

**TOURO UNIVERSITY CALIFORNIA
OFFICE OF THE REGISTRAR
POLICIES AND PROCEDURES
2013 – 2014**

PRIVACY

The Touro University Office of the Registrar is responsible for maintaining student records, and any questions about them should be addressed to the Office of the Registrar in writing. The Office of the Registrar complies with the Family Educational Rights and Privacy Act. FERPA provides for your right to be informed about where student records are located, to review your own records, to request corrections, to grieve alleged violations of privacy, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education. Touro University has designated student names, email addresses, terms of attendance, major fields of study and certificates earned as public information under FERPA.

OUR POSTAL ADDRESS

Office of the Registrar
1310 Club Drive
Wilderman Hall, Room 202
Vallejo, CA 94592

NONDISCRIMINATION

Touro University California, complies with applicable federal and state law. It is the policy of the University to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability. To be considered for admission to any program offered by the University, a student must possess the academic credentials and professional attributes deemed essential by the respective program admissions committee for selection to the program.

STUDENT CONDUCT

Touro University California is a continuing education community committed to maintaining an environment that encourages personal, professional and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it. This behavior includes abiding by the established rules of conduct intended to foster behaviors that are consistent with a civil, educational setting. Members of the campus community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a learning environment.

ACADEMIC INTEGRITY

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for yourself or any other members of the academic community. This misconduct includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping another student to gain an unfair academic advantage. Such conduct can result in disciplinary action and or dismissal from the program.

DISABLED STUDENTS

Touro University provides federal- and state-mandated academic accommodations to students with a wide range of disabilities, including cognitive, sensory and mobility impairments. It is important to begin the accommodation process as early as possible to ensure that Student Services can coordinate support services such as sign language interpreters, assistive technology and note-takers, and to assist in the facilitation of test-taking schedules for individual courses

ATTENDANCE

It is expected that students will attend all lectures in the required curriculum, laboratory activities, clinical rotations, elective courses. Students are required to be currently registered in courses in order to attend classes. A student may not participate or attend classes unless they are officially registered for classes. All instructors/professors are responsible for monitoring student's attendance and reporting all absences to the appropriate Program Director or Dean and the Registrar. For students who have not returned from the previous semester to attend class in the current semester or have not attempted to register for a class, it is the responsibility of the program to contact/communicate with the student within the first month of the beginning of the semester to determine if they are going to be returning.

CONTINUOUS ENROLLEMNT POLICY

Students must register for a minimum of 3 credit hours each semester. Students working on a thesis or dissertation must register for continuation course each semester, until the document is completed and is given final approval. Students who do not register as required may be separated from the University and must reapply for admission should they wish to continue. Exceptions to the above policy, as with a request for a leave of absence, are made only with the approval of the School Director and College Dean.

ENROLLMENT STATUS

Graduate and Professional Students	
Full-time	9 credits
Half-time	6 credits

REGISTRATION PROCESS

All students will be required to register during the open registration period for the upcoming semester. Full tuition and fees and prior debts must be paid in full prior to registration. Matriculation and promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University. Prior to registration, official transcripts from all colleges and universities which the student has previously attended must be on file with the Registrar.

REGISTRATION DATES ALL PROGRAMS

Fall Registration: Opens in June
Spring Registration: Opens in October
Summer Registration: Opens in March

ONLINE REGISTRATION

All students are required to register electronically online via TC Web. Students registering for electives must complete a paper registration form which requires the Instructors signature and approval of the Bursar prior to processing.

A student who is on a Bursar hold will be unable to register online until the hold has been cleared by the Bursar. In addition, a student who has not submitted a petition to return from an LOA will be ineligible to register online until they have submitted a petition to return to classes and the petition has been approved. Students who are repeating courses will be required to submit a paper registration form.

