

This office is responsible for the processing and packaging of Federal, State, City and Touro Grants and loan applications. It also supervises the College Work Study Program. Information about the Free Application for Federal Student Aid (FAFSA) application, required for all financial aid, is provided by the staff in this office. All questions about financial aid should be directed to this office. Students and/or their parents who need assistance in filling out the FAFSA application should make an appointment with a financial aid counselor.

The main location of the Office of Financial Aid is:

27 West 23rd Street Campus, 2nd Floor
(212) 463-0400 Ext. 5627

Our contact for the dental school is:

Albina Khasidova
Director of Financial Aid for Graduate Studies
(212) 463-0400 Ext. 5142
albina.khasidova@touro.edu

DIRECTORS OF FINANCIAL AID/COMPLIANCE

Margherite Powell
Executive Director of Financial Aid and Compliance
margherite.powell5@touro.edu

Barbara M. Sylvester
Director of Financial Aid
barbara.sylvester@touro.edu

Raquel Lipschitz
Associate Director of Compliance
raquel.lipschitz@touro.edu

Yelena Volis
Associate Director of Financial Aid
yelena.volis@touro.edu

Office of the Bursar

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

Students who have questions or problems relating to their tuition bills should contact this office immediately.

The location of the Bursar's Office is:

27 West 23rd Street, New York, NY
(212) 463-0400 ext. 5154

DIRECTOR OF STUDENT FINANCES AND BURSAR

Ms. Myriam Elefant
500 7th Avenue New York, NY
(646) 565-6000 ext. 55718
myriam.elefant@touro.edu

For answers to common questions regarding financial aid, please refer to the “Dental Financial Aid” document which was distributed to you prior to matriculation.

College of Dental Medicine Graduation Competencies

1. Professionalism, Ethics, and the Law

- 1.1 Provide compassionate and ethical care to a diverse population of patients.
- 1.2 Communicate effectively with peers, other professionals, staff, patients or guardians and the public at large.
- 1.3 Recognize the role of lifelong learning and self-assessment in maintaining competency.
- 1.4 Obtain informed consent for oral health therapies that meet ethical and legal responsibilities.
- 1.5 Apply the principles of ethical reasoning, evidence-based information, and professional responsibility as they pertain to patient care, practice management, and addressing the oral health status of the community at large.

2. Information Management and Critical Thinking

- 2.1 Apply critical thinking and problem solving skills in the comprehensive care of patients.
- 2.2 Evaluate and integrate best research outcomes with clinical expertise and patient values for evidence based practice.
- 2.3 Apply information technology resources in contemporary dental practice.

3. Practice Management

- 3.1 Comply with federal, state, and local regulations related to infection control, radiation and environmental safety measures in all clinical procedures.
- 3.2 Evaluate relevant models of oral health care management and delivery.
- 3.3 Understand the basic principles and philosophies of practice management and have the skills to function successfully as the leader of the oral health care team.
- 3.4 Establish and maintain patient records and assure confidentiality of information.
- 3.5 Develop a catastrophe preparedness plan for the dental practice.

4. Patient Assessment

- 4.1 Identify a patient's chief complaint, general needs, past dental history, and treatment expectations.
- 4.2 Obtain patient data adequate to provide dental treatment.
- 4.3 Perform a clinical examination of the head and neck and intraoral structures.
- 4.4 Assess the need for, apply radiographic selection criteria, perform selected intra and extraoral radiographic procedures, and interpret appropriate oral and maxillofacial radiographs required for diagnosis.
- 4.5 Obtain other relevant diagnostic information such as laboratory tests and medical consultations when appropriate.
- 4.6 Recognize the normal range of clinical and radiographic findings and conditions that require monitoring or management.
- 4.7 Recognize predisposing and etiologic factors that require intervention to prevent disease.
- 4.8 Interpret findings from the history, clinical and radiographic examinations, and other diagnostic procedures.
- 4.9 Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
- 4.10 Integrate subjective and objective clinical findings in the formulation of the diagnosis.
- 4.11 Evaluate the prognoses of various treatment options.

5. Treatment Planning

- 5.1 Formulate and discuss with the patient an individual, comprehensive, sequenced treatment plan and alternate plans based on relevant diagnostic findings and patient considerations.
- 5.2 Discuss etiologies, prognoses, and preventive strategies with the patient; educate the patient so he/she can participate in the management of his/her own oral health care.
- 5.3 Identify the need for and manage timely referrals and consultations with other health care providers when appropriate.

6. Patient Care: Managing the oral health care of the infant, child, adolescent, and adult, as well as the unique needs of women, geriatric, and special needs patients.

- 6.1 Manage (refer or treat) dental pain and emergencies, including the diagnosis and management of traumatic injuries to the tooth, pulp, and maxillofacial structures.
- 6.2 Perform and evaluate therapies that emphasize prevention of oral disease.
- 6.3 Restore missing or defective tooth structure to proper form, function, and esthetics.
- 6.4 Diagnose and manage (refer or treat) patients with uncomplicated partial or complete edentulous areas, including the use of implants.
- 6.5 Diagnose and manage (refer or treat) patients with periodontal disease.
- 6.6 Diagnose and manage (refer or treat) patients with pulpal disease and related periradicular pathology.
- 6.7 Diagnose and manage (refer or treat) patients with temporomandibular disorders.
- 6.8 Diagnose and manage (refer or treat) patients with malocclusion in the primary, mixed, and permanent dentition.
- 6.9 Diagnose and manage (refer or treat) patients requiring orthodontic treatment or space maintenance.
- 6.10 Diagnose and manage (refer or treat) patients with oral mucosal and osseous disorders.
- 6.11 Diagnose and manage (refer or treat) patients requiring oral surgical procedures.
- 6.12 Identify and manage (refer or treat) patients with pain and anxiety associated with dental procedures.
- 6.13 Select and administer/prescribe appropriate pharmacological agents in the treatment of patients with dental disease.
- 6.14 Apply principles of behavioral patient management and interpersonal skills sciences as they pertain to patient-centered approaches for promoting, improving, and maintaining oral health.
- 6.15 Diagnose and manage (refer or treat) patients whose medical, physical, psychological, or social situations make it necessary to modify normal dental routines in order to provide dental treatment including, but not limited to, people with developmental and/or mental disabilities, complex medical problems, and significant physical limitations.
- 6.16 Recognize and manage (refer or treat) medical emergencies that may occur in dental practice.
- 6.17 Recognize and manage (refer or treat) patient abuse and/or neglect.
- 6.18 Recognize and manage (refer or treat) substance abuse in dental patients.
- 6.19 Anticipate, prevent, and manage (refer or treat) complications of dental treatment.
- 6.20 Periodically assess and monitor the outcomes of comprehensive dental care.

Dental Student Oath

I publicly acknowledge and accept the privileges and responsibilities given to me today as a dentist in training and dedicate myself to provide care to those in need.

I pledge my utmost effort to acquire the knowledge, skills, attitudes, and behavior required for the practice of dentistry, embracing opportunities to learn from patients, teachers, and colleagues.

I will seek new knowledge and teach what I have learned.

I will acknowledge my limitations and my mistakes so that I may learn from them.

As a dentist-in-training, I will uphold the TCDM@NYMC Student Code of Academic Integrity and Professionalism.

I will respect all faculty members, students, and patients as individuals, without regard to gender, race, national origin, religion, or sexual orientation.

I will embrace the highest standards of the dental profession and pledge to conduct myself accordingly in all of my interactions.

I pledge to assist my fellow students in meeting their professional obligations.

I will always place the needs of my patients above my own.

I will use my skills to care for all in need, without bias and with openness of spirit.

I will value the diversity of patients' experiences, cultures and beliefs because it enhances my ability to care for them and enriches my education.

I will strive to alleviate suffering.

Even under duress, I will not use my knowledge or skills against humanity.

To uphold these responsibilities, I will maintain my own well-being and the well-being of those close to me.

I am committed to make myself a trustworthy dentist who will practice dentistry with excellence, integrity, and devotion to my patient.

I commit myself to a life that will bring honor to my profession.

I make these promises solemnly, freely, and upon my honor.

Hippocratic Oath

I do solemnly swear, by whatever I hold most sacred, that I will be loyal to the profession of dental medicine and just and generous to its members.

That I will lead my life and practice my art in uprightness and honor.

That into whatsoever home I shall enter it shall be for the good of the sick and the well to the utmost of my power and that I will hold myself aloof from wrong and from corruption and from the tempting of others to vice.

That I will exercise my art, solely for the cure of my patients and the prevention of disease and will give no drugs and perform no operation for a criminal purpose and far less suggest such a thing.

That whatsoever I shall see or hear of the lives of men and women which is not fitting to be spoke, I will keep inviolably secret.

These things I do promise and in proportion as I am faithful to this oath, may happiness and good repute be ever mine, the opposite if I shall be foresworn.

Academic Policies

Academic Requirements for Advancement and Graduation

Touro College strives to graduate professionals of high moral character who are knowledgeable, skillful, compassionate, and caring. The policies that follow are in place to support this objective, being mindful that graduates with a Doctor of Dental Surgery degree who achieve licensure will have the privilege to provide patient care in the future.

