The information contained in this handbook is subject to change when it is deemed necessary and acted on by the Councils of Deans and Chairs of the NYIT College of Osteopathic Medicine. Students are advised to check the NYIT College of Osteopathic Medicine website, Student Resources section frequently for policy changes. Policy change addendums will be posted at http://www.nyit.edu/medicine/students_resources/
INTRODUCTION
This Student Handbook provides you with information about the official policies and regulations of the NYIT College of Osteopathic Medicine for the 2015 - 2016 academic year. All students should familiarize themselves with its contents and should follow the policies and procedures outlined in this handbook.

The staff in the Office of Student Administration is available to address any special concerns or questions you might have about the information contained in this handbook. We are looking forward to an exciting year and hope that you will play an active role in the NYIT College of Osteopathic Medicine community.

Mission
The NYIT College of Osteopathic Medicine is committed to training osteopathic physicians for a lifetime of learning and practice, based upon the integration of evidence-based knowledge, critical thinking, and the tenets of osteopathic principles and practice. We are also committed to preparing osteopathic physicians for careers in health care, including that in the inner city and rural communities, as well as to the scholarly pursuit of new knowledge concerning health and disease. We provide a continuum of educational experiences to NYITCOM students, extending through the clinical and post-graduate years of training. This continuum provides the future osteopathic physician with the foundation necessary to maintain competence and compassion, as well as the ability to better serve society through research, teaching, and leadership.

Vision
To advance patient-centered, population-based osteopathic health care through transformative education and illuminating research.

Outcomes
NYITCOM is proud to share our outcomes data. We consistently perform well in national licensing examinations administered by the National Board of Osteopathic Medicinal Examiners. Additionally, 100% of our 2015 graduates were placed into residency training programs. For more information, visit: http://nyit.edu/medicine/about/outcomes_data
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NYIT COLLEGE OF OSTEOPATHIC MEDICINE
ACADEMIC CALENDAR 2015 - 2016

Class of 2019 (1st year)

Orientation
First Day of Class
Labor Day (no classes)
Convocation
Columbus Day (no classes)
Thanksgiving Break (no classes)
Winter Break (no classes)
Martin Luther King Jr. Day (no classes)
President’s Day (no classes)
Spring Break (no classes)
Last Day of School

Wednesday August 12 – Friday August 14, 2015
Monday August 17, 2015
Monday, Sept. 7, 2015
TBA
Monday, Oct. 12, 2015
Wednesday, Nov. 25 thru Friday, Nov. 27, 2015
Saturday, Dec. 19, 2015 thru Friday, Jan. 1, 2016
Monday, Jan. 18, 2016
Monday, Feb. 15, 2016
Saturday, Mar. 19, 2016 thru Sunday March 27, 2016
Friday, June 10, 2016

Class of 2018 (2nd year)

Orientation and First Day of Class
Labor Day (no classes)
Columbus Day (no classes)
Thanksgiving Break (no classes)
Winter Break (no classes)
Martin Luther King Jr. Day (no classes)
President’s Day (no classes)
Spring Break (no classes)
Last Day of Classes

Monday, Aug. 17, 2015
Monday, Monday, Sept. 7, 2015
Monday, Monday, Oct. 12, 2015
Wednesday, Nov. 25 thru Friday, Nov. 27, 2015
Saturday, Dec. 19, 2015 thru Friday, Jan. 1, 2016
Monday, Jan. 18, 2016
Monday, Feb. 15, 2016
Saturday, Mar. 19, 2016 thru Sunday March 27, 2016
Friday May 13, 2016

COMLEX Level I – must be passed prior to beginning clerkships

Class of 2017 (3rd year)

First Day of 3rd year “Introduction to Clinical Medicine” Course
Last Day of “Introduction to Clinical Medicine” Course
First Day of 3rd year Clerkships
On Campus – Comprehensive Osteopathic Medical Achievement Tests (COMAT)
On Campus – COMAT
On Campus – COMAT
On Campus – PACT & Residency Planning Retreat (4th year orientation)
On Campus – COMAT
Winter Recess (no clerkships)
On Campus – COMAT
On Campus – COMAT
On Campus – COMAT
On Campus – COMAT
On Campus – COMAT
End of 3rd year Clerkships

Wednesday, July 1, 2015
Friday July 24, 2015
Monday, Aug. 3, 2015
Friday, Sept. 4, 2015
Friday, Oct. 9, 2015
Friday, Nov. 13, 2015
TBA
Friday, Dec. 18, 2015
Saturday, Dec. 19, 2015 thru Friday, Jan. 1,2016
Friday, February 5, 2016
Friday March 11, 2016
Friday, April 15, 2016
Friday, May 6, 2016
Friday, May 20, 2016
Friday May 20, 2016
NYIT COLLEGE OF OSTEOPATHIC MEDICINE
ACADEMIC CALENDAR 2015 - 2016

Academic Pause
Monday, May 23 – Friday May 27, 2016

Students are required to pass:
- COMLEX Level 1 prior to beginning 3rd year Clinical Clerkships COMLEX Level 2, CE and PE, prior to graduation

Class of 2016 (4th year)

First Day of 4th year Clerkships
Monday June 1, 2015
Last Day of Clerkships
Sunday, May 1, 2016
NYIT College of Osteopathic Medicine Graduation, Class of 2016
Sunday, May 22, 2016
NYIT College of Osteopathic Medicine Hooding Ceremony, Class of 2016
Monday, May 23, 2016

Students are required to pass:
- COMLEX Level 2, CE and PE, as a requirement for graduation
SECTION I – GENERAL INFORMATION
NON-DISCRIMINATION POLICY

The NYIT College of Osteopathic Medicine community is one of diversity, which is a hallmark of all academic environments. NYIT College of Osteopathic Medicine is committed to the recognition and preservation of each individual’s human rights and does not discriminate on the basis of race, color, ethnicity, sex or gender, marital status, sexual orientation, national or ethnic origin, age, disability, creed or religion with respect to the rights, privileges, programs and activities including, but not limited to, employment, admissions, financial aid, scholarships, access to housing, educational programs, co-curricular activities and participation in athletic programs. (updated 9/2015)

NYIT College of Osteopathic Medicine complies in full with Title IX of the Education Act of 1972 and the implementing regulations which prohibit discrimination on the basis of sex in all educational programs and activities. Any inquiries concerning Title IX may be referred to NYIT’s Title IX Coordinators or to the Assistant Secretary for the U.S. Department of Higher Education, Office of Civil Rights.

GENDER-BASED MISCONDUCT POLICY

No form of Gender-Based Misconduct (including same sex-based misconduct) will be tolerated at NYIT College of Osteopathic Medicine. This includes activity by students, staff, and faculty, on or off campus, and any vendors or visitors on NYIT’s campuses. Gender-Based Misconduct, as more particularly defined below, includes sexual harassment, sexual violence, and sexual assault, including rape, acquaintance rape, and other forms of nonconsensual sexual activity.

Any violation of this Gender-Based Misconduct Policy is also considered a violation of the NYIT College of Osteopathic Medicine Student Code of Conduct. All policies, procedures, and definitions applicable to other violations of the NYIT College of Osteopathic Medicine Student Code of Conduct apply to complaints of Gender-Based Misconduct against students unless inconsistent with this Gender-Based Misconduct Policy.

No Retaliation
No individual will be penalized or retaliated against in any way for his or her participation in the Gender-Based Misconduct investigation or disciplinary process. This protection includes both the complaining and responding parties and individuals who participate in an investigation or hearing related to a Gender-Based Misconduct complaint.

Confidentiality
NYIT College of Osteopathic Medicine will maintain the confidentiality of the complaint to the greatest extent possible, consistent with the law and NYIT College of Osteopathic Medicine’s goal of conducting a thorough and complete investigation. Efforts will be made to safeguard the privacy and rights of all persons involved.

While NYIT College of Osteopathic Medicine recognizes that it is critical that a victim’s confidentiality be protected to the extent possible, students should understand, however, that, upon informing an NYIT College of Osteopathic Medicine official of a Gender-Based Misconduct complaint, for the protection of the entire community, the institution may investigate that complaint, even if the student does not wish to proceed. Therefore, students should understand that their complaint may be disclosed, as necessary, to persons other than the one(s) to whom the complaint is made, including the accused student. Notwithstanding, where claims of Gender-Based Misconduct are reported to NYIT employees who serve in a professional role in which communication is protected under applicable federal, state or local law or regulation or licensing authority—including counselors in the Health & Wellness Center—such reports will not be further disclosed to the extent
the communication is protected by law. Notice by a student to any such professional employee of Gender-Based Misconduct, i.e. where the communication is protected, shall not constitute notice to NYIT of such Gender-Based Misconduct.

Although NYIT will endeavor to maintain the confidentiality of Gender-Based Misconduct complaints and proceedings in accordance with this policy, it cannot prevent the further dissemination of information by individuals to whom such information was disclosed. Moreover, any response by the institution may be hindered to the extent the complainant wishes to remain anonymous.

**Definition of Gender-Based Misconduct**
Specific forms of Gender-Based Misconduct include but are not limited to:

a. **Nonconsensual Sexual Contact**
   This includes any type of touching, or contact with, another person’s sexual or intimate parts, under or over clothing, or forcing the other person to touch the perpetrator’s sexual or intimate parts. It may also include touching of other parts of the body (e.g. squeezing, grabbing or pinching) for the purpose of degrading or abusing the other person or for the purpose of gratifying the perpetrator’s sexual desire.

   **Definition of Consent:** Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

   Furthermore:
   1. Consent of any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
   2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
   3. Consent may be initially given but withdrawn at any time.
   4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
   5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
   6. When consent is withdrawn or can no longer be given, sexual activity must stop.

b. **Sexual Exploitation**
   Taking abusive or nonconsensual sexual advantage of another. Examples include:
   1. Taking or transmitting sexual photographs, videos, or audiotapes without consent, or causing or permitting others to take or transmit such photographs, videos, or audiotapes without consent.

   2. Watching another engage in sexual activity or contact without consent; viewing another nude without consent (e.g. watching someone in the shower without consent); allowing a third party to observe sexual acts without a partner’s consent.

c. **Sexual or Gender-Based Harassment**
   This includes:
1. Unwelcome sexual advances, requests for sexual favors, and other nonverbal, expressive or physical conduct of a sexual nature; and

2. Other verbal, nonverbal, or physical acts, or acts of aggression, intimidation or hostility, when based on gender or gender-stereotyping.

This conduct constitutes sexual or gender-based harassment when it either substantially interferes with an individual’s ability to participate in or benefit from the institution’s programs or activities or creates an intimidating, hostile, or offensive environment for learning or participating in NYIT programs and activities.

Examples include:
1. Unwanted flirtation, advances, or propositions of a sexual nature.

2. Insults, humor, jokes, or anecdotes (not legitimately related to the subject matter of a course, if one is involved) that belittle or demean an individual’s or a group’s sexuality or gender.

3. Unwelcome comments of a sexual nature about an individual’s body or clothing.

4. Physically threatening a person because of his or her gender identity or expression or sexual orientation.

d. **Domestic Violence:** This includes the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards:
   a. A current or former spouse or intimate partner;
   b. A person with whom one shares a child; or
   c. Anyone who is protected from the respondent’s act under the domestic or family violence laws of New York.

This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships.

e. **Dating Violence:** This includes the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a person who is or has been in a social relationship of a romantic or sexually intimate nature with the victim. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating violence can be a single act or a pattern of behavior in relationships.

f. **Stalking:** Intentionally and for no legitimate purpose engaging in a course of conduct directed at another person, on more than one occasion, that the student knows or reasonably should know is likely to cause a reasonable person to fear for his or her safety or the safety of others or causes the other person to suffer substantial emotional damage. Such behaviors and activities may include, but are not limited to:
   1. Nonconsensual communication (including face-to-face, telephone calls, voice messages, electronic mail, written letters/notes, unwanted gifts).
   2. Threatening or obscene gestures.
   3. Pursuing or following.
   4. Electronic or any form of surveillance and/or other types of nonconsensual observation.
Student’s Rights

a. **Victim’s Rights for violations of the Gender-Based Misconduct Policy (including same-sex based misconduct).** A student victim or reporting individual of a gender-based misconduct incident where a student is accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the code has the right to the following:

   a. Reasonable changes to the academic and living situations
   b. Referrals to counseling, receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on campus and in the community
   c. Assistance in notifying law enforcement
   d. Obtain or enforce a no contact directive or restraining order
   e. Same opportunity as accused to have others present at disciplinary hearing
   f. Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
   g. Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
   h. Name and identifying information kept confidential (FERPA)

In addition all students have the right to:

a. Make a report to local law enforcement and/or state police.
b. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
c. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the institution.
d. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
e. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
f. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
g. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
h. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances with the jurisdiction of the institution
i. Access to at least one level of appeal of a determination.
j. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent through the conduct process including during all meetings and hearings related to such process.
k. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the institution.

**Student Resources**

Title IX of the Educations Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including Gender-Based Misconduct. NYIT has a team of Title IX Coordinators who oversee compliance by the NYIT community, including investigations and disciplinary proceedings arising out of Gender-Based Misconduct complaints, and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX team members listed below are available to meet with students as needed. If you feel that you are
a victim of Gender-Based Misconduct, you should bring your complaint to the Office of Student Administration, the Office of Housing Life, or the Department of Athletics.

**Title IX Coordinator**

NYIT’s Title IX Coordinator is Carol Jablonsky, director of human resources; her responsibilities include overseeing all Title IX compliance, providing leadership to the Title IX support staff, and serving as the primary Title IX coordinator for employees.

Carol Jablonsky  
Director, Human Resources  
North House, Room 204  
Old Westbury, NY 11568  
Phone: 516.686.1014  
Email: cjablons@nyit.edu

**NYIT College of Osteopathic Medicine Deputy Title IX Coordinator**

NYIT College of Osteopathic Medicine’s deputy Title IX coordinator serves as the primary Title IX coordinator for medical students:

Mary Ann Achtziger  
Associate Dean, Student Administration,  
NYIT College of Osteopathic Medicine  
Serota Hall, Room 213  
Old Westbury, NY 11568  
Phone: 516.686.3775  
Email: maachtzi@nyit.edu

**Other NYIT Deputy Title IX Coordinators**

Francy Magee  
Dean for Campus Life, NYIT-Old Westbury  
Harry J. Schure Hall, Room 208  
Old Westbury, NY 11568  
Phone: 516.686.7996  
Email: fmagee@nyit.edu

Ann Marie Klotz  
Dean for Campus Life, NYIT-Manhattan  
26 W. 61st St.  
New York, NY 11568  
Phone: 212.261.1531  
Email: aklotz@nyit.edu
Other resources available to you include:

**The Office of Campus Security** is responsible for the safety and security of students, staff and faculty members, and property. Service is provided campus-wide 24 hours a day, 365 days a year at the Old Westbury and Central Islip locations. Security is provided at the Manhattan campus whenever the buildings are open. All security guards are trained in emergency response procedures (fire, bomb threat, and medical emergencies).