PAPER REGISTRATION

Paper registration forms must be completed entirely by the student and must contain the following information:

Student name
ID number
Personal contact information
Course name, number and units

Student signature and date
Approval from the program

ELECTIVE COURSES

An elective course is an institutionally approved series of instructional sessions that are developed outside of the required curriculum and offered by College faculty to currently enrolled students in addition to prescribed courses. Students officially registered in elective courses receive credit commensurate with contact hours, which is included on the student's permanent record. Students interested in registering for an elective course should first contact the appropriate academic department offering the course. Students must complete a paper registration form and submit the completed form directly to the Registrar.

REPEATING A CLASS

Credit will be allowed only for successful completion of the course. A student may repeat a passed course and have the original grade included in the computation of the grade point average. When a course is repeated due to failure, only the original grade GPA is omitted in computing the grade point average. All grades will remain on the student's transcript with suitable notation to ensure an accurate academic record

COURSE WITHDRAWAL POLICY

Each student has the responsibility of withdrawing from any courses in which he/she is enrolled. The need to withdraw from a course should be discussed with the Program Director or College Dean to determine the best option for the student. Withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, Veterans Benefits. Students are strongly encouraged to consult with their program advisor and financial aid counselor before withdrawing.

- Last day of attendance is required for all course withdrawals. No exceptions.
- Start of Week 3 and beyond: A 'WP' or 'WU' grade shall be recorded on transcript.
- If a student attends then fails to withdraw from class, student will receive a 'WU' grade.
- If a student never attends and fails to withdraw from class, student will receive a 'WNA' grade.
- No withdrawals are allowed after the last day of instruction.

ADDING OR DROPPING OF COURSES

Where extenuating circumstances arise, students may petition the Dean of their college to withdraw from classes from the sixth week through the last week of the term. All add/drops of courses must be forwarded on an official form directly to the Office of the Registrar. There will be no backdating or processing of add/drop forms which are older than one (1) academic semester excluding special circumstances. The forms must contain the following information and be completed within the current semester:

Name, student ID number
Semester
Personal contact information
Course name, number and units
Student signature
Reason for adding or withdrawing
Approval and signature from the College Dean/Program Director

GRADE REPORTING

All official final grades to be recorded are entered electronically by Professor/Instructors directly into the Jenzabar System (AS400). Professors and Instructors are responsible for reporting grades electronically in

the Jenzabar system. Professors/Instructors should NOT enter a “W” withdraw for students who have withdrawn from the program or have not attended classes. All withdraws should be reported to the Office of the Registrar prior to entering grades.

Once a grade has been entered and recorded, it cannot be changed by the faculty member electronically. A change of grade form must be submitted directly to the Office of the Registrar. (*See grade changes*)

The open period for entering grades is when the course/class concludes or at the end of each semester. Notification by the Office of the Registrar of the specific dates is sent via email to all programs and faculty several times prior to the opening and closing of the grading period.

Thirty days after the semester has ended and final grades have been submitted and recorded, the Registrar will generate a final grade report and submit it directly to the program Directors/Deans to be distributed to faculty for reviewed of accuracy. If discrepancies are discovered in the report, a change of grade form **MUST** be returned to the Office of the Registrar no later than 5 working days after the issuance of the grade report. (*See change of grade for instructions*)

ONLINE GRADING DUE DATES

Fall Grades: Opens on the 2nd Week of December by the date indicated from the Registrar’s Office
Closes on the 1st week in January by the date indicated from the Registrar’s Office

Spring Grades: Opens on the 1st week of May by the date indicated from the Registrar’s Office
Closes on the 1st week of June by the date indicated from the Registrar’s Office

Summer Grades: Opens on the 2nd week of July by the date indicated from the Registrar’s Office
Closes on the 1st week of August by the date indicated from the Registrar’s Office

Grades for 3rd and 4th year students on rotations are due upon completion of each rotation.

REMEDATION AND CHANGES TO GRADES:

The Registrar must be notified in writing by the program of any student who is required to remediate/repeat a course. All grade changes must be submitted on the official grade change form. Once the student remediates and passes the course, the professor/instructor is required to submit a change of grade form to the Office of the Registrar for recording the student’s grade. Once a grade of “U” has been recorded in the official record, the only change which can be made upon the approval of the Dean of the program is a grade of U/P.