Qualifications for Academic Advancement

The student evaluation for advancement involves both objective criteria and subjective judgments. To be considered for advancement, candidates must have satisfactorily completed all required dental coursework; must demonstrate motivation, maturity, stability, sound judgment, a sense of responsibility, and good moral character; must show evidence of cognitive, motor and organizational skills, sensory perception, ability to synthesize and apply knowledge; and possess such other attributes as the faculty deems to be essential to become a reliable and effective dentist. Guidelines for promotion, graduation and dismissal are designed to permit both flexibility and consistency.

The faculty and administrators assigned the responsibility to make decisions regarding academic standing, promotion, remediation, and dismissal are charged to globally evaluate individual student performance and use their judgment in making decisions.

Promotion and Graduation

The curriculum of the College of Dental Medicine is divided into four successive academic years, each year building on the subject material of the preceding year. At the end of each course, each student's performance is evaluated and recorded. A student's final course grade is determined by the faculty after evaluation of the student's performance in all aspects of the coursework, including achievement of course objectives/competencies in all domains (for example, knowledge, skills, attitudes, and behaviors). Criteria for assigning grades are established by the course director. These criteria are provided to the student, within the syllabus, prior to the course.

Advancement

A student who at the end of an academic year has successfully completed all courses without deficiency and who has demonstrated the professional attitudes and values expected will be promoted to the next year of study or recommended for graduation. Students may be *conditionally* enrolled in a subsequent year of the program pending receipt of requirements for advancement, such as score reports for NBDE or grade reports in courses that end immediately prior to the next academic year.

NBDE Examination Requirements and Policies

The National Board Dental Examination (NBDE) is an examination administered by the Joint Commission of National Dental Examinations. This exam is currently of two parts, NBDE 1 and NBDE 2, and is designed to test comprehensive knowledge derived from the entire DDS/DMD curriculum. The American Dental Association is in the process of revising this exam in its format and content to be one exam known as the Integrated National Dental Board Examination (INDBE). Currently the Integrated exam will be administered no sooner than August 2020. TCDM@NYMC students will be provided with advanced notice of important dates related to the NBDE by the Office of Academic and Administrative Affairs.

Students must take and pass National Boards Dental Examination Part I before proceeding to year 3 and take National Boards Dental Examination Part II prior to graduation. Although passing National Boards Dental Examination Part II is not required for graduation, successful completion of these exams are required for most state licensure and residency programs.

Part 1 is typically taken around January of 2nd year, and Part 2 is usually taken in December/January of the 4th year. All students must be certified to take the examination by the Senior Associate Dean for Academic and Administrative Affairs. Students must be in good academic standing before being eligible for approval to take the exam.

From the National Board of Dental Examination guide:

- Candidates must wait a minimum of 90 days between test attempts. There are no exceptions to the 90-day waiting period.
- NBDE Part I candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination. After the 12-month waiting period has lapsed, a new cycle will apply.
- 5 Years/5 Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first.

Attendance at Examinations

Attendance at all examinations in all courses is mandatory. Any student who fails to take an examination will be graded zero for the exam unless written notice is given by the student to the course director before examination with timely documentation, satisfactory to the College, to substantiate the reason for the absence.

Academic Difficulty and Activities

Students having academic difficulty of any sort, including deficiency in a single course, should not participate in extracurricular activities or research that require a significant amount of time expenditure, or gainful employment without discussing the matter with the Dean of Academic and Administrative Affairs and obtaining approval for such activities.

Course Grading Policy

Students will be graded as follows on examinations and assignments:

A = 100 – 90

B = 89 – 80

C = 79 – 70

F = less than 70

Please note that some of the courses may be graded as Pass/Fail at the discretion of the course director.

Student Academic Performance Review Committee (SAPRC)

The Student Academic Performance Review Committee (SAPRC) shall review the academic, clinical, and professional performance of dental students. This committee shall recommend to the dean appropriate action to be taken for each student including but not limited to advancement to the next year, graduation, remediation, or dismissal.

The committee will consider each student individually in the context of quality of performance, achievement of required competencies, completion of the requirements of the program of study, and professional attitudes, behaviors and values expected. The committee will make a professional judgment regarding the students, and has latitude to make exceptions to guidelines for exceptional situations. The committee will meet at least semi-annually, and during the course of an academic year, all students are periodically reviewed.

The committee makes recommendations in the following areas:

- Promotion of students
- Certification for graduation
- Disciplinary action for unethical or non-professional behavior
- Remediation of academic deficiencies including formulation of the remedial strategy
- Repetition of an academic year
- Dismissal
- Other recommendations as called upon by the Dean.

In considering the advancement, promotion, graduation, or remediation of an individual student, the committee has latitude to fully evaluate the totality of the educational performance and make decisions in the best interest of the student's education, Touro College of Dental Medicine, and the public. If a student fails to pass a course in the educational program, the committee will review performance in all courses and may require a student to repeat any or all courses in an academic year, even those that have been previously passed. When repeating courses, the student must achieve a passing grade.

Academic Advancement, Dismissal and the Appeals Policies

Student academic progress is monitored in several ways – specifically by each course director, by the Student Academic Progress Review Committee, and finally by the Administration of the College. If it is determined during a course that a student's performance is unsatisfactory, that the student is in danger of failing a course, or that the student has failed an exam, the Academic Progress Committee shares the information with Student Affairs. A representative from Student Affairs then meets with the student to discuss tutoring services and other services available for the student's well-being as well as other support services. In order to help students improve their learning experiences, tutorial support will be offered as soon as we identify poor progress. Students are also informed by the course directors of their progress after every exam.

Failure to Advance

If a student's academic performance in a year of study does not meet the institutional requirement for advancement the student maybe requested to repeat a course or even the entire academic year as decided by the Student Academic Performance Review Committee.

Dismissal

If a student's academic performance does not meet the institutional requirement for continued enrollment, the student is subject to dismissal. As examples, if a student has more than one failing grade at any time, fails a course for the second time, or fails to meet the requirements of remediation, the student is subject to dismissal. If a student demonstrates behavior that is inconsistent with the standards of professional values and behaviors expected, the student is subject to dismissal. A student, whose performance, though passing, is borderline or marginal in several courses will be subject to dismissal if the SAPRC determines that the student does not meet the competency standards of the College. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation, is subject to dismissal.

Referrals

The SAPRC committee may require various types of materials to review and referrals, including medical and psychiatric evaluation, and may require written reports to be submitted directly to the committee or to the Senior Associate Dean for Academic and Administrative Affairs. If a student refuses to undergo required evaluations or referrals, the student may be subject to dismissal.

Appeal

A student may appeal an SAPRC decision of dismissal or a requirement to repeat a year. In order to appeal, the student must submit a written notification to the College's Office of Academic and Administrative Affairs within five business days of the written notification of the SAPRC decision, together with a concise written statement of the basis for appeal. An Ad Hoc Committee will be appointed by the Academic Dean to hear the appeal. The student shall be duly notified of the date, time and place of the Ad Hoc committee meeting to consider the appeal, before which the student shall have

the right to appear. The student may ask a member of the full-time faculty to join him/her for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. In the event that the student fails to attend the meeting without cause, the Ad Hoc committee shall proceed in his/her absence. The Ad Hoc committee will provide the SAPRC with a report. The student shall be notified, in writing, of the decision of the SAPRC committee within ten business days after completion of the Ad Hoc meeting.

Tuition Charges for Remediation

When a student is required to repeat a segment of the academic program, the student is required to pay tuition and fees for that segment of the curriculum. No tuition refund will be made if a student is dismissed from Touro College of Dental Medicine. In such cases, tuition for the entire academic year is payable in full.

Fees are not refundable.

Exceptions to Policies

Exceptions may be made to academic policies for extenuating circumstances at the discretion of the Dean of the College of Dental Medicine.

Student Code of Academic Integrity and Professionalism

Academic integrity is essential in any educational endeavor and it is expected at all times from both students and faculty. By accepting admission to dental school, a student commits to the ideals, ethics and conduct of the profession of dentistry. Among other things, these include a commitment to put the interests of patients before one's own interests, to recognize and accept limitations in one's knowledge and skills, and to continually work to improve these through lifelong learning. Honesty, integrity and respect in all interactions with colleagues and teachers, as well as with patients and their families are additional essential professional attributes.

Touro College and University System Academic Integrity Policy

Below is a description of the Academic Integrity Policy. For the complete policy, please visit: <http://www.touro.edu/students/policies/academic-integrity/>

STATEMENT ON ACADEMIC INTEGRITY

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

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

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

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

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

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress;
- Uphold ethical principles and the code of the profession for which the student is preparing.

[NOTE: The TCUS Academic Integrity Policy is modeled after that of Rutgers University.]

Adherence to these principles is necessary to ensure that:

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

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

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

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section “Procedures in Response to Violations of Academic Integrity”).