**In an emergency, call 911 first. Then call Campus Security at:**

**Old Westbury** - 516.686.7789

**Manhattan** - 212.261.1536

**Central Islip** - 631.348.3333

**Counseling and Wellness Services** at NYIT offers student mental health services for the medical students. The staff is available Monday through Friday from 9 a.m. to 5 p.m. on both the Old Westbury and Manhattan campuses.

**Old Westbury**
Harry Schure Hall
Room 208
516.686.7976

**Manhattan**
26 W. 61st Street
Mezzanine Level
212.261.1770

**DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

The NYIT College of Osteopathic Medicine follows the policy of New York Institute of Technology concerning drug and alcohol abuse prevention as outlined in the NYIT handbook “Policy on Drug and Alcohol Abuse Prevention”, which is available at:


**Please note:**
In order to ensure the health and safety of students, staff, patients, and all members of the NYIT College of Osteopathic Medicine/ NYIT community, NYIT College of Osteopathic Medicine reserves the right, in its sole and absolute discretion, to require any student enrolled at NYIT College of Osteopathic Medicine to submit to
drug testing when such testing is recommended either (a) by a NYIT College of Osteopathic Medicine medical professional, or (b) by a medical professional associated with a hospital or other medical facility to which NYIT College of Osteopathic Medicine sends students for clinical clerkships.

If a student refuses to submit to such drug testing, or if such drug testing indicates a positive result (not based on the student’s prescription drugs), the student, pending the institution and final determination of a NYIT College of Osteopathic Medicine disciplinary hearing: (I) will be immediately suspended from his or her academic enrollment at NYIT College of Osteopathic Medicine, including suspension from all NYIT College of Osteopathic Medicine activities and immediate revocation of all NYIT College of Osteopathic Medicine privileges; (ii) will be immediately withdrawn from any current NYIT College of Osteopathic Medicine clerkship; and (iii) will not be assigned to any future NYIT College of Osteopathic Medicine clerkship.

GENERAL GRIEVANCE POLICY

Any student with a general grievance should follow this policy.

1. The student will present the problem to the Assistant Dean for Student Services who will attempt to find a solution to the problem.
2. If a satisfactory solution cannot be achieved, the student should then submit a written request for an Information Meeting to the Assistant Dean for Student Services outlining details of the general grievance.
3. The Assistant Dean will forward the written grievance to the Associate Dean of Student Administration who will schedule a meeting and notify the student of the date and time of the meeting. Please refer to the section in this Student Handbook on Judicial Boards.
4. Following the meeting, the student will receive written notification of the final solution of the general grievance.

ACCREDITATION STANDARDS COMPLAINT POLICY

NYIT College of Osteopathic Medicine, established in 1977, is accredited by the New York State Board of Regents, Middle States Commission on Higher Education (MSCHE) and the American Osteopathic Association Commission on Osteopathic College Accreditation, which is the national accrediting agency for colleges educating osteopathic medical student physicians. Any student who has a complaint related to the accreditation standards and procedures should file a written complaint and send it to the following two addresses: 1) American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611 and 2) Associate Dean of Academic Affairs, Office of Academic Affairs, Room 228, Serota Building, NYIT College of Osteopathic Medicine, Northern Boulevard, Old Westbury, NY 11568-8000.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION POLICY

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of student's educational records, to establish student's right to inspect and review these records, and to provide guidelines for correcting inaccurate data about students.

http://www.nyit.edu/managing_your_classes/resources/resources_privacy/
CRIMINAL BACKGROUND CHECKS FOR MEDICAL STUDENTS

All applicants to NYIT College of Osteopathic Medicine will be required to complete a criminal background check as part of the application process.
In addition criminal background checks will be conducted on a need basis during the student's enrollment at the college.
Students applying to or enrolled in the NYIT College of Osteopathic Medicine will also be required to self-report information on any convictions for a felony or misdemeanor or an outstanding arrest prior to determination on the following forms:
   1. AACOMAS application for felony or misdemeanor convictions
   2. NYITCOM Supplemental Admissions Application
   3. Annual Registration Form and in person to the Associate Dean of Student Administration

Failure of enrolled student to authorize consent for any required background checks or failure to provide required information to the college, or submission of false information will be considered a violation of the Student Code of Conduct and will result in appropriate disciplinary action.
SECTION II - FINANCIAL INFORMATION
The Board of Trustees has established the following annual schedule of tuition and fees for 2015-2016:

TUITION AND FEES

ACADEMIC YEAR 2015-2016

<table>
<thead>
<tr>
<th></th>
<th>Class of 2019</th>
<th>Class of 2018</th>
<th>Class of 2017</th>
<th>Class of 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$54,000</td>
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<tr>
<td>Student Activity Fee</td>
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<td>250</td>
<td>250</td>
<td>250</td>
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<tr>
<td>Lab Fee</td>
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<td>125</td>
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<td>0</td>
</tr>
<tr>
<td>New Technology Fee</td>
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<td>250</td>
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<td>250</td>
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<tr>
<td>Simulated Patient Lab</td>
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<td>500</td>
<td>475</td>
<td>375</td>
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<tr>
<td>Health Care Fee*</td>
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<td>100</td>
<td>100</td>
<td>100</td>
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<tr>
<td>Life/Disability Insurance</td>
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<td>126</td>
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<tr>
<td>Graduation Fee</td>
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<td>0</td>
<td>400</td>
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<tr>
<td>Totals</td>
<td>$55,340.50</td>
<td>$55,351</td>
<td>$55,201</td>
<td>$55,501</td>
</tr>
</tbody>
</table>

There is a $500 fee for all remediation programs. The remediation fee cannot be covered by financial aid.

Note: For any student approved to repeat an academic year, during the repeat year, the student will be charged 50% of the regular tuition charges for any billing period for which the student had already paid 100% in the prior year. The student will pay full fees in the repeat year.

M.S. in Neuromusculoskeletal Sciences: $605 per credit for applicable tuition bearing courses (Please contact the Office of Academic Medicine Scholarship Program)

Global Health Program: for tuition information, please contact the Office of Global Health Program or the Bursar

Master of Science in Medical/Health Care Simulation: for tuition information, please see Section XI of this handbook
All NYIT College of Osteopathic Medicine students are required to enroll in the medical and dental insurance plans unless an acceptable waiver is provided in a timely manner as stated in Section X: Health Service Information. In addition, all students will be billed for medical and dental insurance unless an acceptable waiver is provided on time. Costs for the insurance plans will be provided to the students prior to the onset of the academic year. Students who elect to be inoculated with Recombinax HB vaccine in preparation for clinical clerkships will be charged the appropriate fee.

Supplemental Application Fee (payable upon completion of supplemental application – NONREFUNDABLE)…… $80

Enrollment Confirmation Deposit (payable upon notification of NYIT College of Osteopathic Medicine acceptance, applied to first year’s tuition, NONREFUNDABLE)……………………………………………………………………………………………………$ 1,500

Note: Fees are neither refundable nor transferable.

Students whose tuition and/or fees are unpaid and who have not received an official deferment may be barred from classes until their accounts are cleared by the Bursar's Office. The college reserves the right to withhold all student records and transcripts until all financial obligations to the college have been satisfied.

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT’s online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT’s rules and regulations set forth in NYIT’s online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account, including payment of the principal amount due, plus collection agency fees constituting 33%-50% of the principal amount due if NYIT engages a collection agency to collect payment or legal fees of 33.3% percent of the principal amount due if NYIT engages legal counsel to collect payment, any and all interest on the outstanding balance at the maximum legal rate allowed by law, and, any and all other costs associated with the collection of the amount due.

TUITION PAYMENT SCHEDULE POLICY

Tuition and fees due dates for the first billing period:

First-year students: July 1st

Second-year students: July 15th

Third- and Fourth-year students: June 1st

Tuition and fees due dates for the second billing period:

First-year and Second-year students: January 2nd

Third- and Fourth-year students: December 1st

The first 50% of tuition, 50% of medical insurance fees, and 100% of dental insurance will be billed in the first billing period. Students will be billed for the second half of tuition and the second half of medical insurance in
the second billing period (November). All other college fees will be billed in the first billing period.

There are payment plan agreements available [https://my.nyit.edu/web/mycampus/home](https://my.nyit.edu/web/mycampus/home). We encourage students to apply for financial aid by April 1.

Students applying for financial aid must complete a FAFSA. You may complete the FAFSA online by visiting www.fafsa.ed.gov. Contact the NYIT College of Osteopathic Medicine Office of Financial Aid at (516) 686-7960, if further assistance is needed. Questions regarding a balance due should be directed to the Office of the Bursar at (516) 686-7510 or via e-mail at bursarow@nyit.edu. Office hours are Monday-Friday, 9 a.m. - 5 p.m.

**TUITION REFUND POLICY**

A student who withdraws or is suspended or dismissed will be granted a refund or reduction of liability in accordance with the following schedule:

1. Withdrawal, suspension or dismissal at any time from the date of the student’s registration to the day before the first scheduled day of the first half or the second half of the year: 100% refund on the tuition and fees for the billing period.

2. Withdrawal, suspension or dismissal at any time during the first week of the first half or second half of the year: 75% refund of tuition only for the billing period.

3. Withdrawal, suspension or dismissal at any time during the second week of the first half or second half of the year: 50% refund of tuition only for the billing period.

4. Withdrawal, suspension or dismissal at any time during the third week of the first half or second half of the year: 25% refund of tuition only for the billing period.

5. Withdrawal, suspension or dismissal at any time after the start of the fourth week of the first half or second half of the year: no refund.

Fees as outlined in catalog (including $1500 Enrollment Confirmation Deposit) are not refundable and must be paid.

All requests for refunds will be based on the date on which the NYIT College of Osteopathic Medicine Office of the Registrar receives notification of a request for withdrawal or the date of the suspension or dismissal letter.

**ENDORSING STUDENT LOANS CHECKS** (does not include EFT disbursements)

Bursar will send mail/email notification of loan checks to be endorsed by students.

Student has 30 days to endorse any check. Failure to endorse the check will result in interest charges.

**REFUNDS**

Any student who has a Title IV credit balance on his/her account will be issued a refund. Federal regulations state that the school has 14 days to return any balance from Title IV funds. All other refunds can be obtained by completing a refund request form obtained in the bursar’s office. Students have an option to sign up for direct deposit, an ATM card or a manual check at: [https://my.nyit.edu/web/mycampus/home](https://my.nyit.edu/web/mycampus/home). If no option is chosen the refund will default to a check and will be mailed to the student. It is the student’s responsibility to ensure his/her address is updated in the Registrar’s Office.
REFUNDS OF UNEARNED FUNDS TO DIRECT LOANS

In the event of a withdrawal, suspension or dismissal, the student may have not earned all of his/her Title IV funding. If the total amount of Title IV funding assistance that was earned by the student is less that the amount that was disbursed to the student as of the withdrawal, suspension or dismissal date, the difference between the two amounts will be returned within 30 days to the Title IV programs in the following order:

Federal Unsubsidized Direct Loans

Federal Perkins Loan

Federal Direct Grad Plus Loan

Financial aid students who withdraw or are dismissed will enter their grace periods or repayment status depending upon provisions of the loan.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR TITLE IV FUNDING FOR MEDICAL STUDENTS

I. In order to retain Title IV Financial Aid funding, students must meet NYIT College of Osteopathic Medicine’s SAP standards:

- successfully complete all of their courses/clerkships/(no course failures)
- complete their degree requirements within 6 years (150% of the standard 4 years) of enrollment following first day of attendance. Exceptions may be made for periods when the student may be withdrawn from the College.

II. Unsatisfactory Academic Progress and the Appeal Process

If a student does not meet the SAP standards which are reviewed continuously throughout the year at the end of each course or clerkship, the student is suspended from NYIT College of Osteopathic Medicine. The student may appeal the suspension status by submitting a written letter petitioning to repeat the year to the Associate Dean of Student Administration by the date in the suspension letter. A hearing will be scheduled to address the student’s petition. If the Committee supports the student’s petition, the Dean can decide to allow the student to repeat the current curriculum on an academic probation status. During the probation period, the student is eligible to receive financial aid. If the student successfully completes the probation period, the student is permitted to continue at NYIT College of Osteopathic Medicine and remains eligible to receive Title IV Financial Aid. Failure to successfully complete the probation period results in a final (no appeal) dismissal from NYIT College of Osteopathic Medicine. (Please refer to Section IV Academic Affairs Information, Unsatisfactory Academic Student Performance in this Handbook.)
SECTION III – STUDENT ADMINISTRATION INFORMATION

All non-academic aspects of the student experience are coordinated by the NYIT College of Osteopathic Medicine Office of Student Administration. The following offices are part of this office: Admissions; Financial Aid; Student Life; Institutional Research & Compliance; Events Planning; Student Services and Alumni Affairs; Equity and Opportunity Programs; Medical Student Performance Evaluation; Electronic Residency Application Service (ERAS); Graduate Programs and Registrar.

GENERAL REGISTRATION

Annually each student will complete a mandatory registration form verifying his or her address and other demographic information as well as documenting any new criminal offenses.

Registration for Elective Courses (year 1 and 2) for D.O. Students
Students registering for elective courses (year 1 and 2) must complete drop/add forms and submit them to the Office of the Registrar. No additions may be made after the first day of the elective course. Elective courses dropped during the first two weeks of the elective course will be deleted from the student’s record. Students may withdraw from an elective course up to the midpoint of the course. An elective course from which a student withdraws will be indicated as a “W” grade on a transcript.
NOTE: You must officially withdraw from an elective course to avoid receiving a failing grade. If you just stop attending the elective course without following the necessary procedure, you will be given a failing grade.

Diploma Application
Toward the conclusion of the 3rd year, students will complete a diploma application form specifying the name that will appear on the graduate’s diploma and the appropriate address where the diploma will be mailed. If a student’s name should change at some point during the graduation year at NYIT College of Osteopathic Medicine, all required paperwork must be completed and submitted to the Office of the Registrar no later than April 30th of the graduation year. In addition, for a name change to be included in the graduation programs, all required paperwork must be completed and submitted no later than February 28th of the graduation year.