If a grade of “U” was issued in error by the instructor, the instructor will be required to submit a grade change form with a detailed written explanation which must have the approval of the Dean of the college. The request will be reviewed by the Registrar and the Dean of Students Services for final approval. The form is available from the Office of the Registrar web page www.tu.edu or on the AV share.

Grades change forms, require the following information:

1. Course name
2. Course number
3. Name of professor
4. Semester
5. Signature of Professor, Dean or Program Director
6. Date submitted
7. A detailed explanation for the change

INCOMPLETE GRADES:

On rare occasions, an instructor can assign you the grade Incomplete (I) if your work in a course has been of passing quality but is incomplete due to circumstances beyond your control. Incompletes must be formally documented in writing and approved by the instructor and program administration prior to the end of the semester. Once the student has submitted the work, the instructor of the original course will grade the work and submit the course grade to the Office of the Registrar using a change of grade form.

A student, who has been awarded an incomplete grade by the course instructor, has a maximum of one academic year after the conclusion of the class or of the issuance of the incomplete to resolve the incomplete grade. Incomplete grades which have not been resolved within the academic year will be administratively converted to an unsatisfactory "U" grade and becomes part of your permanent academic record. An incomplete grade is not counted in the grade point calculation until a final grade replaces it.

POTENTIAL GRADUATES FINAL GRADES

For students who anticipate graduating in the current semester, programs/faculty MUST submit the student's final grades to the Office of the Registrar no later than 10 working days prior to the conferral date (**NO EXCEPTIONS**). The Registrar needs ample time to audit the student's academic record to determine if they have met all of the requirements for graduation. Students will be awarded the next available conferral date if grades are submitted late.

LEAVE OF ABSENCE

A leave of absence form MUST be completed by the student prior to going on an LOA. The student is required to obtain all of the required signatures prior to final approval by the Registrar. Once the LOA form has been received by the Registrar's office, an email notification is sent to all vested parties such as Bursar, Financial Aid, the program, IT, Library, Deans, Student Health Clinic and the student. In addition, entries are made into the student's official record in Jenzabar (AS 400) notating the effective dates of the LOA. If a student is registered for courses, then all of the courses will be administratively dropped.

Students who request a Leave of Absence for a period of 1 or 2 months within the fall or spring semesters, their courses may or may not be dropped unless specified by the program or student.

Request for a leave of absence must be submitted and processed **within the academic semester** which the student will not be attending classes. A request for a leave of absence which is older than one academic year from the last date of attendance will not be approved.

The maximum leave of absence a student can take per request is one academic year. A student may petition to the Dean of the Program and Dean of Students to extend the leave of absence which may or may not be approved. The request for an extension of a leave of absence must have all of the required signatures prior to being approved.

A registration hold will be placed on all students who go on a leave of absence and the registration hold will be removed when the students submit a petition to return and it has been approved.

LEAVE OF ABSENCE AND FINANCIAL AID

The Department of Education Federal Loan Regulations allows students a six (6) month grace period while absent from academic enrollment. Once a student exceeds their total six (6) months grace period, then their students loans will automatically fall into repayment. A leave of absence counts towards the six (6) month total.

COMLEX ISUSSES FOR COM STUDENTS ONLY

If a student fails COMLEX and is required to take a leave of absence by the Student Promotions Committee, a student must complete a leave of absence form and obtain the required signatures and a hold "RC" will be placed on their account by the Registrar to prevent them from registering for rotations until they have been cleared to do so by the program. Once the Registrar is notified by the program that the student has passed COMLEX the "RC" holds will be removed.

PETITION TO RETURN TO CALSSES/ROTATIONS

A student must submit a petition to return to classes/rotations prior to returning. The form must be approved and have all of the required signatures prior to the student commencing classes. Students may not participate in any classes or rotations until the petition has been approved. Students who are on an approved leave of absence and fail to submit a petition to return to classes will remain on a registration hold until the petition has been processed and approved. The Registrar notifies the Bursar, Dean, Program, Financial Aid, Student Health, IT, Library etc. that the student has been approved

The following departments will be notified via email of the approval of the student's petition to return: IT, Library, students program, Bursar, Dean, Program Director, Financial Aid, Facilities, Student Health and the student.