PLAGIARISM

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

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

INTENTIONAL PLAGIARISM

Plagiarism takes many forms. **Flagrant forms, or intentional plagiarism,** include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one’s behalf; intentionally copying a paper regardless of the source and whether or not that paper has been published; copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture,

figure, method or approach, experimental results, statistics, etc.) without attribution; and in the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, print material, computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

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

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

Unintentional Plagiarism

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

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

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

CHEATING ON EXAMINATIONS AND OTHER CLASS/FIELDWORK ASSIGNMENTS

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;
- Working on any form of test or examination beyond the allotted time;
- Hiding, stealing or destroying materials needed by other students;

- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

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

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

RESEARCH MISCONDUCT AND OTHER UNETHICAL CONDUCT

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005.

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

These terms are defined as follows:

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

Misleading or Fraudulent Behavior

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

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;

- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering

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

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal;
- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of "fair use," may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

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

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link:

<http://www.copyright.gov/fls/fl102.html>

SANCTIONS

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

Class A Sanctions:

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

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.

- Notification of the violation to the other schools within the Touro College and University System
- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

Class C Sanctions:

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

Repeat offenders may be subject to more stringent sanctions.

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

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

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

REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING

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

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

RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS

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

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

INFORMAL RESOLUTION

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

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

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

FORMAL RESOLUTION

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

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

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

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

- The reported student and the person who reported the student will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
- All decisions shall be made by majority vote.
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the

Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

APPEAL PROCESS

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

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair. A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

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

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

STATUS OF STUDENT PENDING ACTION

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

RECORDKEEPING

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

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

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

Touro College Code of Conduct

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

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

20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the College;
21. Aiding or abetting any conduct prohibited by this College Code;
22. Conviction of a felony crime while enrolled at the College;
23. Intentionally filing a false complaint under this College Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

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

Adjudication of College Code of Conduct Violations

Any member of the College Community may notify the Director of Student Affairs or his/her designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Academic 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 Director of Student Affairs, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Academic Dean.

After meeting with the individual charged with the infraction, the Director of Student Affairs will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Director of Student Affairs will report to the Senior Associate Dean for Academic and Administrative Affairs who can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except they cannot require payment of restitution or order expulsion;
- refer the charges to the Student Affairs Committee for a disciplinary hearing;
- dismiss the charges.

Disciplinary Hearings

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

Sanctions

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

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.
2. **Impose disciplinary sanctions**, which include but are not limited to the following:
 - (a) **Warning** – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - (b) **Disciplinary Probation** - A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.
 - (c) **Counseling and Treatment** – A student's continued enrollment at Touro College may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.
 - (d) **Restitution** - A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her action.
 - (e) **Suspension** – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension and he/she must apply to the Student Affairs Committee for reenrollment.
 - (f) **Expulsion** – This is termination of the student's enrolled status at the college. A student who has been expelled from the college is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
3. **Impose Additional Sanctions** – The Student Affairs Committee may impose the following sanctions in addition to those listed above:
 - (a) A **fine** of to be paid to the college, in addition to restitution.
 - (b) **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.

4. **Legal Action** – In addition to imposing the disciplinary sanctions outlined above, the Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.
5. **Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Academic Dean for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days. The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Student Affairs Committee may overturn the decision of the Academic 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 Academic Dean was clearly erroneous, arbitrary or capricious.

The Student Affairs Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

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

Protocols for Disciplinary Hearings

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

- (a) All hearings are closed to the public.
- (b) A quorum of the committee membership, defined as 51% of the total membership, must be present, either in-person or via video-conferencing.
- (c) Students are prohibited from having attorneys present or representing them at any hearings.
- (d) Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- (e) The preponderance-of-evidence rule will govern the decision-making process.
- (f) Decision will be made by a majority of participating members.
- (g) The committee deliberations will be in camera.

Touro College of Dental Medicine Honor Code

The Touro College of Dental Medicine (the “Program” or “TCDM”) is a community which adheres to the highest level of ethical and professional conduct. Training in matters of ethics and professionalism is an integral part of the TCDM education for entrance into the dental profession.

By signing Touro's Honor Code, a student agrees to abide by its tenets. By enrolling in the Program, students acknowledge, understand, and agree that violations of said Code, even those arising from a lack-of awareness or understanding, may lead to disciplinary action for the offending student, up through, and including dismissal from the Program.

Students in the Program are embarking on a lifetime of service to patients and the greater communities. As members of the Touro College of Dental Medicine, the Touro College and University System, and the dental profession, students commit themselves to the highest standards of ethical and professional conduct and make the following pledges:

- Act in a professional manner at all times.
- Maintain honesty and integrity in all aspects of my education.
- Not cheat, plagiarize, use unauthorized materials, misrepresent my work, falsify data or assist others in committing such acts.
- Act respectfully during interactions with patients, staff, faculty and peers.
- Commit oneself to understanding and preserving professional ethics.
- Commit oneself to acting and exhibiting the highest standards of professionalism.
- Acknowledge that while in public, students represent the dental profession, the Touro College of Dental Medicine and the Touro College and University System and will conduct themselves in a responsible manner.
- Conduct oneself with honesty, integrity, fairness and respect for all others and while doing so foster a community capable of the free exchange of ideas and excellence in patient care.

Behavior that deviates from these principles jeopardizes this achievement and, in some circumstances, patient safety. As such, students understand it is their personal responsibility to confront and report such behavior via the appropriate reporting mechanisms.

“On my honor, as a member of the Touro College of Dental Medicine, I will adhere to the TCDM Student Honor Code delineated above.”

Athletic Facilities

Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center

The Dr. Edward F. and Mrs. Anna M. Asprinio Fitness Center is located on the ground floor of 19 Skyline Drive and is open daily from 6:00 a.m. to midnight. The fitness center offers a variety of cardio equipment, free weights, weight machines, and a studio for classes as well as full service locker rooms.

The Fitness Center is open to all TCDM@NYMC students, faculty and staff, and a Touro ID card is required to access the facility. A building security guard is on duty from 8:30 a.m. to 5:30 p.m. each weekday and both the building and fitness center are video monitored by security 24/7.

The Nicholas and Liberta Testa Fitness Center

The original fitness center at NYMC consists of two rooms, one containing the cardiovascular equipment (Stairmasters, treadmills and stationary bicycles) and the other containing weight-training equipment (Nautilus and Universal machines, punching bag and free weights). Students who do not reside on campus may obtain access to the recreational facilities through the NYMC Security Department, 594-4226. This facility is for the use of students only.

Additional Facilities

In addition, many students gather for informal sports competitions in the field behind the Alumni Center. Basketball courts, lighted for evening play, are located behind the Basic Sciences Building.

Recreation

The SGA (student government) develops a social calendar at the beginning of the year to which each class adds other events as they are planned. These include parties, dances, picnics, happy hours and an annual event designed to raise money for student financial aid. A range of cultural and entertainment activities are close at hand for students in Westchester County. History buffs will find a wealth of historic sites and restorations to explore. A basketball court on the campus is available to students, as are nearby facilities for basketball, football, softball, swimming, golf, skating, hockey and tennis. Trails for downhill and cross country skiing, horseback riding, bike riding and hiking are within a short drive of the campus. In addition, all the opportunities for entertainment that New York City offers are within easy reach.

The NYMC Bookstore

The NYMC Bookstore provides quality service to students and faculty from 8:30 a.m. until 6:00 p.m., Monday through Thursday, and from 8:30 a.m. to 3:00 p.m. on Friday. During peak periods, the Bookstore hours are flexible.

Please stop by our store in the Basic Science Building or call the Bookstore Manager, Elizabeth Reynolds, at (914) 594-4229 or visit the [NYMC Online Bookstore](#).

Institutional Policies and Guidelines

Leave of Absence Policy

A leave of absence for good reason may be granted by the Dean of the College. Ordinarily, a leave of absence is not granted for reason of academic difficulty. All requests for leaves of absence should be submitted in writing to the Senior Associate Dean for Academic and Administrative Affairs. Any student granted a leave must, upon his or her return, submit a letter requesting reinstatement to the Dean of the College with a copy to the Senior Associate Dean for Academic and Administrative Affairs. Reinstatement is determined in the sole and absolute discretion of the College.

For Leaves of Absence as they relate to a student's medical condition, please see section of Students with Disabilities.

Change in Curriculum

Touro College of Dental Medicine reserves the right to change the curriculum at any time without prior notice.

It should be noted that the curriculum committee continually reviews the curriculum and makes changes as appropriate to cover new curriculum areas deemed necessary for experience as well as to improve the quality of the education process.

Policy on Student Attendance and Absence

The curriculum has been carefully designed to ensure that students attain the educational objectives of Touro College of Dental Medicine. Students' direct engagement in the learning process is required to fulfill these objectives and for completion of the requirements for the DDS degree.

ATTENDANCE AND ABSENCE POLICY:

Required attendance:

During the first two pre-clinical years, students are **required to attend ALL** small group conferences, laboratories, and other teaching exercises specified as mandatory by the course director, as well as any required educational activities and programs sponsored and directed by the College.