LEAVE OF ABSENCE PROGRAMS FOR MEDICAL STUDENTS ONLY

In order to be eligible to apply for a Leave of Absence, a student must be an active (attending classes) student.

Medical/Military Leave of Absences
A student who is attending classes/clerkships and needs to spend a period of time away from NYIT College of Osteopathic Medicine for documented medical reasons or military service may apply for an Official Medical/Military Leave of Absence. The student must be able to return to NYIT College of Osteopathic Medicine in 180 days or less. If a student cannot return in 180 days, the student must withdraw. For Financial Aid purposes, the LOA student is considered to be in school. Failure to return from the leave by the end of the 180 day period will result in a status of withdrawal, with the first day of the LOA as the date of withdrawal. There is a possibility that the student may owe tuition and fees. In addition, it is required that all health insurance fees for the Leave period be paid prior to the start of the LOA. Prior to the student returning to classes at the end of the LOA period, all outstanding balances must be paid.

Grading – The student will receive grades of W (if passing at the time of Leave approval), WF (if not passing at the time of Leave approval) for the courses/clerkships in progress.
Please note: any student granted a Medical/Military Leave of Absence from NYIT College of Osteopathic Medicine cannot take any other graduate courses during the leave period.

Please note: if a student qualifies for a Medical/Military Leave of Absence and is on Academic Warning/Probation or any disciplinary status at the time of the request for Medical/Military Leave of Absence, when the student returns to NYIT College of Osteopathic Medicine, he/she will return on Academic Warning/Probation or any disciplinary status.

APPLYING FOR MEDICAL/MILITARY LEAVE OF ABSENCES
1. The Student must be active (attending classes/clerkships) and complete and sign a Request for a Leave of Absence form (available from the Assistant Dean of Student Services). Supporting documentation, such as a letter from the physician (including diagnosis, prognosis, treatment plan and expected leave period including date of return) for medical Leaves must accompany the request form. NYIT College of Osteopathic Medicine may also request a medical assessment by a physician chosen by NYIT College of Osteopathic Medicine prior to approving the leave. The completed request form including the appropriate departmental signatures must be submitted in person on the NYIT College of Osteopathic Medicine campus for approval to the Assistant Dean of Student Services. The student will receive notification of the decision to approve or deny the Leave of Absence request.

2. Before a student will be re-instated from any leave, a Request to Return from a Leave of Absence form, which can be obtained from the Assistant Dean of Student Services, must be completed with all the appropriate departmental signatures and submitted to the Assistant Dean of Student Services prior to the scheduled return date. For a medical leave of absence, the student must submit medical clearance from the physician. NYIT College of Osteopathic Medicine may also request a medical clearance from a physician chosen by NYIT College of Osteopathic Medicine prior to approving the Return from a Leave of Absence form.

Please note: a student’s Leave of Absence will not be approved and processed until any pending grade has been posted.

Please note: any student on a Leave of Absence is considered enrolled not attending for Insurance purposes.

Please note: a Leave of Absence cannot exceed 6 months in any academic year for financial aid purposes. In addition, combined months for all Leaves of Absence cannot exceed 18 months for the duration of the completion of the D.O. degree.

WITHDRAWING FROM THE D.O. PROGRAM
A student must complete and submit a Request for Withdrawal Form in person at the NYIT College of Osteopathic Medicine’s Office of the Registrar in order to be entitled to an official withdrawal. The form requires approval of the Assistant Dean of Student Services. The official date of withdrawal is the date the form is submitted to the Office of the Registrar. Depending upon the date of withdrawal, the student may be required to repay all or some of the financial aid received. Please consult a financial aid officer for additional information. If all coursework in a particular course is completed and the final exam taken, the student cannot withdraw until the grade for that course is posted.
REINSTATEMENT TO NYIT COLLEGE OF OSTEOPATHIC MEDICINE D.O. PROGRAM
A student who has withdrawn may apply for reinstatement within one year of the date of withdrawal. The student must complete a Request for Reinstatement Form which is available in the Office of the Registrar and requires approval of the Student Progress Committee (SPC). The Assistant Dean of Student Services will notify the student of the decision of the SPC. The student is reinstated on the same academic and disciplinary status that the student was on at the time of withdrawal. A student who has an F grade and/or a WF grade is not eligible for reinstatement unless the withdrawal is based on medical documentation.

RE-ADMISSION TO NYIT COLLEGE OF OSTEOPATHIC MEDICINE D.O. PROGRAM
A student who has withdrawn may apply for re-admission if the re-admission application date is more than one year after the date of withdrawal. At that time, the student must complete and submit an Application for Re-admission, to begin at the time of the new academic year, to the Office of Admissions following the procedures and meeting the eligibility criteria as outlined in the NYIT College of Osteopathic Medicine catalog effective at the time of re-application.

TRANSFERRING TO ANOTHER MEDICAL SCHOOL
A student may apply to transfer to another medical school after completing the first two years of course work at NYIT College of Osteopathic Medicine. A letter of request accompanied by supporting documentation must be submitted to the Associate Dean of Academic Affairs clearly explaining the extraordinary circumstances warranting a transfer. A personal interview with the Associate Dean of Academic Affairs will be scheduled to review the request. If the request is supported, the student and the medical school into which the student wishes to transfer will receive a formal letter of support from the Associate Dean of Academic Affairs, following direct communication with the Dean of the medical school into which the student is transferring.

REQUEST FOR VERIFICATION OF ENROLLMENT / GOOD STANDING
All requests by students for verification of their enrollment or academic standing must be made in writing to the Registrar. All verifications will be mailed directly to a third-party. Exceptions due to special circumstances will be made at the discretion of the Registrar on a case-by-case basis. If the verification letter must be mailed with accompanying materials, those materials should be included with the verification request. If there is a form from a third party that must be completed, please include that form with your request. If a particular account or reference number or any other specific information should be indicated in the verification letter, be sure to include it on the request. Letters of “Good Standing” will only be written for students who are in good academic standing and have no academic or disciplinary proceedings in progress or financial obligations to the College.

TRANSCRIPTS
Requests for academic transcripts can be made online through the following two sites:


Go to the bottom under Forms: NYIT College of Osteopathic Medicine Transcript Request form.

Print it out and either fax it or mail it to the address on the bottom of the form.

There will be a $10.00 processing fee for each official or unofficial transcript requested. Payment can be made by money order, certified check, or credit card.
Only unofficial transcripts can be released directly to students. In order for a transcript to be official, it must be mailed directly to a third party. If a student has a balance due, the transcript(s) will be withheld.

Exceptions due to special circumstances will be made at the discretion of the Office of the Registrar on a case-by-case basis.

MENTAL HEALTH INITIATIVES
Confidential mental health professional assistance is available to all NYIT College of Osteopathic Medicine students who may be experiencing personal or social concerns.

a) Counseling services (on campus):
   1. NYIT College of Osteopathic Medicine’s Academic Health Centers provide mental health counseling services from a psychologist. Students can schedule appointments at the Academic Health Center in the Riland Building – Tele # 516-686-1300 or at the Family Health Care Center of Central Islip – Tele# 631-348-3254.

   2. The NYIT Counseling and Wellness Center has licensed professional counselors (5) to assist students in developing greater self-understanding, as well as strategies for effective problem solving to enhance personal development and academic success. The Center is located on the Old Westbury campus, Harry Schure Hall – Room 208, Tele # 516-686-7976 (Access 24/7) and on the Manhattan Campus, 26 West 61st Street, Tele# 212.261.1755 (Access 24/7).

3. Referrals (off campus)
   a) The Center also refers any student requiring additional medical treatment to a local psychiatrist who has a consulting agreement with the medical school to provide priority appointments as needed. In addition the Center has a list of 18 area psychiatrists for off campus treatment.
   b) NYITCOM is a partner school with the North Shore – LIJ Zucker Hillside Hospital Behavioral Health College Partnership (BHCP). This is a unique community service program that works closely with affiliated colleges to address behavioral health issues impacting graduate and undergraduate students. Inpatient and out-patient services are available.
   c) NYITCOM also works with the Central Nassau Guidance and Counseling Services Inc. located in Hicksville NY. This organization provides clinical treatment and counseling to students affected by mental illness and psychological difficulties.
   d) NYIT also has a memorandum of understanding with the Long Island Association for Aids Care (LIAAC) to provide sexual health services to all students including free and confidential testing for the STIs.

b) Additional Mental Health Services

1. Guardian Life and Disability Insurance Plans provides the following 24/7 confidential services:
   a. Telephonic consultation with a Student Assistance Counselor;
b. Three free sessions with a local counselor;
c. Web site with information on wellness and more.

Any interested student should contact the Guardian Insurance’s Integrated Behavior Health Department by calling Tele # 800-386-7055. The counselor will work with the student to assess the initial needs and direct the student to an appropriate, local mental health provider.

2. The Just in Case mobile app provides 24/7 mental health resources for students including local hotlines. The app provides potentially life-saving information to NYITCOM students. This mobile website puts vital information and support options at your fingertips.

Scan and open the site today or enter http://codu.co/09fd17 on your mobile phone.

Please note: To support the student Mental Health Initiatives, NYIT College of Osteopathic Medicine has established a Behavioral Intervention Team (BIT) whose members from multiple Offices at NYIT College of Osteopathic Medicine meet regularly to track patterns, trends and disturbances in individual and group student behavior. The team requests reports from all members of the NYIT College of Osteopathic Medicine community of disrupting or concerning behavior of any student of our community. Please submit all reports to the Associate Dean of Student Administration (maachtzi@nyit.edu). The team then uses its resources for support, required intervention, response and appropriate follow up.

SHADOWING/MENTORING EXPERIENCES
It is a violation of the law and against the policy of the college for any unlicensed person to attempt to engage in the professional practice of health care. A student, therefore, is required to confine such activities to duly licensed and supervised teaching sites. A NYIT College of Osteopathic Medicine student is covered by the College’s malpractice insurance only if the student is enrolled in a program approved or sponsored by the College.

STUDENT ACTIVITIES
The Office of Student Life works with student organizations to develop extracurricular activities. Participation in these activities constitutes an integral part of the total educational experience. An organization fair will be held at the beginning of the academic year to introduce students to the many and varied organizations existing at NYIT College of Osteopathic Medicine.

STUDENT GOVERNMENT ASSOCIATION & ORGANIZATIONS
The Student Government Association (SGA) serves as the official representative organization for the NYIT College of Osteopathic Medicine student body and aims to:
1. Promote the highest academic, professional, and ethical standards in the study and practice of osteopathic medicine;
2. Provide an effective means of communication and representation for the student body to NYIT College of Osteopathic Medicine/NYIT administration, faculty, and staff on all issues involving the curriculum, co-curricular programs and services, policies and procedures, quality of life, and the daily operation of the college;
3. Provide representation of the student body to the American Osteopathic Association (AOA), the American Association of Colleges of Osteopathic Medicine (AACOM), the Council of Osteopathic Student Government Presidents (COSGP);
4. Promote the organizational objectives and uphold the ethical standards of the American Osteopathic
Association (AOA), the American Association of Colleges of Osteopathic Medicine (AACOM), the Council of Osteopathic Student Government Presidents (COSGP) and NYIT College of Osteopathic Medicine;

5. Promote student involvement and participation in professional and co-curricular activities that enhance quality of life and benefit the college community and the osteopathic profession. The SGA is governed by its Constitution and Bylaws and consists of an executive committee, class officers, and multiple committees with representatives from all classes. Additionally, the SGA recognizes and supports over twenty nine (29) student organizations including professional, special interest, and social groups that all contribute to the academic and co-curricular environment of the medical college, the community, and the osteopathic profession. All SGA Officers, Class Officers, Committee Members and Organization E-board members begin their terms July 1.

All NYIT College of Osteopathic Medicine students are members of the SGA and are eligible and encouraged to participate in all aspects of the organization including SGA sponsored activities and SGA recognized student organizations.

POLICIES OF THE OFFICE OF STUDENT LIFE
Any student organization or individual student wishing to sponsor an extra-curricular activity which includes a speaker must have prior approval from the Director of Student Life before inviting the speaker to participate in the event.
Prior approval of the Director of Student Life is needed for an organization to commit the college participating in a conference, workshop or other program. A written request from the organization must be submitted to the Director at least 30 days prior to the event.
Any student wishing to give an extracurricular presentation at an organization meeting must have the permission of the adviser as well as the Director of Student Life. The student must possess a degree in the topic to be presented as well as have a faculty mentor who will assist with and be present at the presentation.
An organization cannot use credit card applications as criteria for membership nor will a credit card be offered by an SGA organization.
Any organization wishing to include financial programming as part of their activities must have such programming approved by the Office of Student life and the Office of Financial aid.

All elections for SGA, class officers, organizations, and committees will be completed electronically with the ability to be reviewed and shared with the SGA and the Office of Student Life. Only members of each specific organization are permitted to vote in elections for that organization.

Note: solicitation of the College, faculty, staff, and students must have the written approval of the Associate Dean of Student Administration.

VOTER REGISTRATION (How and Where to Register To Vote)

You have the following choices:

1. Register in person at the Nassau County board of elections or at any New York State Agency-Based voter registration center:  http://www.elections.ny.gov/ or call the 1-800-FOR-VOTE hotline to request a voter application
2. Download a PDF version of the New York State Voter Registration Form through the following link:

4. Print the form, complete and sign it, and mail it to the following address:
   Nassau County Board of Elections
   400 County Seat Drive
   Mineola, NY 11501-4800

In addition, students may obtain a paper voter registration form in the Office of Student Life which is located on the second floor of the Serota Building (NYIT College of Osteopathic Medicine III).

POLICY ON MEDICAL STUDENT ATTENDANCE AT CONFERENCES/ CONVENTIONS AND OFF CAMPUS EVENTS
NYIT College of Osteopathic Medicine supports student attendance at conferences/ conventions as an educational enrichment activity.

A. AOA Conference: NYIT College of Osteopathic Medicine will support second year students attending the AOA Conference to provide the students with exposure to the osteopathic profession’s annual conference. As such, second year classes will not be scheduled for two days in order to encourage attendance. Applications and financial support for housing will be managed by the SGA and the Director of Student Life. (OMED is October 17-21, 2015; Classes will be canceled for 2nd year students on Friday, October 16th and Monday, October 19th)

B. AAO Convention: NYIT College of Osteopathic Medicine will support students attending the AAO Convention as a curricular enhancement by providing additional education in, and exposure to, Osteopathic Manipulative Medicine. Applications to attend the Convention are available from the Assistant Dean of Student Services. Applications will require approval of a dean from both Academic Affairs and Student Administration.