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal means you are dropping **all** classes in **all** sessions **after** your earliest session begins. A withdrawal form **must be completed** by the student **prior to leaving** the campus. The student is required to meet with the Dean of Students and if required complete an exit interview with Financial Aid Director. The student is required to obtain all of the required signatures prior to the Registrar processing the form. Once the form is complete an email notification is sent out to vested parties such as Bursar, Financial Aid, the program, IT, Library, Deans and the student. In addition entries are made in the student's official record in Jenzabar notating the effective dates of the withdrawal. If a student is enrolled or registered in courses in the semester which they are withdrawing from then all of the courses will be administratively dropped.

Withdrawals cannot be retroactive for more than one academic semester. If a student is not attending classes in the current semester, and they have not respond to request by the program to declare their intentions on continuing with the program, then the program will notify the Office of the Registrar and the Registrar will send a certified notification to the student that they will be administratively withdrawn from the program and university with an effective date.

Please note that in either above mentioned instances, the student does not need to complete an Add/Drop form, since the above forms supersede the drop form.

Students, who withdraw from the program during the final block exam week after the census date or prior to the end of the semester, will be issued a "U" on the official transcript unless otherwise instructed by the program Dean.

The Registrar's office will enter in the AS 400 (Jenzabar) a code of "RW" for all students who withdraw from the university to deactivate the students account.

LETTERS

Letters concerning academic probation, disciplinary actions, dismissals, leave of absence request and letters of recommendations are to be included in the official student record.

Letters of verification of enrollment or graduation are processed by the Administrative Assistant to the Registrar which includes the original signature of the Registrar of the University.

Copies of documents which require certification by the Registrar are maintained for one year. The Office of the Registrar is the custodian of the official seal of Touro University California.

GRADUATION AUDITS

Preliminary graduation audits begin on the 3rd Wednesday in January. Final graduation audits begin on the 3rd Wednesday in March and continue to the 3rd Wednesday in May. For students who are applying for a conferral date other than the June conferral, grades must be submitted to the Registrar 7 days prior to the conferral date to permit ample time to audit the student academic file.

PETITIONING FOR CONFERRAL

All students who wish to apply for graduation must submit a petition to graduate directly to the Office of the Registrar no later than 1st Friday in January for the June conferral. A student, who submits a late petition for graduation, may be deferred to the next available conferral date. Students petitioning for the September conferral date, a graduation application must be submitted and received in the Registrar's Office later than the 1st Friday in July. Students petitioning for the January conferral date must submit their petition for graduation no later than the 1st Friday in November.

Student files will not be audited, if a student has not submitted the petition for graduation.

Once the Office of the Registrar receives the student application for graduation, they will compile a list of the students and forward the list to the programs for verification. The programs will submit to the Registrar a list of students which they recommend for graduation by the date set by the Registrar.

SUBMITTING COURSE SCHEDULES TO THE REGISTRAR ALL PROGRAMS

For the fall semester: Course schedules must be submitted no later than the 3rd Wednesday in June
For the spring semester: Courses must be submitted no later than the 3rd Wednesday in October
For the summer semester: Courses must be submitted no later than the 1st Wednesday in April

Take note that course schedules must include the following:

Course number

Name of course/title
Requested location and room
Days on which class meet
Start time and end time of class
Start date and end date of class
Name of course lead Instructor
Name of assisting Instructors
Number of anticipated students

UNIVERSITY CENSUS DATE

The census dates are as follows:

3rd Monday in October
3rd Monday in February
3rd Monday in June

No courses will be permitted to be added after the census date. This includes any registration forms which were delay due to an account hold by the Bursar office. All Bursar holds must be cleared prior to the census date.

Courses which need to be dropped should be done prior to the census date. However if a student elects to drop a course after the census date then he/she will be responsible for all financial debts. In addition the drop will be reflected as a "W" on the official transcript. There are some instances which are exempt, such as a medical leave of absence or sudden illness, catastrophic event, unforeseeable cancellation or rescheduling of the class or clinical rotation.

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