As a general guideline, students are expected to be present for all classes Monday through Friday as shown on the academic calendar. Course directors are responsible for identifying all mandatory educational activities at the start of each course, trimester, or semester. Specific activities listed in the academic calendar are subject to change due to unforeseen circumstances, not limited to inclement weather. At times, it may become necessary to schedule make-up activities, including examinations, during unscheduled time or immediately prior to vacation periods. Students are expected to schedule off-campus travel only during vacation periods so as **not** to conflict with the class schedule as shown on

the Academic Calendar. All absences (approved and/or unapproved) from **required** academic or educational activities will be recorded by the course director(s) on the student's record, along with the reason for such absences, which will be forwarded to the Office of Academic Affairs.

Students with repeated absences (approved and/or unapproved) may be required to make up the time missed and may be subject to review by the Student Academic Performance Review Committee (SAPRC) for professional misconduct and/or by the appropriate Promotions Committee.

Anticipated absences: Students must seek prior approval, in advance, and provide acceptable reasons for any anticipated absences with the appropriate course director or educational / student affairs deans where applicable. Travel plans **should not** be made until the approval has been received from the appropriate course director (s) or the educational/student affairs dean(s).

Lack of attendance for any reason does **not** relieve the student of responsibility for the material covered during his/her absence. In addition, it is in the purview of each course director to determine if mandatory educational exercises carry weight in the overall final course grading calculation and whether make-ups for some (or all) of their required sessions are available or permissible.

In general, and subject to the student's make-up responsibility as stated above, approved absences will be allowed for the following reasons, and confirming documentation may be required:

1. Personal illness as documented by a physician. The physician's note must be submitted on professional stationary.
2. Death or critical illness of an immediate family member.
3. Presentation of scholarly work (poster or oral presentation as first author) at a local or national academic meeting with the approval from the Office of Academic Affairs and course director. Approved absence is ordinarily limited to the day of the presentation plus one day for travel.
4. Observance of a religious obligation.

It is understood that, on occasion, legitimate reasons for absence may occur that are not included in the foregoing list. In such cases, it is the responsibility of the student to discuss, in advance, with the course director(s) the reasons for an anticipated absence. However, it is in the purview of course director(s) to approve or disapprove such an absence.

Absence from an exam due to an illness requires documentation by a physician. Prolonged absence due to illness or multiple absences due to illness will also require physician documentation submitted on professional stationary to the Office of Student Affairs. Under certain circumstances, such as prolonged illnesses or unapproved absences, a student may be required to receive clearance from a Dean for Academic Affairs, Student Health Service or Student Mental Health Service, prior to returning to the academic environment.

In emergencies, the student should contact the Dean of Academic Affairs. Academic affairs will disseminate information to the appropriate course director(s) and assist students with other necessary

arrangements for missed work or exams. In any case, it is the responsibility of the student to contact their course director(s) as soon as possible to arrange for make-up of missed work.

Students who find it necessary to be absent for extended periods of time, for any reason, from the academic environment **must** discuss the matter in advance with the Dean of Academic Affairs. Students are required to apply for a leave of absence if extended absences are anticipated.

Student Club/Organization Registration and Approval Policy and Procedures

Policies

The College of Dental Medicine recognizes the contributions of all student clubs, organizations, and events in enhancing the quality of student life and the College community. These clubs, organizations, and events offer students the opportunities to participate in academic, health-related, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected in professionals in the health care sciences. Inasmuch as the activities and functions of such student clubs, organizations, and events are considered College activities, all student clubs/organizations, and events are to be registered with and approved by the Office of Academic Affairs, function in an organized manner consistent with the values, identity and mission of the Touro College of Dental Medicine, a member of the Touro College and University System, be opened to all students currently enrolled at TCDM, have at least six currently enrolled full time students as members, not duplicate any existing group and comply with the policies and procedures of the College. Student clubs, organizations, and events are not eligible if their purpose or activities are unlawful or in violation of College policy, endanger the safety of anyone or of College facilities, threaten to disrupt or obstruct College functions, foster hatred or intolerance of others, or are conducted secretly or are purely commercial or financially profitable to group members. Furthermore, student clubs, organizations, and events are not eligible if their purpose or activities are inconsistent with the values, identity and mission of Touro College of Dental Medicine to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements.

Several benefits are granted to registered and approved student clubs, organizations, and events at the College. These include use of the College's email system, eligibility for the use of College facilities, including meeting space and media services, ability to apply for institutional funding from the SGA, inclusion in the College's student publications and the placement of notices on College bulletin boards or email system.

Procedures

All student clubs, organizations, and events wishing to use the College's facilities and intending to seek institutional funding must be registered and approved each academic year by the Office of Academic Affairs. In addition, all student clubs, organizations, and events must re-register their activities at the beginning of each academic year with the Office of Academic Affairs. This includes approvals for all invited guest speakers, outside of the NYMC and Touro system.

To be considered for official registration and approval at Touro College of Dental Medicine, a student club, organization, or event must submit a completed Student Club/Organization Request Form to the

Office of Academic Affairs detailing the mission, purpose and goals of the student club/organization/event, the duties and responsibilities of all officers or leaders, a listing of the names and the class of all members or participants, the frequency, dates, times and location of meetings or event(s), current officers' names, addresses and telephone numbers and a schedule of activities and events for the academic year. Any additional information reasonably requested will also be provided by the student club, organization or event. All completed requests for registration and approval will be reviewed for approval after an interview with the Senior Associate Dean for Academic and Administrative Affairs.

All student clubs/organizations must fulfill the following requirements for registration and approval:

1. Its mission and purpose must meet a need not presently met by another club, organization, event at the College.
2. It must demonstrate that its activities contribute to the overall educational mission of the College by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the College community.
3. Its mission, purpose and activities must not be inconsistent with the values, identity and mission of Touro College and University System, to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements. Additionally, all public announcements regarding the club, organization, or events must be pre-approved for dissemination to the TCDM and NYMC community.
4. Membership and membership privileges must be open to all interested students enrolled at Touro College of Dental Medicine and include at least six currently enrolled full time students. Meetings should be publicized and any interested students shall be allowed to attend. All officers and student leaders must be in good academic and conduct standing. A prospective member must not be denied full participation in club activities on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, sex, sexual orientation, or disability.
5. It must fully comply with all existing and future College policies, including, but not limited to, the policy on Professional Conduct in the Student-Student and Teacher-Student Relationships, Anti-Hazing Policy, Alcohol Policy, Student Code of Academic Integrity and Professionalism and this policy.
6. Its elected officers or student leaders must meet with the Senior Associate Dean for Academic and Administrative Affairs to coordinate proposed functions and activities with the academic calendar to assure that these activities do not conflict with scheduled student academic priorities.
7. All registered and approved student club/organization/event must submit for prior review and approval any changes to its mission or purpose or revisions to its governance and provide copies of all appropriate and reasonable documents related thereto.

Once a student club, organization, or event has been approved by the Senior Associate Dean for Academic and Administrative Affairs, a budget form and request for funding from the SGA may be submitted to the treasurer of the SGA. All requests to use College facilities including audiovisual and media services will be coordinated through the Senior Associate Dean for Academic and Administrative Affairs, who must sign the proper authorization. All materials for public postings in the appropriate designated areas and venues will be submitted for prior review and approval by the Senior Associate Dean for Academic and Administrative Affairs. All fundraising activities shall also require the prior approval of the Senior Associate Dean for Academic and Administrative Affairs.

Any questions with respect to this policy and procedures should be directed to the Senior Associate Dean for Academic and Administrative Affairs.

Policy for On Campus Student Sponsored Events Where Alcohol is to be Served

As adults, students are expected to know and abide by all applicable state and federal laws and College policies and procedures. All on-campus student sponsored events where alcohol is intended to be served require the prior approval of the Senior Associate Dean for Academic and Administrative Affairs. Students responsible for organizing such an event must submit an event approval form at least six weeks before the proposed event containing the details of the proposed event, including without limitation the date, hours, purpose and location, as well as the type, amount and method of the alcohol to be served and consumed and the names of the persons responsible for and attending the event. The Office of Student Affairs will review the completed event form and notify the applicant of approval or rejection. For approval, events must meet all of the following requirements:

- a. The primary focus of the promotion and marketing of the event is not the consumption of alcohol or the irresponsible use of alcoholic beverages (e.g., "beer bash," "kamikaze night," "drink specials," etc.). All publicity must be approved in advance by the Office of Student Affairs.
- b. Attendance throughout the event must be limited to the Touro College of Dental Medicine students and their invitees, and not open to the general public.
- c. There is no sale of alcohol except pursuant to a valid license or permit issued by the New York State Liquor Authority. Exchanging any consideration for alcoholic beverage service constitutes a sale in violation of law. "Consideration" includes money, tickets, tokens or chits that have been issued in exchange for money or anything else of value. The imposition of a uniform per-person admission fee or charge for the event, however, does not constitute a sale, provided the admission ticket or other evidence of payment is not exchangeable for alcoholic beverages.
- d. No one under the age of 21 and no visibly intoxicated person will be served or given an alcoholic beverage.