C. New York State Conference: NYIT College of Osteopathic Medicine will support students to attend the New York State Osteopathic Medical Society/ Eastern Regional Osteopathic Conference (EROC) to provide exposure to the New York State Osteopathic Medical Society. Applications to attend the Conference will be available from and approved by the Assistant Dean of Student Services.

D. Other Conferences: NYIT College of Osteopathic Medicine will review individual student requests to attend one national conference per year if the student is representing NYIT College of Osteopathic Medicine in an officer related position in the NYIT College of Osteopathic Medicine local chapter of the national organization or is making a presentation at the conference. All such presentations must represent work that was completed at NYIT College of Osteopathic Medicine to be eligible for funds. Students will only be reimbursed up to $250.00. To be considered for reimbursement, students must request approval between August 1st and April 1st. All reimbursement requests must be submitted within two weeks of completion of the conference. First year students have limited eligibility. Applications to attend the Conference will be available from, and approved by, the Assistant Dean of Student Services. In addition to these forms, required SGA paperwork (located on the SGA website) along with the original receipts must be submitted during SGA banking hours. Please note: membership fees cannot be applied to cover travel costs for conferences/conventions. The Associate Dean of Academic Affairs, or designee, will approve the request for an excused absence for this reason.

In addition, individual students not associated with SGA organizations who are invited to present research at a conference may also be eligible for the $250 funding. That funding process is managed by the Office of
Research. All projects must have been completed at the medical school and must be reviewed and approved by the Associate Dean of Research. Applications are available at the Office of Research.

E. SGA Organization Sponsored Group Trips/Off-Campus Events: All SGA Organizations seeking to sponsor and fund group trips or events off campus must receive the approval of the organization’s advisor and the Assistant Dean for Student Services prior to finalizing and announcing plans for the trip or event.

HOUSING
The NYIT College of Osteopathic Medicine Office of Student Life maintains listings of available housing off-campus. The New York Institute of Technology Housing Office also maintains a listing, which is available to the NYIT College of Osteopathic Medicine students. Housing will be posted on the intranet Web Board under that heading. All students living in NYIT housing must abide by the policies and regulations as stated in the NYIT Student Handbook.

MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)
The Medical Student Performance Evaluation (MSPE) is a summary of a student’s performance while at NYIT College of Osteopathic Medicine. It is not a letter of recommendation or a prediction of future performance. The MSPE describes, in a sequential manner, a student's performance through three full years of medical school. The MSPE includes both the student's academic performance and professional attributes. MSPE’s are composed for each student during the student’s third year. The process begins in November of the student’s third year and continues until October of the student’s fourth year.

Students are required to submit a comprehensive questionnaire by the end of January of their third year, which will provide some of the information that is necessary in order to compose the MSPE. The Office of Student Services cannot guarantee that the MSPE will be completed to meet program deadlines if the form is submitted after the due date. In addition, upon completion of hospital clerkships, the student is urged to make every effort to ensure that his/her clinical supervisors submit completed third-year evaluations to the Office of Clinical Education.

The Office of Student Services will have all letters completed by the end of September of a student’s fourth year in order for letters to be scanned and uploaded for ERAS for the upcoming match. No changes to content will be accepted after July of the student’s fourth year. Students are permitted to review and edit letters in the office before transmittal. Appointments to review letters can be made by contacting the Assistant Director. Students who are applying for a special match (San Francisco, Military, etc.) must inform the office at the beginning of the process in order to ensure their letters are completed by the match deadline. Students who cannot meet in person can arrange for Skype appointments.

ELECTRONIC RESIDENCY APPLICATION SERVICE (ERAS)
The Office of Student Services administers the Electronic Residency Application Service (ERAS) developed by the Association of American Medical Colleges (AAMC). ERAS is the service that transmits applications, Letters of Recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts, COMLEX transcripts, and other supporting documents from applicants and their Dean's Office to residency program directors.

ERAS consists of four components: the Web-based site for applicants (called MyERAS), the Dean’s Office Workstation (DWS), the Program Director’s Workstation (PDWS) and the ERAS Post Office (ERAS PO). ERAS opens in mid-April and can be accessed through the AAMC Website (www.aamc.org). A Token Number is required to access MyERAS for the first time. NYIT College of Osteopathic Medicine students will
be sent a Token Number in May. Once the Token is received, students can log onto MyERAS using any Web browser and begin working on the Application/Worksheet and Personal Statement.

Students are responsible for attaching their ERAS Worksheet and Personal Statement to the ERAS application, requesting their USMLE and/or COMLEX transcripts and finalizing their letters of recommendation so they can be uploaded by the letter authors. The Office of Student Services is responsible for attaching supporting documentation (Medical Student Performance Evaluation/MSPE, Photograph, NYIT College of Osteopathic Medicine transcript) to the ERAS application. Once received, the supporting documentation is scanned into the student’s application and transmitted to the ERAS Post Office. Residency programs are able to download this information by connecting to the ERAS Post Office using their Program Director’s Workstation. Program Directors can review, sort and print applications using criteria established by their program. Students are able to track the status of their application through the ADTS (Applicant Document Tracking System) in ERAS.

Workshops on topics such as CVs, cover letters, and personal statements as well as individual consultations are available to students beginning in the 2nd year to facilitate their application process to AOA and ACGME Accredited Internship/Residency Programs.

**ALUMNI ASSOCIATION**

The NYIT College of Osteopathic Medicine Alumni Association was formally established in 1993. The Alumni Association has continued to grow and develop along with the College. NYIT College of Osteopathic Medicine has over 6,500 (as of May 2015) alumni practicing throughout the United States and in Canada, China, England, Grand Cayman Islands, Guam, Haiti, Honduras, Israel, Japan, New Zealand, Nigeria, Scotland, Singapore, Thailand, United Arab Emirates, and Vietnam, in all areas of medicine.

The purpose of the Alumni Association is to foster goodwill among the alumni and others associated with NYIT College of Osteopathic Medicine and to promote the highest standards of education while enhancing the general welfare and prestige of NYIT College of Osteopathic Medicine, to encourage communication among the College’s alumni, students, faculty, and staff, to assist and coordinate the efforts of individual alumni to achieve these objectives, to assist the College in the achievement of the objectives and mission as determined by the College's administration and Advisory Board and to recommend alumni for special recognition for their accomplishments in enhancing the prestige of NYIT College of Osteopathic Medicine and/or osteopathic medicine.
SECTION IV – ACADEMIC AFFAIRS INFORMATION

A. ACADEMIC POLICIES

1. ACADEMIC INTEGRITY/HONESTY POLICY

The foundation of academic work is intellectual integrity, credibility, and trust. A learning community can only be maintained if its members believe that their work is judged fairly and that they will not be put at a disadvantage because of another member’s dishonesty. For these reasons, it is essential that all members of the NYIT College of Osteopathic Medicine community understand our shared standards of academic honesty. Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NYIT College of Osteopathic Medicine and all members of the College community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the NYIT College of Osteopathic Medicine community and compromise the worth of work completed by others.

a. No student shall offer false information for College records, shall forge or alter College records, or shall submit fraudulent documents to the College for admission, enrollment or graduation purposes.

b. No student shall offer any term paper, essay, report, or other written assignment prepared by or purchased from anyone else or used for another course.

c. No student shall commit plagiarism by appropriating all or part of the literary composition of someone else and offering it as his/her own writing, ideas, or language.

d. No student shall cheat by using false pretenses, tricks, devises, artifices, or deceptions to obtain credit on any examination or in any College course.

1. Do not look in the direction of another student’s exam. This is considered cheating and will be reported.

2. Any writing on desks, clothing, body parts, papers (other than paper explicitly provided to students for writing purposes), or any other object in the vicinity of your examination seat will be considered cheating.

3. Possessing or using unauthorized notes, texts, or other aids during an examination, quiz, or other assignment is considered cheating.

e. Any student who witnesses other students behaving dishonestly is obligated to report such conduct to the Associate Dean of Student Administration. Failure to do so constitutes dishonest behavior on that student’s part.

2. MEDICAL STUDENT TEST-TAKING ENVIRONMENT POLICY

Establishing an optimal test-taking environment is important for institutions of higher learning, especially for those in which examinations may represent “high stakes” assessments, such as medical schools and licensing boards. Issues such as test security and examinee comfort and safety are high on
the list of priorities and are continually under review and enhancement in order to create a desirable testing environment.

In keeping with the above, the following are in effect:

Examination Regulations:

a. Students are required to arrive on-time for examinations. If a student arrives late for an examination, the student’s time of arrival will be recorded and reviewed by the Associate Dean of Academic Affairs. The student may be given a score of zero on any exam due to late arrival.

b. Students shall bring only items that they are explicitly directed to bring, such as a laptop or tablet computer and pencil, to their seats during an examination.

c. Prior to beginning a computerized exam, each student will be provided with a piece of scrap paper with their name on it for use during the exam. The student may not begin writing on the scrap paper until after he or she has clicked on “begin” to start taking the computerized exam. This paper must be returned to a proctor when the exam is completed.

d. Coats/hats will not be allowed in the seating areas of the examination room. Accommodations will be given for religious headwear.

e. When students enter the examination room, they should take their seats quickly and quietly. Students should not begin the exam until instructed to do so.

f. In the event that students are taking an examination that makes use of scantron score sheets, students should make sure that they have filled in their names and their passwords on the scantron sheets if this information is not preprinted. Students should make sure that they allow time to “bubble in” their answers prior to the end of the exam. When students are told that the exam has ended, they should put down their pencils and hand in their papers as instructed.

g. For examinations that are two hours or less, there will be no bathroom privileges. Accommodations will be given for those with documented medical conditions that result in urgent/frequent use of bathroom facilities.

h. Food will not be allowed in any examination room. Fluids may be allowed for any examination of four hours or longer.

i. Cell phones are strictly prohibited in the examination room.

j. Students may not bring calculators to examinations.

k. Earplugs will be made available for students’ use. The use of personal headphones/ear devices is prohibited during examinations.

l. Students should not participate in conversations in the immediate area outside the examination room while an examination is in progress.

3. LAPTOP BORROWING POLICY FOR MEDICAL SCHOOL EXAMS

All NYIT College of Osteopathic Medicine students are expected to own a laptop computer or approved tablet computer. These electronic devices are professional tools and should be maintained in good working order and will be used at NYIT College of Osteopathic Medicine administered testing (laptops borrowed from the NYITCOM library may not be used for exams). NYITCOM will not provide “loaner laptops” for examinations.
4. ANATOMY LAB POLICY FOR STUDENTS WHO ARE PREGNANT OR NURSING

In the anatomy lab at NYIT College of Osteopathic Medicine, formaldehyde and phenol occur in minute concentrations that are below OSHA’s permissible exposure limits.

Because there is only limited information available regarding the effects of organic solvents on fetal development and neonatal health, NYIT College of Osteopathic Medicine has adopted the following policies regarding students who are pregnant or breast feeding.

A student who is or expects to be pregnant or breast feeding at the time of the student’s scheduled participation in anatomy labs must inform the Chair of the Anatomy Department. The student should consult with her physician before selecting one of the following three options:

a. The student may participate in lab activities and exams by submitting a Waiver and Release form stating that she understands and assumes the risks of participation. The form will also require a signature by the student’s physician acknowledging that the physician has discussed the risks with the student. At the student's request, additional accommodations may be provided, if reasonably feasible, in consultation with the Office of Academic Affairs and the Anatomy Department.

b. The student may elect not to continue in the main curriculum and participate instead in an alternative series of exercises in place of dissection and other lab activities. These exercises are conducted outside of the anatomy lab area. The remainder of the curriculum (lectures, etc.) remains unchanged.

c. If the student meets the requirements for a medical leave of absence, the student may apply for one.

5. ATTENDANCE POLICIES FOR THE D.O. PROGRAM

Attendance is mandatory for all laboratory and workshop activities. Attendance is highly encouraged for all lectures.

No more than 10 consecutive days of excused absences are permitted. Following that period of time, the student must withdraw or request a leave of absence.

6. D.O. DRESS CODE

a. OMM Laboratory Dress Code Policy

As students are expected to dress and act in a professional manner, the following Technical Standards for Appropriate Attire for the OMM laboratory sessions apply. For the purpose of learning diagnostic and therapeutic manipulative skills, students must dress in the prescribed manner as outlined below.

Men are to always wear gym or bathing shorts, with length approximately to mid-thigh/above the knee. Women are to always wear gym shorts or swim shorts, with length approximately to mid-thigh (no “short-shorts,” please) and a halter top with thin back strap or backless bathing suit or reversed shirt. It is expected that undergarments will be worn under the dress code shorts and clothing at all times. Students may wear plain T-shirts and/or scrub wear when not the subject of examination or treatment but must remove them when required in the particular laboratory session. The wearing of street clothes, sweat pants, or other types of clothing not specified herein, is not permitted. A dedicated set of scrubs must be used for OMM labs, and these cannot be the same ones used for anatomy lab. Students are expected to keep fingernails neat, clean, and trimmed – long fingernails are not conducive to proper
OMM diagnosis and treatment.

The wearing of hats or other head coverings, except for religious and health reasons, is not permitted. The OMM curriculum includes the requirement of hand contact by a partner with the student’s head. Students who cover their heads for religious reasons must participate and may wear a thin scarf-like cloth, substituting for the head covering.

During OMM Laboratory sessions or examinations, students are not to chew gum, eat candy or bring any food or drinks to the laboratory.

The dress code applies to all OMM laboratory sessions and examinations.

As per school protocol, adherence to this dress code is mandatory, and non-adherence may negatively affect the student’s grade(s).

b. DPR Laboratory Dress Code Policy
Students are required to wear OMM attire and their white coats. All students’ clothing must accommodate abdominal exposure.

c. Anatomy Laboratory Dress Code Policy
Proper attire for the anatomy lab is defined as follows:
1. A dedicated set of scrubs, to be worn only in the anatomy lab. These may be worn over an old sweatshirt if scrubs alone are not warm enough.
2. Closed-toed shoes. Absolutely no open-toed shoes or sandals are permitted.
3. Long hair must be tied back.
4. No dangling jewelry or cuffs.
5. Because contact lenses and cosmetics can absorb chemical vapors, we recommend that they not be worn in the lab.

d. ICC Professional Dress Code and Demeanor Policy
Students are expected to dress and act in a professional manner during their scheduled sessions in the ICC. Professional demeanor includes arriving for scheduled events on time, following directions and treating patients with respect and dignity.