- e. Food, snacks and non-alcoholic beverages must be provided in sufficient variety and quantity and in a manner proportionate to the availability of alcoholic beverages. No kegs, party balls or any form of drinking contests or activities are permitted.
- f. Alcohol must be consumed only at designated areas as approved and not in any other College areas, including but not limited to hallways, stairwells, balconies, grounds, lounges and bathrooms.
- g. The service of alcohol must be discontinued no later than one hour before the scheduled end of the event.
- h. A College security guard, at the non-refundable expense of the event sponsor, must be present with full authority to refuse the service of liquor to anyone and to stop or shut down the event for any failure to comply with the above requirements, applicable law or the policies and procedures of the College. The minimum time for the assignment of a security guard is four hours.

The above policy applies to student sponsored events where alcohol is to be served in College owned or leased buildings. Any failure to comply with this policy may result in the loss of on-campus space reservation privileges, disciplinary proceedings and/or criminal charges, as appropriate. The consumption of alcohol does not excuse a person from the legal or disciplinary consequences of disorderly or inappropriate conduct. Ultimately, students are responsible for their own conduct and the consequences of their actions.

FERPA Policy on Privacy

It is the policy of Touro College of Dental Medicine to protect information contained in student records from unauthorized disclosures and to comply in all respects with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and regulations there under.

The Family Educational Rights and Privacy Act of 1974 specifically provides that a school may disclose what is termed "directory information" about students to third parties without a student's consent. The types of such directory information include the following:

Student's name, address, telephone number, e-mail address, pager number, major field or program of study, name of the school enrolled in, dates of attendance, year of expected graduation and other similar information.

Any student who wishes any or all of his/her directory information to remain confidential may inform the Office of the Registrar of his/her request in writing, at any time. In addition, The Family/Educational Rights and Privacy Act guarantees all students access to their own education records. Additional specific information regarding confidentiality of students' records can be obtained by dental students at the Office of Academic Affairs and the Office of the Registrar.

Policy on Professional Conduct in the Student-Student and Teacher-Student Relationships

Touro College of Dental Medicine is dedicated to high standards of education and a respect for the dignity of the individual. The College is concerned about preventing faculty-student, resident-student or student-student relationships that are perceived as injurious to the mental or physical well-being or academic freedom of any of its students. The College is committed to the principle that students and teachers have a duty to respect each other and promote a professional environment in which the educational, research and clinical missions of the university are pursued. This policy has been developed to define the standards of conduct in teacher-student and student-student relationships at Touro College of Dental Medicine, specify mechanisms for the prompt handling of complaints, and provide for education methods aimed at preventing student mistreatment and abuse.

General Principles

- Treat others with the same respect and dignity you would wish them to show you. This includes patients, colleagues, students, teachers, administration, staff and other health professionals.
- Do not harass others physically, sexually, verbally or psychologically.
- Do not discriminate on the basis of sex, sexual orientation, race, religion, age, national origin, marital, veteran status or disability.
- Be truthful and honest in all communication. Acknowledge errors of omission and commission with colleagues and patients. Do not take credit for or plagiarize others' work.
- Do not use offensive language. Do not belittle patients, students or colleagues in any way, either in or out of their presence.
- Be aware of personal limitations and areas in which you lack knowledge. Know when to ask for and whom to go to for help. Know when and from whom appropriate supervision is necessary.
- Maintain a high level of confidentiality on matters relating to colleagues, students and patients. Know when, where, and with whom such matters should be discussed.

Student Mistreatment

The following guidelines have been established to prevent student mistreatment:

- Do not belittle students or colleagues in any way, either in or out of their presence.
- Students should not be required or asked to perform personal services for their supervisors. Examples of inappropriate requests include baby-sitting, shopping, providing transportation, and buying lunch/coffee.
- Students should not be threatened in any way or emotionally or physically harmed.
- Grading and other forms of assessment are not to be used in a punitive manner

Drugs, Alcohol, Firearms, and Hazing

TCDM does not condone any form of drug, substance or alcohol abuse by its students. No alcoholic beverages or illegal drugs may be manufactured in any academic facility, clinic or hospital associated with Touro. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s) or organization(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with Touro while under the influence of alcohol or illicit drugs is subject to immediate suspension and probable expulsion. Only with the prior approval of the Senior Associate Dean for Academic and Administrative Affairs may alcoholic beverages be served at an on-campus student party (see "Policy for On Campus Student Sponsored Events Where Alcohol is to be Served").

No firearms, ammunition, explosive devices or other weapons may be carried, (concealed or otherwise), by a student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the College.

No organization or individual(s) may engage in any form of hazing of any student enrolled in the Touro College of Dental Medicine. Students engaged in such activities are subject to suspension or expulsion from the Touro College of Dental Medicine.

Drug-Free Workplace and Substance Abuse Policy and Procedures

A Drug-Free Workplace and Substance Abuse Policy and Procedure has been established for TCDM in order to appropriately serve the needs of faculty, staff and students. This policy has been established to implement a drug free work-place and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

These stated policies and procedures apply to all students of TCDM at all facilities operated by the affiliated entities; and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro. The College reserves the right to have any student evaluated by the Student Health Service, if he/she appears to be under the influence when his or her ability to perform usual tasks is diminished or impaired due to the apparent use of an illegal drug/substance, alcohol or a combination thereof. Again, any student who attends a class or a clinical rotation under the influence of alcohol or drugs is subject to either immediate suspension or probable expulsion in accordance with this policy.

Hate/Biased-Related Crime Prevention Statement

The New York Medical College campus is in compliance with the New York State Hate Crimes Prevention Act of 2000. Copies of the New York law are available upon request from the College's Office of General Counsel.

Under the New York State Hate Crimes Prevention Act of 2000, the College is required to inform students about the provisions of the law and how hate crimes (also known as bias-related crimes) can be prevented on campus. The new law helps reinforce the message that hate crimes will not be tolerated.

A hate/bias-related crime is committed when a person intentionally selects another person against whom a specified offense is committed or intended to be committed because of a belief or perception regarding such other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding such other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the College may include, but are not limited to, disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

A student who believes that s/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Campus Security Office and to the following individuals dependent on the enrollment status of such student: the Senior Associate Dean for Academic and Administrative Affairs for the College of Dental Medicine; the Associate Dean for Students and Minority Affairs for the School of Medicine; the Senior Associate Dean, the School of Public Health; or, the Dean of the Graduate School of Basic Medical Sciences. The incident, with the assistance of the College's Office of the General Counsel, will be reviewed, investigated, and a determination made as to how the allegation will be handled.

Counseling and personal support is available to victims of hate/biased-related crime through the College's Office of Academic Affairs. Another source of assistance is the Help Lines listed in the College's Student Handbook.

Students are informed about crime prevention measures through the orientation program and communications from the Campus Safety Office.

Copies of the New York law are available upon request from the College's Office of General Counsel.

Smoke-Free Policy Statement

The Touro College of Dental Medicine and the New York Medical College have special responsibility, as a health sciences university, to protect faculty, employees, students and the general public from the harmful effects of smoking. In order ensure compliance with applicable local, city, state and federal laws and regulations the following smoke-free policy is in effect.

This policy applies to all individuals on the College's owned or leased premises on the Valhalla Campus including the public areas, lounges, entrances, exit or egress areas, walkways and loading docks and including the inside and outside areas at Grasslands housing and dormitories. This policy also applies to individuals in outdoor enclosed work areas where there is an overhead structure, such as a roof, overhang or canopy that may partially contain smoke that are frequented by employees, students or patients during their daily course of activity. Finally, this policy applies to all outdoor events sponsored by the College and in all vehicles owned and operated by the College.

Name-Change Policy

All currently enrolled students, male or female, will be granted the opportunity to change their names on university records when they produce evidence showing the name change is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the evidence required to support an official name change.

Policies on Information Technology

Acceptable Use Policy

In the interests of learning and research, and to support its academic, research, and administrative functions, Touro provides students, faculty, staff, and guests (thereafter referred to as “the Touro Community”) with access to computer and network resources. Touro seeks to promote and facilitate the proper use of Information Technology. However, while the tradition of academic freedom will be fully respected, so too will the requirement of responsible and legal use of the technologies and IT facilities that are made available to the Touro Community. This Acceptable Use Policy is intended to provide a framework for the use of Touro’s IT resources and should be interpreted to have the widest application¹. This Acceptable Use Policy addresses the entire Touro Community.

For more details regarding the information security policy, please visit

<http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/InformationSecurity.pdf>.

Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings

I. PURPOSE

The purpose of this policy is to set forth the policy and procedures, including content, consent and distribution, regarding the filming, videotaping, photographing, digital imaging or other visual or audio recording on the Valhalla campus of Touro.

II. POLICY

It is the policy of TCDM@NYMC to require advance written permission from the Office of Public Relations prior to the taking, publication or dissemination of any photograph, film, videotape or recording of Touro buildings, facilities, property, student, faculty or employee. No commercial filming, videotaping, photography or visual or audio recording is permitted without the express written permission of the Office of Public Relations. Permission for still photography (film or digital) will be granted only for the personal use of students, parents, alumni, faculty, staff and trustees of Touro. Photography, videotaping or recording authorized by Touro which is intended for public affairs purposes will be coordinated with the Office of Public Relations and in accordance with Touro policies. Similar photography, videotaping or other recording which is intended for educational purposes will be coordinated by the Office of Academic Affairs for TCDM@NYMC or the appropriate Dean for the other schools, in consultation with the College's Office of Public Relations.