Dress Code for the Standardized Patient (SP) ICC Sessions: Professional attire is required of students during their time in the ICC. Students must wear a white coat for these exercises and evaluations and dress in a manner that is appropriate and that is befitting a physician. Students will not be permitted to work with Standardized Patients in the ICC if they are wearing jeans, street clothes, scrubs, sneakers, flip flops, sandals, etc. If we must turn students away for lack of proper dress, this will be considered an absence.

Dress Code for the Robotic Simulator ICC Sessions: Students must wear a white coat for all sessions. Scrubs are permitted. The wearing of hats or other head coverings, except for religious or health reasons, is not permitted in the ICC laboratory. No flip-flops allowed (must be closed toe shoes).

Dress Code for the Workshop ICC Sessions: Students must wear a white coat for all sessions. Scrubs are permitted. The wearing of hats or other head coverings, except for religious or health
reasons, is not permitted in the ICC laboratory. No flip-flops allowed (must be closed toe shoes).

7. MAKE-UP EXAMINATION/QUIZ POLICY

A make-up examination/quiz may be given in exceptional circumstances (i.e., documented medical issues, verified emergencies, verified religious observances) when approved by the Assistant Dean of Educational Operations. The make-up exam/quiz may be written/computerized and/or oral. The question format(s) may be multiple-choice, short-answer, essay, and/or other question format variations. Students who take a make-up exam/quiz or reassessment exam are ineligible to receive a grade of Honors (H) in that course unless it is an approved make-up due to (1) a verified religious observance and/or (2) a documented exceptional circumstance, to be evaluated on a case by case basis. Students who remediate a course are ineligible to receive a grade of Honors (H) in that course.

8. ACADEMIC ADVISEMENT/TUTORING SERVICES

NYIT College of Osteopathic Medicine Learning Specialists and members of the faculty are readily available on an appointment basis for academic advisement.

- Students are encouraged to consult with faculty and learning specialists to establish effective personal learning plans.
- Students experiencing academic difficulty should seek assistance from a learning specialist.
- Any student identified by the College as an at-risk student will be required to participate in academic support programs as directed.

9. REASONABLE ACCOMMODATIONS AND DOCUMENTATION

NYIT adheres to the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in, or be denied the benefits of this institution's classes or facilities. The College of Osteopathic Medicine has made reasonable modifications in policies, practices, procedures, and/or facilities when such modifications were necessary, to accommodate the needs of disabled individuals. The Deans in the Office of Academic Affairs have been designated to coordinate compliance with the nondiscrimination requirements contained in Subtitle A of the Americans with Disabilities Act of (ADA) of 1990.

Role of the Learning Specialist

- Serve as an advocate for students with disabilities to ensure equal access
- Represent the interest of students on relevant campus committees
- Provide information to students about disability services available on campus and how to access them
- Maintain confidential records that document the disability and the plan for the provision of appropriate accommodation
- Assist and encourage students to assume the role of self-advocate
- Coordinate and oversee appropriate accommodations and delivery of these accommodations
Definition of an Individual with a Disability

- As defined by the Americans with a Disability Act, an individual with a disability is:
  - A person who has a physical or mental impairment which substantially limits one or more major life activities
  - A person who has a record of such impairment
  - A person who is regarded as having such an impairment

Admission Requirements

Admission requirements for students with disabilities are the same as for all other students. It must be understood that accommodations for disabilities are meant to facilitate educational opportunities. Admission to the college and accommodations do not guarantee success. NYIT does not offer students with disabilities the following:
- Diagnostic evaluation for disabilities
- Special classes
- A reduced standard for academic performance
- Exemption from graduation requirements
- Credit for effort in place of demonstrated competence in the content

Eligibility for Services

To be eligible for services and/or accommodations, students with disabilities must identify themselves and present professional documentation to the Learning Specialist in the Office of Academic Affairs. This documentation must be recent, relevant, describing the nature of the disability and providing recommendations for accommodations appropriate to the disability. If the documentation is incomplete or outdated, the college has the right to require the student obtain adequate documentation. The student bears the responsibility for any expense that may be incurred in the process.

The documentation must include the following:

- A diagnostic statement identifying the disability and date of the most current diagnostic evaluation
- Diagnostic tests, methods and criteria used
- A description of the current functional impact of the disability which includes specific test results and interpretations
- Treatments, medications, or assistive devices or services currently prescribed or in use
- The credentials of the diagnosing professional (the diagnosing professional may not be a family member)

Once the documentation is received, recommendations for accommodations and support services will be considered on a case-by-case basis by the Accommodations Committee.
**Student Code of Conduct and Academic Integrity**

All students must adhere to the NYIT College of Osteopathic Medicine Student Code of Conduct as well as the Academic Integrity Policy of the college. Sanctions for student conduct or academic honesty violations and guidelines for procedures must be equally applied without regard to a student’s disability.

**Formal Grievance Procedure**

New York Institute of Technology College of Osteopathic Medicine (“College of Medicine”) has adopted these internal procedures to provide prompt and equitable resolution of complaints alleging any violation of Section 504 of the Rehabilitation Act and Title III of the Americans with Disabilities Act (ADA), and/or their implementing regulations. Such laws prohibit discrimination in education on the basis of a disability.

**Procedure for Disability Related Complaints at the College of Medicine**

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the law or regulations. Address complaints to the Assistant Dean of Educational Operations, New York Institute of Technology College of Osteopathic Medicine, Office of Academic Affairs, Serota Building, Room 225, P.O. Box 8000, Old Westbury, New York 11568. Phone (516) 686-3993.

2. A complaint should be filed within 10 workdays after the complainant becomes aware of the alleged violation where the specific incident or occurrence happens.

3. An investigation conducted by the Assistant Dean of Educational Operations, Office of Academic Affairs, as may be appropriate, shall follow a filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any shall be issued by the Assistant Dean of Educational Operations, Office of Academic Affairs, and forwarded to the complainant no later than 10 workdays after its filing.

5. The Assistant Dean of Educational Operations of the Office of Academic Affairs shall maintain the files and records relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 workdays to the Associate Dean of Academic Affairs, Serota Building, Room 228, phone (516) 686-3980. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be
issued by the Associate Dean of Academic Affairs, and forwarded to the complainant within 10 workdays after the request for consideration.

7. If a grievance is against the Assistant Dean of Educational Operations of the Office of Academic Affairs, the ADA Grievance Procedure is followed except the complaint should be filed with the Associate Dean of Academic Affairs and the request for reconsideration should be filed with the Dean of the Medical School.

8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be prerequisite to the pursuit of other remedies.*

9. These rules shall be construed to protect the substantive rights of interested parties to meet appropriate procedural standards, and to assure that New York Institute of Technology College of Medicine complies with applicable regulations. Address complaints to Assistant Dean of Educational Operations, New York Institute of Technology College of Osteopathic Medicine, Office of Academic Affairs, Serota Building, Room 225, P.O. Box 8000, Old Westbury, New York 11568.

IMPORTANT:
GRIEVANTS WHO ARE NOT ENROLLED IN THE COLLEGE OF MEDICINE MUST FOLLOW THE PROCEDURE CONTAINED IN THE BELOW LINK AS THE ABOVE POLICY APPLIES ONLY TO STUDENTS ACTIVELY ENROLLED IN THE COLLEGE OF OSTEOPATHIC MEDICINE:

*Other remedies include the filing of a complaint with the Office of Civil Rights or other responsible federal agencies.

10. PUBLICATION OF SCIENTIFIC AND OTHER PAPERS BY STUDENTS
In the course of a student’s study and work at the NYIT College of Osteopathic Medicine, students may participate in research and other programs leading to articles which are acceptable for publication. Students are subject to the same rules as the faculty in the publication of such material. The proposed publication must be submitted to the Institution’s Research Committee for their views and approval prior to submission for publication; no articles are to be submitted for publication without such approval.

For further information, contact the Associate Dean of Research: Phone: (516)686-3716; kamsler@nyit.edu.

11. D.O. PROGRAM RESEARCH HIATUS
A student who chooses to spend a period of time away from NYIT College of Osteopathic Medicine to complete an approved research project may apply for a NYIT College of Osteopathic Medicine Research Hiatus. The student must apply for and be accepted into a research program that is approved
by the Associate Dean of Research and the Associate Dean of Academic Affairs. The hiatus will be granted only at the end of a year of study. To be eligible for a research hiatus, a student may never have been on academic warning or probation, failed a COMLEX exam or been found guilty of a violation of the Code of Conduct. The student will be able to participate in the program for one academic year. The student on a research hiatus must submit written verification of participation for the year in the approved program from the administrator of the research facility and proof of a research project in order to return to classes at NYIT College of Osteopathic Medicine. For Financial Aid purposes during the research hiatus period, the student will be treated as withdrawn and is not entitled to receive any type of financial aid.

B. GRADING SYSTEMS AND POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR THE D.O. PROGRAM

In order for students to meet SAP standards, students must:

a. Successfully complete all their courses/clerkships/required seminars each year;

b. Complete the D.O. degree requirements within 6 years (150% of the standard 4 years) of the first day of attendance. Exceptions may be made for periods when the student may be withdrawn from the College.

1. DOCTOR OF OSTEOPATHIC MEDICINE DEGREE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>H</td>
<td>Honors (top 10% of each class)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
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<tr>
<td>WA</td>
<td>Withdrawn, Administratively</td>
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<tr>
<td>W</td>
<td>Withdrawn, Passing</td>
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<tr>
<td>WF</td>
<td>Withdrawn, Failing</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>CR</td>
<td>Assessment Credit</td>
</tr>
</tbody>
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For preclinical LDB courses, a student must achieve a score of 70% in each component of the course (Osteopathic Doctoring, Doctoring, Foundational Sciences) to receive a passing grade. The grading system for the DPC (problem based learning program) will be addressed in the DPC course syllabi.

For clinical courses/rotations, a student must receive a minimum overall evaluation of 4 on a scale of 1 – 7 and receive a COMAT standard score of 85 (1.5 SD below the national mean) to pass the course/rotation. For clinical courses/rotations where there is no COMAT, the evaluation will constitute the entire grade.

The Honors grade (H) does not apply to the 800 level courses.

The “I” and “U” grades are interim grades and shall change to a failing (F) grade if the student does not complete the work before the start of the next academic year.
2. MASTER OF SCIENCE DEGREE

A  Excellent  
B+  
B  Good  
C+  
C  Satisfactory  
F  Failure  
W  Withdrawal  
I  Incomplete  
WF  Withdrawn failing  
WA  Withdrawn Administratively  
TC  Transfer credit  
CR  Assessment credit  
R  Course repeated  

3. CLINICAL EDUCATION POLICIES

ATTENDANCE

One hundred percent attendance is expected. There are no unexcused absences. The clerkship program is full-time, and any other activities will not take precedence, or conflict with the student’s assigned/required duties.

During clinical rotations, students are expected to work a minimum of 5 days a week and 40 hours per week. Students are expected to follow the attendance policy of the physician office or hospital where they are working. You may NOT miss the first day of the clinical rotation for any reason. An Absence on the first day may result in a rotation failure, at the discretion of the hospital or preceptor.

Any absence is subject to make-up time, to be scheduled by the hospital department where the student is assigned. Failure to comply with this policy, for any reason, will result in an automatic failure of that clinical rotation. Repeated tardiness will be designated as an unauthorized absence at the discretion of the Clinical Instructors.

Effective June 1, 2015, absence forms are not required by NYITCOM. You must follow the expectations of the hospital or preceptor. The total number of absences from each rotation will be recorded and should be entered on your evaluation form. For any rotation that is 4 or 5 weeks in length, more than 5 absences for any reason may result in the need to repeat the rotation. For any rotation that is 10 weeks in length, more than 10 absences for any reason may result in the need to repeat the rotation. Make sure that you include absences for COMLEX and Residency Interviews into this total allowable absence number.

COMLEX Level 2 Absences:

You are permitted to miss 1 day of a rotation to take the COMLEX Level 2 CE examination. You are also permitted to miss 2 days of a rotation to take the COMLEX Level 2 PE examination (on exam day and one travel day). All absences must be cleared through your hospital or preceptor and arrangements should be made to make up the days.
Residency Interviews:
Up to 4 residency interview days are permitted during a single 4 week rotation, pending make-up time. All absences must be cleared through your hospital or preceptor and arrangements should be made to make up the days.

Holidays:
Students must adhere to the holiday schedule at their assigned hospital, not that of the College. If no hospital wide policy exists, students are subject to the schedule of their assigned department.

Call Schedules:
Students on required and elective clerkships are expected to take call (defined as spending the night at the hospital) as specified for the clerkship. Call should be no more frequent than every third night. However, at the same time, it is important to try to maintain the continuity of the team on the ward.

Students on Sub-Internships should plan to rotate with the team on the same schedule as interns and residents. Call should be equivalent to that of applicable house-staff, and no more frequent than every third night.

Whenever a student is required to stay overnight, a bed must be provided for each student on call. If no adequate on-call room facilities are available (with arrangements similar to those provided to interns/residents), students should not be required to stay past 10 PM.

DRESS CODE

Students are to wear clean, white NYITCOM clinic jackets with a nametag, and otherwise dress in a manner befitting a physician. Some affiliate hospitals may have additional dress codes, and NYITCOM students are expected to conform to these general hospital policies.

Scrub suits are provided by the hospitals for services that require such attire.

Students are to wear, prominently displayed, identification badges/cards in accordance with hospital rules—clearly indicating their status as students.

During patient contact, students should introduce themselves as “Student Doctor (Name)”.

SCHEDULING OF ROTATIONS

For the 2015-16 academic year, all third year rotations are scheduled by the Office of Academic Affairs. The schedule cannot be changed without written permission by the Associate Dean for Academic Affairs.

For the 2015-16 academic year, all fourth year rotations must be scheduled as follows:

You are required to complete:

1. Two four week sub internships in general (not sub-specialty) medicine, pediatrics, OB/GYN, surgery, psychiatry, or family medicine. This may be done any place with either an osteopathic or allopathic
residency program. You may complete both Sub Internships in the same field, as long as they are at two different hospitals.

2. One four-week rotation in emergency medicine, which must be done at a hospital that has a residency training program for emergency medicine or at an affiliate site listed on Akila.

3. One four-week rotation in radiology at any of our affiliate sites or at any Radiology facility.

4. One four-week rotation in Ambulatory primary care with an approved osteopathic physician in the office, clinic, or affiliated site, from the list posted on Akila.