It is also the policy of Touro to prohibit the taking, publication or dissemination of any photograph, film, videotape, digital image or other visual or audio recording of any cadaver donated or otherwise provided to or by the College. These human remains are to be treated with respect for their humanity and gratitude for their contribution to the advancement of medical education; to act otherwise, serves no educational or scientific purpose.

Furthermore, it is the policy of Touro to prohibit the taking, publication or dissemination or other use of any photography, videotape, digital imaging or other visual or audio recording of any patient without the prior written consent of such patient. This protects the privacy of patients and is consistent with the *Health Insurance Portability and Accountability Act* ("HIPAA") standards and codes.

III. SCOPE

This policy applies to all faculty, staff, employees, students, student organizations, residents in a College-sponsored or directed graduate medical education program, interns, volunteers and authorized visitors. This Policy applies to any device or format including the use of cameras, cellphones, smartphones or other visual or audio recording devices.

Institutional Identity Policy

It is important for Touro to enhance public awareness of the institution and its excellence through the proper use of its name and logo. Students or student organizations who wish to use the name of TCDM@NYMC in conjunction with any public effort, activity or product must obtain prior written permission from the Office of Public Relations.

All policies, practices and procedures of TCDM@NYMC are administered in a manner that preserves its rights, character and identity.

Student Fundraising Policy

Before initiating a student fundraising project for any purpose, students should contact the Academic Affairs and Administration for information and guidelines.

Policy on Students Infected with Blood-borne Pathogens

I. POLICY

It is the policy of Touro College of Dental Medicine to have standardized procedures for the management of students infected with blood borne pathogens because of the history of the potential risk of provider-to-patient transmission of blood borne pathogens.

II. PURPOSE

To define the procedures for the management of students infected with blood borne pathogens.

III. SCOPE

Students in the College of Dental Medicine

IV. DEFINITIONS

- Blood borne pathogen: Blood borne pathogen is a microorganism in the blood that can cause illness in humans. For this policy, blood borne pathogens are limited to human immunodeficiency virus (HIV-1), hepatitis C virus (HCV) and hepatitis B virus (HBV).
- Standard Precautions: Infection prevention guidelines by the Centers for Disease Control and Prevention (CDC) based on the principle that all blood, body fluids, secretions (except sweat), excretions, non-intact skin and mucous membranes may contain transmissible infectious agents (ref 1). Standard precautions defines a set of practices for hand hygiene, safe injection practices and use of gloves, gown, mask, eye protection or face shield depending upon anticipated exposure.

- Provider to patient transmission risk: The risk that an infection will be acquired by a patient due to transmission of a pathogen from a health care provider. For blood borne pathogens, this risk depends upon 3 conditions: (a) the health care provider must have sufficient virus circulating in their bloodstream, (b) the health care provider must have an injury (e.g. puncture wound) or condition (e.g. non intact skin) that allows exposure of his/her blood to other infectious body fluids, (c) the provider's blood or infectious body fluid must come in direct contact with a patient's wound, traumatized tissue, mucous membrane, or similar portal of entry during an exposure-prone procedure (ref 2).
- Exposure prone procedures: Procedures known or likely to pose an increased risk of percutaneous injury to a healthcare provider and thus pose a risk of blood borne virus transmission. Procedures have been classified as Category 1: minimal risk of blood-borne virus transmission; Category 2: procedures in which blood-borne virus transmission is theoretically possible but unlikely; Category 3: procedures in which there is a definite risk of blood-borne virus transmission (ref 3) (see Appendix 1).

v. **PROCEDURE(S)**

1. Mandatory Infection Prevention and Control Training:
 - a. Before working with patients, all students must complete course work or training in infection control practices in accordance with NYSDOH Public Health Law 239 (ref 4). The course must be a New York State Education Department approved syllabus and course provider.
 - b. The requirement above (section I a) is particularly relevant to this policy because appropriate use of Standard Precautions and Infection Prevention practices is considered adequate to prevent transmission of blood borne pathogens from health care workers infected with blood borne pathogens. Situations requiring additional measures are detailed below in section 3.
2. Students identified with HIV-1, HCV or HBV:
 - a. In accordance with NYSDOH policy (3), mandatory screening of healthcare personnel for blood borne pathogens is not recommended.
 - b. Students may be identified as infected with HIV-1, HCV or HBV through disclosure in the medical history.
 - c. As part of the medical and vaccination history, all students are required to show documented immunity to HBV or to receive HBV vaccination. Students without serologic immunity to HBV who have received HBV vaccination are given a second series of HBV vaccination or evaluated for chronic HBV infection, in accordance with CDC guidelines (ref 5).
 - d. In the event of a possible exposure, students are tested for HIV-1, HCV and HBV

infection in accordance with the NYMC Blood and Body Fluid Exposure (Needlestick) policy.

- e. Students may request voluntary testing for HIV-1 HCV and HBV infection at any time and are encouraged to seek testing if there is any potential exposure to a blood borne pathogen.
 - f. Students may disclose the presence of HIV-I, HCV or HBV infection to the Senior Associate Dean for Academic and Administrative Affairs. In such a case, the student is informed that the information will be disclosed to Health Services for further evaluation and management.
3. Management of Students Infected with HIV-1, HCV or HBV: Role of Health Services
- a. Health Services will advise the student to have a viral load performed and, in the case of HBV infection, a Hepatitis e Antigen and Hepatitis e Antibody.
 - b. The student will be referred to an Infectious Diseases physician for ongoing management of HIV-1, HCV, or HBV or to a hepatologist for management of HCV, HBV if the student is not already under the care of such a provider.
 - c. In accordance with NYSDOH law, the infection will be reported as required by the Communicable Disease Reporting Requirements (ref 7).
 - d. The student will be advised to have a viral load performed every six months, to monitor the status of potential infectivity, in accordance with national guidelines (ref 2, 3).
 - e. Health Services will provide the student with a copy of the current NYSDOH policy statement (ref 6) and guidelines from the CDC (ref 2) and the Society of Health Care Epidemiologists of America (SHEA) (ref 3) regarding serial viral load tests and potential practice restrictions. In summary the current guidance is:
 - 1. In accordance with the NYSDOH, HIV-1, HCV or HBV infection alone does not justify limiting a healthcare worker's professional duties (ref 6).
 - u. Restriction of a healthcare worker's professional duties due to infection with HIV-1, HCV, or HBV infection is recommended based upon a viral load consistent with an increased risk of transmission, the performance of exposure-prone procedures, and other factors that may increase the risk of provider-to patient transmission such as poor infection control technique, exudative skin lesions, lack of adherence to proper technique, mental confusion, or a prior incident of transmission of a blood borne pathogen to a patient (ref 2,3,6).
 - f. Health Services will inform the student that there is a professional and ethical obligation to evaluate how the presence of a chronic HIV-1, HCV or HBV infection may affect clinical training, the care of patients and future career choice.
 - 1. Health Services will inform the student that all cases of students with HIV-1, HCV or HBV infection are disclosed to the Senior Associate Dean for Academic and Administrative Affairs in a de-identified manner. Disclosure of a de-identified

student will lead to convening an Expert Review Panel. The responsibilities of the Expert Review Panel are to review the viral load results and general clinical responsibilities of the student to determine if there is a need for any clinical practice modification or restriction, in accordance with published guidelines (ref 2,3).

- n. If the Expert Review Panel determines that a student will need a restriction of clinical activity, Health Services will inform the student of the need to disclose the student's name to the Senior Associate Dean for Academic and Administrative Affairs and will be required to submit an application for accommodations in accordance with the TCDM@NYMC Policy on Students with Disabilities.
 - m. Students with a chronic blood-borne infection are required to seek career counseling. This process can be initiated when the student discloses the presence of HIV, HCV or HBV infection to the Senior Associate Dean for Academic and Administrative Affairs.
4. Role of Academic and Administrative Affairs College of Dental Medicine:
- a. To assist with provision of a clear understanding of the current state NYSDOH policy and national guidelines regarding health care workers with HIV-1, HCV, or HBV infection.
 - b. To convene an Expert Review Panel to review de-identified information regarding the student's viral load or other markers or clinical conditions indicative of infectivity and the clinical activities of the student. Members of such a panel may include, but are not limited to, persons who perform exposure prone procedures, contact personnel in particular clinical departments that perform exposure prone procedures, an Infection Control expert, an Infectious Diseases physician, a hepatologist, Health Services.
 - c. To provide appropriate career counseling and to provide guidance for any potential impact on clinical training in accordance with current guidelines.
 - d. General recommendations regarding participation in clinical activities:
 - 1. Students should not be prohibited from participating in patient care activities solely on the basis of HIV-1, HCV or HBV infection.
 - 2. Restriction of a clinical activity may be required based upon high viral load in situations of exposure prone procedures.
 - 3. A documented lack of adherence to Standard Precautions may lead to a restriction in clinical activity.

- e. On a cases by case basis, when needed, advise the student regarding the Touro College of Dental Medicine Policy on Students with Disabilities.
5. Responsibilities of the Student with HIV- I HCV or HBV infection:
- a. To inform Health Services of the presence of HIV-1, HCV or HBV infection.
 - b. To complete the tests recommended by Health Services for further evaluation of HIV-1, HCV, or HBV infection. In the case of a blood or body fluid exposure, to complete the tests as outlined in the NYCM Blood and Body Fluid Exposure (Needle stick) policy.
 - c. To seek appropriate career counseling.
 - d. To meet with the Senior Associate Dean for Academic and Administrative Affairs if the Expert Review Panel determines any restriction of clinical activity is needed.
 - e. To comply with any modification or restriction of clinical activity.

VI. **REFERENCES**

CODA Standards Student Health and Infectious Disease

4-10 There **must** be a mechanism for ready access to health care for students while they are enrolled in dental school.

A. Description:

1. Describe the school's health care service for its students, including education of students regarding bodily fluid exposure, needle-stick policies, and other infectious and environmental hazards associated with learning in a patient care setting.

B. Supportive Documentation:

1. Student Handbook
2. Student Health Brochure
3. School policies and procedures for infectious disease and environmental hazards exposure in clinical settings

4-11 Students **must** be encouraged to be immunized against infectious diseases, such as, mumps, measles, rubella and hepatitis B, prior to contact with patients and/or infectious objects or materials, in an effort to minimize the risk of infection to patients and dental personnel.

Changes in Policies

TCDM@NYMC reserves the right to change policies and procedures at any time and without prior notice. Errors and omissions in published documents (written or electronic) may be corrected at any time.

Appendix – Course Catalog

Summer Freshman Semester

BMDN 510 Biochemistry & Molecular Biology

The course provides students with an in-depth comprehension of the basic science and biochemical aspects of biological systems upon which clinical judgments will eventually be made and upon which additional life-long learning of dental health can be achieved.

PDEN 550 Dental Anatomy & Occlusion Lecture

This course is designed to familiarize the student with histological, growth and development and anatomical characteristics of the human oral cavity. External and internal crown and root morphology of both the primary and permanent dentition. Emphasis is placed on form and function as well as occluding tooth surfaces.

BMDN 517 Growth, Development, and Aging

Includes the principles of physical (body) development and emotional and behavioral development. Particular focus will be placed upon the mechanisms of pre- and post-natal craniofacial development. Emphasis will be directed to the growth and development of the mandible, maxilla, temporomandibular joint, teeth and supporting structures. Cranial base, vault and soft tissue components of the maturational processes will be presented in terms of clinical relevance.

BMGN 590 Ethics & Professionalism in Dentistry

This course will explore the responsibility of a practicing Dental Professional to maintain high standards of quality, ethical treatment. Discussion will involve legal responsibilities as well as moral and professional dilemmas that may occur in practice.

PDEN 562 Introduction to Dentistry

This course will provide an overview of the history of progress in the dental profession. A beginning foundation of proper terminology and nomenclature and the structure and function of the teeth and oral environment will be taught. In addition, the student will be introduced to the different disciplines of dentistry. This knowledge will give the student the tools needed to be successful in future coursework.

Fall Freshman Semester

BMDN 511 Physiology

The objective of this course is to enable students to understand the basic principles of human physiology as it relates to the practice of dentistry. Students should begin to understand critical analysis of physiological information as a gateway to clinical management of patients. Students should come away understanding not only the normal function of the organs in health but also as a gateway to understanding the impact of pathological conditions

BMDN 512 Histology Lecture (General & Oral)

Histology is the study of microscopic anatomy and the interrelationship between structure and function. The integrated perspective that you will gain in Histology and Anatomy will reinforce foundational concepts (from a structural perspective) gained from courses taught previously in the curriculum (Biochemistry, Microbiology and Physiology).

BMDN 513 Histology Lab (General & Oral)

This Laboratory course will complement the lecture series with hands on inspection and identification of cellular structures and function. Slides will allow to the students to see and understand the proper function of different cells and what happens when disease alters structure and function.

PDEN 550 Dental Anatomy & Occlusion Lecture

This course is designed to familiarize the student with histological, growth and development and anatomical characteristics of the human oral cavity. External and internal crown and root morphology of both the primary and permanent dentition. Emphasis is placed on form and function as well as occluding tooth surfaces.

PDEN 551 Dental Anatomy & Occlusion Lab

In conjunction with the lecture series, this course will introduce technical skills utilizing dental wax to recreate anatomical crown morphology and function. The use of the hand-piece is introduced to prepare teeth prior to waxing providing the student with the basic knowledge and handling of instruments as a prerequisite for preclinical courses in restorative dentistry

PDEN 552-Clinical Operative Dentistry Lecture I

This lecture series is designed to introduce the first year student to the basic theory and techniques used in Operative Dentistry. The study of the physical properties, manipulation, and chemistry of the dental materials utilized is included. Emphasis is placed on preservation of tooth structure from further destruction by dental disease.

PDEN 553 Pre-Clinical Operative Dentistry Lab I

This laboratory course is coordinated with the lecture series in Pre-Clinical Operative Dentistry I. It is designed to introduce the first year student to technical skills used in restorative dentistry.

PDEN 555 Cariology

This course focuses on the basic concepts in the etiology, pathogenesis and sequelae of dental caries. The disease is approached from epidemiological, morphological, histological, biochemical, microbiological and immunological perspective.

PDEN 556 Oral Radiology

Oral radiology is a lecture course that covers radiation physics, radiation biology, radiation safety/protection, imaging theory, dental and maxillofacial radiographic techniques, interpretation of normal structures, and understanding common disease processes.

BMGN 591 Introduction to Epidemiology

Introducing the development and application of epidemiologic methods in understanding, addressing, and analyzing issues relevant to oral health. Students will become familiar with principles and concepts in epidemiology. Students are given the opportunity to acquire an understanding of epidemiologic principles and concepts, the vocabulary of epidemiology, methods of epidemiologic investigation, basic research design, and interpretation and evaluation of epidemiologic research.

Spring Freshman Semester

BMDN 514 Gross, Neuro, Head & Neck Anatomy Lecture

This lecture course is a course of anatomy of the human body. This course includes neuro anatomy primarily of the cranial nerves and major ascending and descending pathways, Gross, Head and Neck anatomy with special emphasis on clinical correlations to relate the details of head and neck anatomy to clinical dentistry

BMDN 515 Gross, Neuro, Head & Neck Anatomy Lab

This Laboratory course is a course of anatomy of the human body. This course includes neuro anatomy dissection primarily of the cranial nerves and major ascending and descending pathways, Gross, Head and Neck anatomy dissection with special emphasis clinical correlations to relate the details of head and neck anatomy to clinical dentistry

BMDN 516 Microbiology & Immunology

An overview of general microbiology, the molecular genetics of oral microbes, the pathogenesis of human microbial diseases, the immune system and current utilization of diagnostic microbiology and various laboratory methods. Students will have a level of understanding of the many oral microbial diseases allowing them to fulfill their future responsibilities to their patients and the health care community.

PDEN 557 Pre-Clinical Operative Dentistry Lecture II

Continuation of Fall semester course in the fundamentals in the basic theory and techniques used in Operative Dentistry. This semester builds on the previous course.

PDEN 558 Pre-Clinical Operative Dentistry Lab II

Concurrent Lab sessions that continue the skills for restorative dentistry.

PDEN 554 Introduction to Clinical Dentistry-Infection Control

Early Introduction of students to the clinical environment is the purpose of this course. The student will get a solid understanding of infection control, cross-contamination prevention, and disease prevention. This course will fulfill the mandatory NYS Infection control module while getting the students to think at the clinical practice level.

PDEN 559 Periodontics I

This is an introductory course in Periodontology. Students will be taught the normal anatomy and function of the periodontium as well as the etiology and pathogenesis of periodontal diseases and conditions. Students will also be instructed on how to assess risk for periodontal disease and the relationship between periodontal disease and systemic disease.

PDEN 560 Pre-Clinical Complete Denture I Lecture

Complete denture prosthodontic procedures and design educate the student to restore function and aesthetics. Setup, fabrication and finishing of complete dentures using the most up to date materials and techniques.

PDEN 561 Pre-Clinical Complete Denture I Lab

This course is a vital supplement to the lecture course. The student will put to practical use, the theoretical knowledge given in lecture. A true appreciation of the complexity of Complete Denture development and fabrication will be appreciated, full comprehension of these complexities will be explored.

BMGN 593 Biostatistics and Evidence Based Dentistry

This course introduces the discipline of biostatistics and how to understand approaches to analyzing data and interpreting results. Students will become familiar with principles and concepts in basic biostatistics through lectures, discussions, assigned readings, and exercises. Students are given the opportunity to acquire an understanding of bio statistical principles and concepts, the vocabulary of biostatistics, methods of data analysis and interpretation and evaluation of presented evidence.