5. You must complete six Selectives which may be done in any field, anywhere including Hospitals, Doctor Offices and Clinics or at our affiliated sites.
   a. 1 selective may be used as an abroad rotation. This must be approved by the Center for Global Health. Dr. Edward Gottfried
   b. 1 selective may be used to complete a research paper to be submitted to a peer reviewed journal, under the direction of Associate Dean for Research, Dr. Kurt Amsler

There are four different types of scheduling that you may encounter in the fourth year:

I. **Affiliated Hospitals:** You will contact the hospital by phone or email. Please check for contact information on Akila or online at the Institution’s site. You will schedule your rotation with them directly. Once you have confirmed your rotation, send a completed rotation confirmation form by email to comacademics2016@nyit.edu, informing us of what rotation you are doing at which hospital and the dates of the rotation. Students will be required to obtain and send any needed supporting documents to the rotation site, including the letter of good standing which will be posted on Akila. Once we receive a completed rotation confirmation form from you, the rotation is confirmed and no further changes may be made. Please verify all rotation requirements with the rotation site.

II. **Outside Rotations: Doctor’s Offices:** In order to complete an outside rotation with a doctor’s office for SELECTIVE credit, you simply need to confirm the doctor’s availability for the entire four week period. Once the doctor accepts you, send a letter of good standing (found on Akila) to the Doctor’s Office. They will sign this letter and return to NYITCOM. Once we have received both the signed letter of good standing and a rotation confirmation form, the rotation is confirmed. In order to complete an outside rotation with a doctor’s office for AMBULATORY PRIMARY CARE ROTATION credit, you must use a physician on the approved list posted on Akila. Then you simply need to confirm the doctor’s availability for the entire four week period. Once the doctor accepts you, send a letter of good standing (found on Akila) to the Doctor’s Office. They will sign this letter and return to NYITCOM. Once we have received both the signed letter of good standing and a rotation confirmation form, the rotation is confirmed and no further changes may be made.

III. **Outside Rotations: Non-VSAS Hospitals:** You will apply directly with the hospital of your choice. Start by contacting the hospital to make sure there is availability. If there is, please submit the needed documents including the letter of good standing, malpractice insurance certificate, and any required hospital application. Once the rotation is confirmed by the
hospital, please submit a completed rotation confirmation form to comacademics2016@nyit.edu. Once we have received the rotation confirmation form from you and the signed letter of good standing from the hospital, the rotation is confirmed by us and no changes may be made. Please note that hospitals may require the school to complete portions of the application. If this is case, please send the application, along with specific instructions to comacademics2016@nyit.edu. Please allow at least 10 business days for processing of the forms. Additionally, NYITCOM must have a contractual agreement with the outside hospital. If contracting is needed, please have the facility email comacademics2016@nyit.edu. Contract completion will require at least 30 days and up to 90 days to complete.

IV. **VSAS Applications**: To apply to a hospital that uses VSAS, you must first upload all needed documents to the VSAS system. Please see the VSAS Handout on Akila and the VSAS instructional information for specific needed documents. NYITCOM will verify your student status and upload documents that we have, once you submit your first VSAS application. NYITCOM will be able to track acceptance of a rotation via VSAS. Once we see acceptance in VSAS, that rotation is confirmed and no changes may be made.

It is your responsibility to:

1) Make all arrangements and confirm specific dates with individual preceptors and/or clinical training sites as detailed in this manual; and
2) Complete the necessary scheduling paperwork for Clinical Electives and time off;
3) Confirm that all rotations are 4 weeks in length; NYITCOM does not allow 2 week rotations.

**Schedule Changes**

**In order to maintain the credibility of all NYITCOM students, you must develop a history of maintaining rotation commitments.** Students who initiate a change to a confirmed rotation must complete a written request to the Associate Dean of Academic Affairs; as a condition for approval there must be a special circumstance, such as an urgent personal matter or documented family or personal emergency/illness, as a reason for cancellation. Therefore, assigned and elective rotations must not be canceled once arrangements are made final except at the request of the preceptor, clinical training site, or the Office of Academic Affairs. If cancellation of a rotation is approved, you are personally responsible for contacting the preceptor, clinical training site, director of medical education, and/or any other person deemed necessary to cancel or change the dates of a rotation. NOTE: If you neglect to notify the aforementioned individuals of the cancellation in advance, you are at risk of failing the rotation, and may not receive credit for the newly arranged rotation. A letter indicating "failure of notification" may be placed in your permanent file in Student Administration at the discretion of the Associate Dean of Academic Affairs.

Due to unanticipated events or extenuating circumstances (examples include professional conference, death in family, vacation, CME, or serious illness), a physician or facility may not be able to meet the teaching commitment for either an entire scheduled rotation or just a few days during the course of a rotation. If this happens, the rotation may be changed or you may be reassigned for the affected days at the discretion of the Associate Dean of Academic Affairs. If this is not possible, you may have to take time off.
CLINICAL EDUCATION RESPONSIBILITIES

Clinical Responsibilities

Students are required to comply with all hospital requirements related to patient care. The delineation of privileges for medical students at the hospital is as follows:

1. With the approval of the patient's attending physician, students may take histories, perform physical examinations and enter their findings in the patient's chart;

2. Under general supervision, medical students may perform physical examinations and enter their findings in the patient's chart;

3. Students may perform procedures under direct (in-person) supervision until they have accomplished the procedure according to the criteria satisfactory to the Training Institution;

4. The histories and physicals done by the clinical clerks should be reviewed by the attending and/or supervising physician and, as an educational modality, be reviewed with the clinical clerk;

5. It is encouraged that the physical examinations performed by the students include an osteopathic structural evaluation of the patient;

6. Clinical clerks shall not order any examinations, tests, medications, or procedures without consulting and obtaining the prior approval of the attending or supervising physician. Clinical clerks shall not write prescriptions for medications, devices, or anything requiring the authority of a physician;

7. Clinical clerks shall learn and perform procedures under proper supervision, in those areas where the Training Institution regulations permit such instruction. In addition to the regulations, clinical clerks are to abide by all specific departmental regulations of the Training Institution; and,

8. Progress notes may be written by the clinical clerks under direction of the attending or supervising physician. The Training Institution shall require all medical record entries of medical students counter-signed within 24 hours by an appropriately privileged physician.

Osteopathic Manipulative Medicine

Clinical clerks are encouraged to participate in the utilization of osteopathic manipulative therapy when ordered. This therapy shall be applied under the direction of an attending or supervising osteopathic physician.
Students encountering a problem during a clinical clerkship at a hospital or clinical site should immediately contact the NYITCOM Office of Academic Affairs. The Assistant Dean of Clinical Education will either directly intervene, or suggest appropriate hospital-based authorities to resolve the problem.

EVALUATION

Each preceptor evaluates your progress and performance during clinical courses. In order to ensure that our evaluation program is successful, it is your responsibility to take the following steps.

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask the preceptor to complete and sign the Evaluation of Student Performance form.
3. Ask each preceptor to complete and discuss the Evaluation of Student Performance form at the end of a clinical course.
4. Make sure that each preceptor returns the Evaluation of Student Performance form to the NYITCOM Office of Academic Affairs within two weeks after the completion of every clinical course.
5. Complete all other requirements (Logs, MedU Cases, etc) for each clinical course as specified.

Student Performance Evaluation Forms

After each Clinical Clerkship Rotation, students are evaluated on a standard NYITCOM Student Performance Evaluation Form. It is the responsibility of the Preceptor at each hospital or Facility, to submit the completed form to the College immediately following the completion of the clerkship. In no instance, should the original completed evaluation form be given to the student. However, it is the responsibility of each student to verify that the Evaluation Form has been sent by the Hospital, and received by the College, within 2 weeks of the rotation.

Only one official evaluation form should be completed by the designated preceptor or attending physician. The single form should take into account the input from all attending physicians, interns, and residents, who are involved in teaching. The completed form, with composite grade and comments should be sent to NYITCOM. This may be done by mail, fax or email. In no instance should the official composite form be completed by an intern or resident.

You must receive a passing grade (a 4 or greater on the Evaluation of Student Performance Form) from your preceptor in order to pass every rotation. If the preceptor determines that you have failed the rotation,) you will be awarded a grade of “U” for the rotation regardless of the grade you received on the post-rotation exam.

Post Rotation Exams

During the last few days of the rotations indicated below, you must successfully complete an online, 125-item, 150-minute post-rotation exam (COMAT) that will cover the diagnosis, treatment, and prevention of diseases and conditions as noted on the NBOME website. A COMAT exam in the area of OPP/OMM will be scheduled in May of the 3rd year.

Post rotation exams are required for the following assigned rotations:
Family Medicine (NBOME/COMAT)
Internal Medicine (NBOME/COMAT)
General Surgery (NBOME/COMAT)
Pediatrics (NBOME/COMAT)
Women’s Health (NBOME/COMAT)
Psychiatry (NBOME/COMAT)
OMM (NBOME/COMAT in May of year 3).

The dates of the examinations are posted in the academic calendar.

You must achieve a standard score of 85 (1.5 SD below the Mean) on the NBOME/COMAT to pass the rotation.

OSCE

An OSCE is an objective structured clinical examination. It is a performance-based exam in which students are observed demonstrating various clinical skills as they rotate through a series of stations. **There will be 2 OSCEs in the Fall Semester for all 3rd year students in preparation for CCC 700 and COMLEX Level 2 PE. All students must successfully complete a mandatory OSCE examination (CCC 700 Seminar) prior to promotion to 4th year.** We will provide you with information about the dates and times of this required examination as soon as they are available.

The feedback provided to students in the OSCEs is designed to help students prepare for the COMLEX-USA-Level 2-PE. For the most up-to-date information available about the COMLEX-USA-Level 2-PE, visit the NBOME website located at [http://www.nbome.org/](http://www.nbome.org/) and click on “COMLEX-USA-Level 2-PE Examination Information.”

**OTHER EVALUATION/FEEDBACK METHODS**

Hospital Visits by Academic Affairs

Student feedback plays an important part in the overall assessment of the curriculum at NYITCOM. The assistant dean for clinical education and/or other administrative staff will conduct on-site visits at each NYITCOM Affiliated hospital with students. Also, your assistant dean may request an on-site visit by college administration from main campus as needed. Students are required to attend these meetings when scheduled. The intent of these meetings with students is to:

1. discuss the adequacy of available resources for implementing the overall Year 3 and 4 clinical and didactic program at each hospital;
2. acquire information regarding the quality of clinical courses and general clinical education experiences/opportunities;
3. obtain feedback about the type of curricular changes needed to improve all components of the curriculum;
4. provide an update about pertinent events happening at the college.
Information compiled from these meetings is shared with the Assistant Dean, the Director of Medical Education, and the Associate Dean for Academic Affairs. This information will be used for program improvement. Reports of these meetings will be given on a regular basis to the NYITCOM Curriculum Committee.

MISCELLANEOUS CLINICAL EDUCATION POLICIES

*Meals, Parking, Tolls, Fees*

NYITCOM does not require provisions for housing, meals, tolls, or parking to any student.

*Student Health*

The College requires each student, prior to commencing clinical clerkships, to provide proof of physical examination, which complies with the requirements of Section 405.3 of the New York Code of Rules and Regulations, including updated immunizations and PPD. Some hospitals require additional blood tests, which will be administered at the NYITCOM Academic Health Care Center (AHCC). All students will be offered the opportunity by the College (free of charge) to be vaccinated with a Hepatitis “B” vaccine. Students, who refuse the vaccine, must sign a declination form. However, some hospitals will not accept students who decline the vaccine.

On the first day of each rotation, students are expected to submit a current health form (updated within past 12 months). Some hospitals may require advanced submission.

The hospital shall provide initial emergency medical care for medical students who are injured or become ill while on rotation. The hospital is entitled to reimbursement from the students and/or their health insurance. Students must maintain their own personal health insurance while on assignment at the hospitals.

*Adverse Clinical Incidents*

It is the responsibility of the student to report all needle sticks or exposures immediately, but no later than 24 hours after the incident, to the Hospital Infection Control Coordinator or employee assistance program. All laboratory tests should be performed immediately after the incident at the hospital site. The hospital is entitled to reimbursement from students and/or their health insurance. Ongoing diagnostic follow-up will likewise be required. If indicated, ongoing treatment may also be necessary.

All incidents must be reported to the Office of Academic Affairs on the proper form, along with a copy of reports filed at the hospital on the day of the incident.

*Malpractice Insurance*

Each student is covered by the College’s Professional Liability Insurance in the amount of $1,300,000.00 per medical incident, subject to an annual aggregate limit of $3,900,000.00.
4. GRADE APPEAL PROCEEDINGS FOR THE D.O. PROGRAM

a. Initial Appeal

1. Filing of Course Grade Appeal

   a. Any student may file a written course grade appeal of his/her course grade during an academic year with the Office of Academic Affairs explaining the reason for requesting a review of his/her grade within 10 business days of the posting a score or course grade.

   b. Following the receipt of the appeal letter, the appropriate Dean will meet with the student within 10 business days to examine the course grade appeal.

b. Investigation

1. The designated dean will investigate the course grade appeal further by communicating with the appropriate department chair/course director and/or the appropriate hospital director of medical education to obtain the pertinent documentation.

2. Upon acquiring the pertinent documentation, the designated dean will review the facts.

c. Decision Determination

1. After reviewing the pertinent documentation, the designated dean will render his/her decision to the student in writing within 10 business days of meeting with the student.

2. The designated dean will notify the appropriate department chair/course director and/or the appropriate hospital director of medical education of the decision.

d. Final Appeal

1. If the student is dissatisfied with the decision of the designated dean, the student can request a review of the decision by delivering a written request to the Associate Dean of Academic Affairs no later than 10 business days from the date of the initial decision letter.

2. Upon receipt of the written request for review, the Associate Dean of Academic Affairs will request a summary from either the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.

3. The Associate Dean of Academic Affairs may request the student to attend a session to discuss the decision.

4. The Associate Dean of Academic Affairs shall make one of the following determinations in regard to the appeal:

   a. Affirm the decision of the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.

   b. Overturn the decision of the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.

e. The Associate Dean of Academic Affairs shall deliver the decision in writing to the student as well as the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education within 10 business days of the receipt of the written appeal request.
5. UNSATISFACTORY ACADEMIC STUDENT PERFORMANCE IN A D.O. PROGRAM COURSE OR CLERKSHIP

a. UNSATISFACTORY ACADEMIC STUDENT PERFORMANCE IN A COURSE OR CLERKSHIP

When a student earns an Unsatisfactory (U) final grade in any course of study or clerkship, the Student Progress Committee (SPC) and the Dean will review the student’s record to determine if the student has the ability to continue in the academic program on Academic Warning and remediate the unsatisfactory course in the remediation period. If approved, these students will be notified in writing of the decision by the appropriate Assistant Dean.

If it is deemed necessary to meet with the student in order to make the decision, a hearing will be scheduled with the SPC. These students will be notified of that final decision which could be continuation/remediation or dismissal by the Dean.

1. Remediation Policy

Students who have earned an unsatisfactory final grade in a pre-clinical course or clinical clerkship may be approved to remediate that course or clerkship in the scheduled remediation period.

Only one course or clerkship may be remediated per student, per academic year. In such case, the student will be placed on Academic Warning status. A grade of Unsatisfactory (U) will be recorded on the official transcript until the pre-clinical LDB course or clerkship is successfully remediated, upon which the grade will be changed to Pass (P). If unsuccessful in remediating the course or clerkship, the student will be placed on academic suspension with the right to petition to repeat the year and the Unsatisfactory (U) will change to a grade of Failure (F).

Students on Academic Probation Status are not eligible to remediate any course or clerkship. In such case, if the student earns an unsatisfactory final grade in a course or clerkship, the student will receive a grade of Failure (F) in that course or clerkship and will be subject to dismissal from the College.

2. Academic Warning

A student who is allowed to continue and remediate must contact the Learning Specialist regarding his/her Academic Warning Status within one week of being placed on academic warning to establish an individualized enrichment program (may include attending tutorials as scheduled and meeting with a health professional chosen by the College). A second year student on Academic Warning may not take COMLEX I until he/she has successfully completed the remediation. Failure to meet with the Learning Specialist or to comply with the terms of the enrichment program may result in the student being academically suspended. In addition, a student who has been placed on academic warning may not participate in any off campus school sponsored conferences, workshops or trips; may not hold an officer’s position in any national or local College related organization (must resign any position held) and may not be elected to an honorary organization; and will not be eligible for a Leave of Absence (except personal medical or military; if a student who qualifies for a personal medical/military leave of absence is on academic warning status at the time of the leave of absence,
upon his/her return to NYIT College of Osteopathic Medicine he/she will continue on academic warning).

3. **Academic Suspension**

If a student earns an unsatisfactory final grade in a second course or clerkship in the same academic year, the student will receive a grade of Failure (F) in that course or clerkship. In this case, the original Unsatisfactory (U) grade from the first course or clerkship will be changed to a grade of Failure (F). The student will be placed on an academic suspension status to allow the student the time to petition for reinstatement to repeat the current curriculum as a member of the following year’s class.

In addition, if a student is unsuccessful in remediating a course or clerkship, the Unsatisfactory (U) will change to a grade of Failure (F), and the student will be placed on an academic suspension status to allow the student the time to petition for reinstatement to repeat the current curriculum as a member of the following year’s class.

The student will be notified of the academic suspension (in writing) in an email and letter from the Dean. Effective the date of the suspension letter, the student is no longer permitted to attend classes or clerkships, laboratories, examinations or other college related activities.

A student has the right to petition to repeat a year only once during their academic program.

**b. STUDENT PETITION FOR REINSTATEMENT AFTER ACADEMIC SUSPENSION**

1. **The Petition Process**

A student on academic suspension has the right to petition to be reinstated to repeat the academic year. The petition process includes the Student Progress Committee and the Dean.

An academically suspended student, who does not elect to petition for reinstatement, will be dismissed from the college. In this case, the student will receive a letter of dismissal from the Dean effective the date of the original suspension letter.

A student petitioning for reinstatement should follow the directions in the Dean’s letter of academic suspension and submit a letter of petition to the Associate Dean of Student Administration. The request for reinstatement should include the nature and degree of the problems encountered that has resulted in the academic suspension and the steps or plans taken or proposed to alleviate the situation.

2. **The Hearing/Determination Process**

   a. After receiving the letter of petition, the Associate Dean of Student Administration will schedule a hearing for the student with the Student Progress Committee. Following the hearing, the Student Progress Committee will recommend to the Dean either that the petition should be approved and the student should be allowed to remain on academic suspension and repeat the current curriculum on probation as a member of the following year’s class or the petition should be denied and as a result the student should be dismissed from the College.

Note: Only the student and the committee members can attend a Student Progress Committee Hearing. Formal hearings may be audio-recorded by NYIT College of Osteopathic Medicine
only (at the sole discretion of the chair), and the recording will act as the official record of the hearing.

b. After considering the advice of the Student Progress Committee and reviewing the student’s written petition and the student’s academic record, the Dean will make a final determination as to whether to approve the petition to repeat the academic year or dismiss the student from the College. The Dean may request additional information or schedule a meeting with the student before rendering the decision. The decision will be sent to the student from the Dean’s Office by e-mail and letter. This decision of the Dean constitutes final institutional action on behalf of NYIT College of Osteopathic Medicine.

Note #1: A student is permitted only one opportunity to repeat a year at NYIT College of Osteopathic Medicine.

Note #2: For any student approved to repeat an academic year, during the repeat year, the student will be charged 50% of the regular tuition charges for any billing period for which the student had already paid 100% in the prior year. The student will pay full fees in the repeat year.

3. ACADEMIC PROBATION

Following the petition process, if a student is granted the right to repeat an academic year as a member of the following year’s class, the student will be placed on academic probation. Within the first two weeks of the beginning of the repeat academic year, a student who has been placed on academic probation is required to meet with a Learning Specialist to arrange an academic enrichment plan. Earning an Unsatisfactory (U) grade in any course or clerkship during the probation period will result in immediate dismissal from the College. After the student successfully completes all the required courses/clerkships during the probationary year, the student will be returned to good academic standing. In addition, during the probation period, the student may not participate in any off campus school sponsored conferences, workshops or trips; may not run for or hold an officer’s position in any national or local College related organization (must resign any position held) and may not be elected to an honorary organization.

4. ACADEMIC DISMISSAL

Academic dismissal is the permanent termination of a student’s academic enrollment. The student will receive a letter of dismissal from the Dean. This decision of the Dean constitutes the final institutional action on behalf of the NYIT College of Osteopathic Medicine.

6. LICENSING EXAMINATIONS - PERFORMANCE IN A COMLEX EXAMINATION

a. COMLEX LEVEL I

Students are required to take COMLEX Level I prior to enrolling in the third year Introduction to Clinical Medicine Course and pass COMLEX Level I prior to beginning third year clerkships. Students who are remediating a course may not take COMLEX Level I until the remediation is completed and passed. If a student has not passed the COMLEX Level I Examination prior to the beginning of
clerkships, the student may petition to receive a COMLEX Level I Leave of Absence by completing the COMLEX Leave of Absence form and submitting the form to the Assistant Dean of Student Services. The COMLEX Level I leave approval process is a two part approval process. The first approval is to take the exam for a second time and will follow a meeting with the Assistant Dean of Student Services, a member of the Student Progress Committee (SPC) or another SPC member who will review the application and will notify the student in writing if the leave has been approved to allow the student to take COMLEX I for a second time. The second part of the approval process involves the student who does not pass COMLEX I on the second attempt. That student will be scheduled for a hearing with the Student Progress Sub-Committee in order to receive approval to take the test for the third and final time. The Assistant Dean of Student Services will notify the student in writing of the decision of the SPC Sub-Committee. COMLEX Level I Leaves of Absence cannot exceed 180 days in length.

Students will have a maximum of three opportunities\(^1\) to take and pass the COMLEX Level I examination or be subject to dismissal without the right to petition for reinstatement/readmission.

A student who is on a COMLEX Level I Leave of Absence may not participate in any off campus school sponsored conferences. If a student holds a leadership position at the college and fails COMLEX I, the student may: 1) after the first failure, retain but not function in the position, 2) after the second failure he/she must resign the position.

Following passing of COMLEX Level I, the student will return from the COMLEX Level I Leave of Absence by completing the necessary paperwork with the Assistant Dean of Student Services and must resume clerkships by the next scheduled start date of clerkships.

If the student does not pass COMLEX Level I, meaning that NYIT College of Osteopathic Medicine has not received official notification of a passing score within the 180 day period, the student will be dismissed from NYIT College of Osteopathic Medicine with no right to petition for reinstatement/readmission.

In order for students to matriculate into the Pre-Doctoral Academic Medicine Scholarship Program, they are required to be in good academic standing as well as pass the COMLEX Level I exam on the first attempt.

b. COMLEX LEVEL II POLICY

Passage of COMLEX Level II (CE and PE) is a graduation requirement, as mandated by the AOA’s Commission on Osteopathic College Accreditation.

COMLEX LEVEL II CE AND PE

All students are required to take both COMLEX Level II CE and PE at least one time prior to the expected graduation date. The exams must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the end of the student’s last clerkship.

When a student fails COMLEX Level II CE and/or PE for a first time, the SPC (or SPC Subcommittee) will determine if the student should continue in clerkships or be scheduled for a Directed Study course. The Directed Study course can be scheduled at any time during the fourth year by the SPC (or SPC

\(^1\) If a student fails COMLEX Level I a second time, the student will need the approval of the Student Progress Committee and the Dean to be able to take the Exam for the third and final time.
Subcommittee) following the first failure of either or both COMLEX Level II CE or PE. The student must successfully complete the directed study course. The student is required to take the COMLEX Level II CE or PE or both, as necessary, during the period of the Directed Study course.

If a student has not passed either or both COMLEX Level II CE and PE following the completion of the last clerkship, the student will be scheduled for a Directed Study course unless the student has previously been approved to enroll in the Directed Study course by the Associate Dean of Academic Affairs during the same academic year. The student must complete the course (P grade) or pass the COMLEX exam during the course (WP grade) in order to graduate. The student is required to retake the failed exams (COMLEX II CE and/or PE) during the period of the Directed Study course. If the student passes the required exam(s), the student will graduate at the next scheduled graduation date following the completion of the course or passage of the exam. If the student does not pass the required COMLEX II exam(s) taken during the duration of the Directed Study course, the student will be notified by the Assistant Dean of Student Services that he/she is entitled to petition for a COMLEX Level II CE/PE Leave of Absence. If a student does not take both COMLEX Level II CE and PE prior to the expected graduation date or has not completed the Directed Study course, the student is not eligible for a COMLEX Level II CE/PE Leave of Absence. In that case, the student will be dismissed from NYIT College of Osteopathic Medicine.

A student petitioning for a leave should follow the directions in the letter from the Assistant Dean. The application process includes the Student Progress Sub-Committee. The student will be notified in writing by the Assistant Dean if he/she is approved for a leave. If approved, the student must process the leave form with the Assistant Dean of Student Services prior to the start of the leave by obtaining the required counseling and administrative signatures, in person, on the NYIT College of Osteopathic Medicine campus.

COMLEX Level II CE and PE Leaves of Absence cannot exceed a total of 180 days in length. Any student who has taken a COMLEX II CE Leave of Absence for 180 days is not eligible for a COMLEX Level II PE NYIT College of Osteopathic Medicine Leave, and vice versa. The student must abide by the policies and procedures designated by the NBOME in relation to the number of times the exam can be taken and within what designated timeframe. The student should refer to the NBOME Bulletin of Information available on-line at http://www.nbome.org/ for such information.

During any directed study or COMLEX leave of absence, the student will be required to work with a learning specialist on an ongoing basis.

When the student passes the COMLEX Level II CE and/or PE, the student will return from the leave of absence after completing the necessary paperwork with the Assistant Dean of Student Services and will graduate at the next scheduled graduation date. If the student does not pass COMLEX Level II CE and/or PE, meaning that NYIT College of Osteopathic Medicine does not receive official notification of a passing score within the 180 day period, the student will be dismissed from NYIT College of Osteopathic Medicine and will not have the right to apply for reinstatement/readmission.
For financial aid purposes, the student will be considered withdrawn from NYIT College of Osteopathic Medicine and is not entitled to receive any type of financial aid or health insurance. Students must complete their degree requirements within six years of enrollment following the first day of attendance. Eligibility for all or part of the 180 day maximum leave will be dependent upon completion of degree requirements within six years.

C. PROMOTION AND GRADUATION REQUIREMENTS

1. PROMOTION REQUIREMENTS FOR D.O. PROGRAM
   Promotion from one year to the next is contingent upon the following:

   a) Meeting Satisfactory Academic Progress Standards;
   b) Meeting all financial obligations to the college;
   c) Exhibiting professional conduct and excellent moral and ethical behavior;
   d) Meeting specific COMLEX requirements:
      Students are required to take COMLEX Level I prior to the beginning of the 3rd year and pass COMLEX Level 1 prior to beginning third year clerkships. Students will have a maximum of three opportunities to take this exam or be subject to dismissal with no right to petition for reinstatement/readmission.

2. REQUIREMENTS FOR GRADUATION FOR THE D.O. PROGRAM
   NYIT College of Osteopathic Medicine’s official graduation dates are the traditional May graduation, June 30, July 31, September 30, and December 31, with the commencement and hooding ceremonies taking place in May. Students graduating in May, June, July, September, and December will be required to participate in the commencement and hooding ceremonies. The Student Progress Committee will serve as the faculty/administrative board charged with recommending students for graduation. In order to be eligible for the degree of Doctor of Osteopathic Medicine, each student shall:
   a. Be at least twenty-one years of age.
   b. Have exhibited professional conduct and excellent moral and ethical behavior.
   c. Have satisfactorily passed prescribed examinations.
   d. Have satisfactorily completed the program of study required by the degree.
   e. All students must meet the graduation requirements for their program as listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the initial scheduled graduation date, the student must meet the graduation requirements for the class with whom the student graduates.
   f. Have satisfactorily discharged all financial obligations to the College.
   g. Have been in residence at an AOA or LCME accredited college of Medicine, the last two years of which must have been at NYIT College of Osteopathic Medicine.
   h. Have passed the COMLEX Level I, COMLEX Level II CE and PE of the National Board of Osteopathic Medical Examiners. (Please note: COMLEX II CE and PE scores must be received by NYIT College of Osteopathic Medicine prior to the graduation date.)
   i. Attend in person the NYIT College of Osteopathic Medicine Hooding Ceremony which includes the administration of the Osteopathic Oath and hooding with the osteopathic medical doctorate hood.
SECTION V - PROFESSIONALISM

INTRODUCTION

The primary purpose of the educational program of the NYIT College of Osteopathic Medicine is the education of Osteopathic Physicians. With the privilege of an osteopathic medical education comes the responsibility to uphold the highest social, behavioral, and academic standards of ethics and professionalism. Students of the NYIT College of Osteopathic Medicine will be held to the highest standards of professionalism, in accordance with the expectations of the osteopathic medical profession and the societal responsibilities inherent upon becoming a physician. Throughout their medical education and training, NYIT College of Osteopathic Medicine students are subject to the requirements of a well-defined academic program and assume extraordinary and progressively increasing responsibility for the health and well-being of others.