Second Year Courses**Summer Sophomore Semester****ELDN 600 Summer Research Elective**

This elective summer course will pair students with mentor researchers in different areas of interest after an orientation week the students will conduct research in conjunction with the Laboratory facilities at NYMC.

Fall Sophomore Semester**BMDN 610 Patho Medicine**

This course is conducted in three blocks: (1) general pathology, (2) systemic pathology, and (3) dental management (DM) of the medically complex patient. Information presented in each successive block depends upon the knowledge acquired in the previous block as its basis and support. DM of medically complex patients requires an in-depth knowledge and understanding of systemic pathology. Systemic pathology requires an understanding of general pathology.

PDEN 650 Oral Radiology Practical Technique

This course consists of a laboratory exercise and clinical experience in radiographic technique and performance of a radiologic interpretation of the dental structures. Technical proficiency in basic radiography is developed working on dry skulls and manikins.

BMDN 611 Pharmacology and Therapeutics

A pharmacology course that will cover the proper use of the major classes of drugs. These include drugs affecting the autonomic nervous system, central nervous system, cardiovascular system, endocrine system and antimicrobials.

PDEN 651 Periodontal Modular Learning

This second year course is a hands-on course in which students will be prepared for the clinical practice of periodontics. Students will learn to gather data for the periodontal examination and formulate a diagnosis, prognosis and treatment plan. They will be taught how to give home care instruction and how to perform scaling and root planning with both manual and powered instrumentation. They will also be instructed on

calculus detection methods, tooth polishing and the placement of chemotherapeutic agents. Students will develop skills on mannequins and practice on each other. Methods of infection control and patient management skills will be addressed and emphasized. It is in this course where students will learn about the clinic protocols related to periodontal therapy and the clinical skill assessments.

PDEN 652 New Technologies in the Dental Practice

This course will introduce the Latest technologies in the practice of dentistry. The students will hear from representatives from dental technology producers on current and upcoming products. They will learn implementation and how to use these technologies most effectively.

PDEN 653 Removable Partial Dentures Lecture 1

This initial lecture series includes instruction in basic principles of removable partial denture design, diagnostic cast analysis, surveying, nomenclature, framework construction, construction of record bases and rims.

PDEN 654 Removable Partial Dentures Lab 1

This course is a vital supplement to the lecture course. The student will put to practical use, the theoretical knowledge given in lecture. A true appreciation of the complexity of RPD Design and fabrication will be appreciated.

PDEN 655 Periodontics II

This deals predominately with the management of periodontal diseases and conditions. Students will be exposed to the non-surgical and surgical management of periodontal diseases as well as to the management of mucogingival conditions and deformities. Students will learn to evaluate treatment outcomes and to seek evidence that justifies the use of different therapeutic modalities.

PDENT 656 Pediatric Dentistry 1

First of a two series of lectures designed to enable the pre-doctoral dental student to develop an overall competency in pediatric dentistry and to increase his/her theoretical and clinical judgment, technical skills and case organizational ability.

BMGN 690 Pain and Anxiety Control

This course combines both didactic and clinical components to help students acquire an understanding of pain and the principles of pain control as related to the clinical treatment of dental patients. Evaluation of the physical-mental emotional status of the patient and the determination of the proper pain control technique and its correlation with procedures to be performed are integrated with an understanding of advanced pain and anxiety-control modalities. Included in this course is a series of in-depth lectures covering the spectrum of advanced pain control techniques with emphasis on the history of the development of such techniques as they apply to areas of dentistry and oral surgery. Information that represents the \"state of the art\" will be presented covering local anesthesia, diagnosis of pain and anesthesia problems, various pharmacological approaches to pain and anxiety management, hypnosis, iatro-sedation techniques, electro-anesthesia, and finally, management of pain after the fact with various non-opioid and opioid analgesics. All of this increases the range of options for management of various treatment situations for the student and patient.

PDEN 657 Clinical Oral Radiology and Interpretation

Small Group hands on learning will train the students to develop principles of radiologic interpretation through interpretation of full mouth, panoramic and other necessary radiographs to assist in diagnosis and treatment planning.

Spring Sophomore Semester

PDEN 658 Oral Pathology

General principles and concepts of diseases, as learned in General and Systemic Pathology are applied to those diseases which manifest in and about the oral cavity. Signs and symptoms, natural history, differential diagnosis, management, and prognosis of common and significant oral diseases are presented.

PDEN 659 Dental Clinical Pharmacology & Oral Med

The course covers the important principles in the actions of drugs. Although emphasis is given to drugs used by the dentist, study is extended to all major groups of drugs in order to give the student a more general appreciation of the role of drugs in dental practice. Clinical correlations between pharmacology and clinical practice are made periodically throughout the course.

PDEN 660 Preclinical Fixed Prosthodontics Lecture

Diagnosis and treatment of teeth that are beyond the scope of simple direct restorations. The student will learn to recognize the need for a more extensive restorative process which will include full coverage crowns, fixed bridges and post and core restorations. Digital impressions CAD/CAM and chairside Fabrication of many different materials will be the hallmark of this course. The newest technologies and treatment modalities that are available will be taught to return the patient to excellent oral health.

PDEN 661 Preclinical Fixed Prosthodontics Lab

The laboratory component will closely follow the lecture series to allow students to develop the skills to implement what is learned in the lecture course. The simulation clinic will act as a real dental office with chairside milling and fabrication of restoration.

PDEN 662 Introduction to Implants

This course will present the dental student with an introduction to implant dentistry. The student will learn the history and current state of Implant dentistry, as well as the scientific concepts and principles that allow for the successful use of implants today. Treatment planning based on patient specific medical and dental considerations will be emphasized. The student will become acquainted with techniques that can be utilized to maximize esthetic and functional success of implant based dental restorations. Protocols and techniques for implant surgery and prosthetic treatment will be taught. Avoidance, identification, and management of both surgical and prosthetic complications will be stressed. The student will also learn the importance of short and long-term evaluation and maintenance of dental implants.

PDEN 663 Introduction to Clinical Dentistry II

This is an introduction to clinical patient care for the second year students. It integrates several preclinical and clinical activities as it introduces the student to patient treatment in a variety of settings in the dental school.

PDEN 664 Preclinical Ortho/Pediatric Dentistry Lecture

Covers basic orthodontic and pediatric dentistry techniques. The class periods are divided into a one-hour lecture section followed by a two hour laboratory period. The lecture covers the theory and technique of the exercises to be covered in the laboratory period.

BMDN 612 Physical Diagnosis

Designed to teach the student basic techniques and principles of physical diagnosis and clinical patient evaluation. The student must assess the medical and psychosocial conditions of the patient as they

affect oral health, including the patient's medical history, normal structures, and vital signs. The student's patient examination must involve the collection and consolidation of biological and behavioral findings and supplementary data for a working diagnosis.

PDEN 665 Preclinical Treatment Planning

This course serves as an introduction to comprehensive treatment planning for the general dental practitioner. It is the first exposure to this most important part of dental practice in the curriculum. The fundamentals necessary to formulate a comprehensive treatment plan will be presented. Emphasis will be placed on the collection of appropriate data using patient medical and dental history, evaluation of chief complaint, recognition and ability to provide immediate discomfort relief, oral examination techniques, patient interview skills and the correlation of this necessary data. The importance and ability to communicate with and refer to specialists when appropriate will be covered. Clinical patient management and case presentation formats will be incorporated throughout the course.

PDEN 666 Endodontics I

Lecture series in the properties and histology of the Pulp and canals of teeth. Emphasis will be on proper diagnosis and treatment planning of involved teeth. The student will learn the most up to date methods of canal debridement shaping and sealing, using evidence based treatment modalities. Special care will be to teach treatment that will preserve internal tooth structures as much as possible.

PDEN 667 Endodontics I Lab

This laboratory course will be in conjunction with the lecture series. The student will learn technical skills on model teeth that simulate infected teeth. Use of the endodontic hand-piece will be taught as the primary method of canal preparation. Medicaments and sealants will be utilized to train the student in proper endodontic treatment.

PDEN 668 Principles of Oral and Maxillofacial Surgery I

This course will present the second year dental student with an introduction to the principles and techniques integral to the provision of safe, effective, and comfortable Oral and Maxillofacial Surgical treatment. Emphasis will be placed on preoperative evaluation and diagnosis directed care as students develop an understanding of which procedures can be performed by a general dentist and when and how to seek consultation from or refer patients to a surgical specialist. Exodontia, management of impactions, and diagnostic techniques and treatments of infections and soft and hard tissue pathology will be covered.

PDEN 669 Principles of Orthodontics I

This didactic course encompasses the preliminary diagnostic and treatment information required by the dental student to begin treatment planning and managing patients in the university dental clinic. The student is provided with the necessary instruction to perform a comprehensive orthodontic examination, identify the diagnostic records which are appropriate for each patient and assemble data from those diagnostic records. The student will utilize those records in addition to a clinical examination to plan a course of orthodontic treatment for the patient. The student is introduced to a variety of contemporary fixed and removable appliances, including removable thermoplastic dental aligners, and their component parts and properties and the indications for their use.