Accordingly, the NYIT College of Osteopathic Medicine has adopted the following statement of principles on professionalism to guide students throughout their medical education. Upon accepting the responsibility of studying osteopathic medicine at NYIT College of Osteopathic Medicine, students are required to uphold both the spirit and the letter of this statement on professionalism, including the description of medical student professional attitudes, Medical Student Honor Code and Medical Student Code of Conduct that follow. By signing this statement, students are given the opportunity to show their commitment to professionalism in all aspects of their medical education.

STUDENT PROFESSIONAL ATTITUDES

From the outset of the medical education at the NYIT College of Osteopathic Medicine, students will commit themselves to the development and demonstration of professional attitudes that resonate in the classroom, community and clinical setting. As current osteopathic medical students and future osteopathic physicians, students will uphold the following values and attitudes becoming of a physician:

- A genuine recognition and appreciation of the responsibility that begins with the first year of medical school and continues onward throughout one’s medical education and career

- A commitment and willingness to acquire, exhibit and advance an altruistic demeanor that places the needs of others above one’s own - in the presence of peers, faculty, colleagues and patients

- A responsibility to fully immerse oneself in academic studies, to cultivate an appreciation for the scientific principles guiding the practice of medicine, and to continuously assimilate and apply one’s obtained knowledge in a methodological, holistic and compassionate manner

- A commitment to appropriate conduct, appearance, communication, and interpersonal interactions becoming of a physician
• A commitment to upholding and fostering an environment of academic discussion, including but not limited to abiding by the attendance policy and/or guidelines set forth throughout one’s medical education and career and striving to be punctual and reliable in one’s responsibilities

• A willingness to recognize errors in judgments if need be and the integrity to take the appropriate steps to improve the situation or take responsibility for one’s actions

• A commitment to interaction and collaboration which actively support an environment conducive to learning, research and clinical practice

• A commitment to creating an educational environment at NYIT College of Osteopathic Medicine which will foster an atmosphere of mutual respect and trust among students and between students and faculty. To demonstrate its confidence in the honor and professionalism of NYIT College of Osteopathic Medicine students, the faculty will work with students to establish a testing and learning environment that avoids creating temptations, or other opportunities, to violate the Student Honor Code.

Therefore, student-doctors must acknowledge the importance of integrity, honesty and mutual respect today in an effort to facilitate effective teamwork with future colleagues and health professionals providing services to patients, populations and communities tomorrow.

Osteopathic students and physicians must exhibit the utmost respect and concern for patients’ health while considering their rights to privacy, confidentiality and social and cultural values. Treating patients and their families with dignity both in their presence and in discussions with members of a health care team is imperative to providing culturally competent medical care.

Above all, students will be held to the same code of ethics of Osteopathic Physicians, as is established and declared by the American Osteopathic Association (AOA) Code of Ethics. A complete version of this document can be found at http://www.osteopathic.org.

MEDICAL STUDENT HONOR CODE PREAMBLE

One of the primary goals of the NYIT College of Osteopathic Medicine is to create an environment that encourages students to act with honor and integrity at all times throughout medical education and beyond.

To promote honesty, integrity and individual responsibility for one’s actions, a Student Honor Code is an intrinsic and necessary part of the curriculum. The purpose of the Medical Student Honor Code is to:

• Promote ethical and professional standards of personal conduct in all academic endeavors at the school

• Establish in students the qualities that will bring honor to the Osteopathic profession, before and after graduation
MEDICAL STUDENT HONOR CODE DECLARATION

As a matriculated student at the NYIT College of Osteopathic Medicine, I pledge to take full responsibility for taking an active part in upholding the principles of NYIT College of Osteopathic Medicine’s Medical Student Honor Code, as outlined above, and upholding the highest standards of academic honesty. I hereby pledge that I will neither offer nor receive, nor seek to offer or receive, unauthorized assistance of any kind in any formal examination or assignment at the school. I further pledge to report any violation of the Student Honor Code that I may witness.

I will be honest in all my actions and communication as related to examinations or other activities I may be engaged in while matriculated at NYIT College of Osteopathic Medicine. I will conduct research in an unbiased manner, report results truthfully, and credit ideas developed and work done by others. I will be truthful with patients and will accurately report to my clinical supervisors all historical and physical examination findings, test results, and other information pertinent to the care of the patient.

MEDICAL STUDENT RESPONSIBILITY

- I will set patient care as the highest priority in the clinical setting
- I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own
- I will conduct myself professionally in my demeanor, use of language, and appearance in the presence of patients, in the classroom, and in health care settings
- I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities
- I will not use my professional position to engage in financial, romantic or sexual relationships with patients or members of their families

MEDICAL STUDENT RIGHTS/EXPECTATIONS OF FACULTY AND STAFF

- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty
- I cannot be compelled to perform procedures or examinations which I feel are unethical or beyond the level or scope of my training
- I have the right not to be harassed and not to be subjected to financial, romantic or sexual overtures from those who are supervising my work
- I have the right not to be discriminated against or treated differently because of my race, color, ethnicity, sex or gender, marital status, sexual orientation, national or ethnic origin, age, disability, creed or religion. I have the right to be challenged with a rigorous medical curriculum but not to be abused or humiliated

STUDENT ACADEMIC FREEDOM

NYIT COM students have the right express their ideas in the classroom or in writing, free from political, religious, or institutional restrictions, even if these ideas are unpopular.

MEDICAL STUDENT RESPECT FOR OTHERS

- I will uphold a classroom atmosphere conducive to learning
• I will treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team
• I will interact with patients in a way that ensures their privacy and respects their modesty
• I will interact with all members of the health care team in a considerate and cooperative manner
• I will not tolerate discrimination on the basis of race, gender, religion, sexual orientation, age, disability, pregnancy or socioeconomic or veteran status
• I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved

CONFIDENTIALITY

• I will regard confidentiality as a central obligation of patient care
• I will limit discussions of patients to members of the health care team

NYIT COLLEGE OF OSTEOPATHIC MEDICINE STUDENT CODE OF CONDUCT

I. Introduction

To achieve and support the educational mission and goals of the NYIT College of Osteopathic Medicine, to create an environment where all students have the same opportunity to succeed academically and to promote health and safety, NYIT College of Osteopathic Medicine has established policies that set minimum standards for student behavior. Every student who accepts enrollment at NYIT College of Osteopathic Medicine thereby agrees to abide by the policies, rules and regulations published by the College. The following policies, deemed the Student Code of Conduct, govern the conduct of all students, their guests as well as visitors to any NYIT College of Osteopathic Medicine campus or facility. The code is intended to preserve community standards including the pursuit of academic integrity, safety, health and welfare of all members of the NYIT College of Osteopathic Medicine community.

II. Judicial Authority and Jurisdiction

The President of New York Institute of Technology is ultimately responsible for the administration of the Student Code of Conduct and all judicial processes for the students at NYIT College of Osteopathic Medicine. Administrative authority and responsibility for disciplinary policies and procedures is delegated to the Associate Dean of Student Administration who serves as the chief judicial officer at NYIT College of Osteopathic Medicine (see sections VI Judicial Bodies and VII Judicial Hearings for details).

Students will be considered for disciplinary action whenever conduct that may be in violation of the Student Code of Conduct occurs on the NYIT College of Osteopathic Medicine campus or related facilities and/or conduct adversely affects the NYIT College of Osteopathic Medicine community. For violations that do not occur on NYIT College of Osteopathic Medicine campuses or related facilities, action will be considered if NYIT College of Osteopathic Medicine officials decide that institutional interests are involved or the violation constitutes a violation of the federal or state law or city ordinances when the act is contrary to NYIT College of Osteopathic Medicine interests.
III. Offences

Disciplinary action may be initiated by NYIT College of Osteopathic Medicine and sanctions imposed against any student found responsible for committing the following prohibited forms of conduct:

A. Academic Integrity/Honesty

Non compliance with the Academic/Integrity /Honesty Policy and NYIT College of Osteopathic Medicine Medical Student Honor Code Declaration which can be found in this handbook.

B. Alcohol and Other Drugs

- Use, possession and sale of alcohol or drugs on campus premises or related facilities (Refer to NYIT’s Policy on Alcohol and Other Drugs found on the NYIT Web site: http://www.nyit.edu/images/uploads/campus_life/alcohol_and_other_drug_policy.pdf)
- Use of alcohol or drugs in any way that could interfere with a student’s clinical responsibilities

C. Bullying and Cyber-Bullying

- Bullying is typically portrayed as aggressive behavior or intentional harm that is carried out repeatedly and over time and occurs within an interpersonal relationship characterized by an imbalance of power.
- Cyber-bullying is when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the internet, interactive and digital technologies or mobile phones.

D. Computer Misuse

Unauthorized access, alteration or degradation of a computer, or computer system or network; use of NYIT College of Osteopathic Medicine computer resources for commercial purposes or personal or financial gain, even if the user is using his or her own personal computer; piracy of intellectual and commercial properties; posting any message which is libelous or defamatory; posting or transmitting any message, data, image or program which is indecent, obscene or pornographic; threaten, harass, stalk, abuse or otherwise violate the legal rights of others; use profane language; sharing, discussing, disseminating, and/or furnishing all or part of the contents of the COMLEX and USMLE exams.

Please note: NYIT College of Osteopathic Medicine has implemented a monitored board, and the College reserves the right to refuse to post, at any time, a message that violates NYIT College of Osteopathic Medicine policy. In cases where a user violates any of the terms of this policy, the college may, in addition to established Code penalties, temporarily or permanently deny access to any and all NYIT College of Osteopathic Medicine computing resources.

E. Discrimination

- Discrimination on the basis of race, gender, religion, sexual orientation, age, disability, pregnancy or socioeconomic or veteran status

F. Disruptive Conduct

Behavior that:
• Disrupts, impairs, interferes with or obstructs the orderly conduct, processes and functions of the NYIT College of Osteopathic Medicine community or the rights of members of the NYIT College of Osteopathic Medicine community
• Disrupts the education of others during lecture, laboratory and/or small group learning activities
• Creates a danger, real or perceived, to the safety and health of persons or property
• Causes, incites or contributes to any disturbance (rioting) that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property

G. Endangerment
Intentionally or recklessly endangering or threatening the mental or physical health or well being of any member of the college community or any visitor to the campus.

H. Failure to Comply
Noncompliance with any NYIT College of Osteopathic Medicine official regulation, policy, directive or a decision/sanction of a disciplinary board

I. Fabrication/Fraud/False Testimony
• Providing false and misleading information or withholding or omitting information from a NYIT College of Osteopathic Medicine official or judicial body or on any college documents or records or forms
• Use of another person’s identification for any purpose including but not limited to attendance monitoring
• Permitting another person to use one’s NYIT related identification

J. Fire and Emergency Safety
Disobeying fire safety regulations, including not participating in all fire and emergency drills, and tampering with any fire alarm or equipment

K. Participation in Unprofessional Acts
Participation in a dishonest/unprofessional act on or off campus

L. Relationship Violence
Interpersonal violence, domestic violence, intimate partner violence

M. Gender-Based Misconduct
(Please refer to the Gender-Based Misconduct Policy description on page 7)

N. Smoking (Please refer to Section IX – Facilities Information, page 69)

O. Social Media
NYIT College of Osteopathic Medicine recognizes the integral role of various social media platforms (Facebook, Twitter, Instagram, online blogs, etc.) as a means of communication and
dissemination of information with individuals within and outside of the institution. As future physicians, NYIT College of Osteopathic Medicine students are expected to act with honesty and integrity in all their interactions and must respect the rights, privacy, and property of others.

Improper behavior on social media platforms may be subject to disciplinary action under the NYIT College of Osteopathic Medicine Student Code of Conduct. Offenses include the following prohibited forms of conduct:

- HIPAA violations: Discussion of patients or the sharing of patient information and photos as well as “friending” patients on any social media platform.
- Anatomy Lab Policy: Posting of pictures with bodies of donors or discussion of confidential donor information that was shared with members of the Anatomy lab group only.
- Cyber Bullying: Any involvement in the harassment, humiliation, threatening or exploitation of another individual.
- Illegally accessing or unauthorized reporting of private, confidential, or proprietary student information or test information.
- Postings including indecent language or images on any NYIT College of Osteopathic Medicine affiliated site.

Any prohibited postings on NYIT College of Osteopathic Medicine affiliated sites will be removed immediately by site administrators. In addition to facing possible disciplinary action, repeated offenses will result in the student losing the privilege to participate in such sites.

This institution encourages students to involve themselves in activities that promote the medical school’s vision and mission to the general public, but advises students to err on the side of caution when participating in social media platforms by staying current with privacy and copyright laws, conducting periodic online searches of themselves, and utilizing appropriate privacy settings.

P. Stalking

Intentionally and for no legitimate purpose engaging in a course of conduct directed at another person, on more than one occasion, that the student knows or reasonably should know is likely to cause a reasonable person to fear for his or her safety or the safety of others or causes the other person to suffer substantial emotional damage. Such behaviors and activities may include, but are not limited to:

1. Nonconsensual communication (including face-to-face, telephone calls, voice messages, electronic mail, written letters/notes, unwanted gifts).
2. Threatening or obscene gestures.
3. Pursuing or following.
4. Electronic or any form of surveillance and/or other types of nonconsensual observation.
Q. Theft and Trespass

- Stealing or possessing, without authorization, either college property or the personal property of any other member of the college community
- Unauthorized entrance into any building, office, laboratory, room, or areas of the college

R. Vandalism

Intentionally damaging College property or personal property of any member of the college community or acting in such a reckless manner as to create a substantial danger to the safety of property.

S. Weapons, Firearms, Explosives

Using, displaying, possessing, or distributing any weapon of any type, including a firearm, knife, blackjack “chukka” stick, or container of noxious material or any other thing that in any way could be construed as a weapon as well as the storage of any item that falls within the category of a weapon in a vehicle on University property.

Items used for academic activities, such as dissection kits, lab equipment, multi-purpose tools etc. must be used solely for the purpose for which they were intended and not as a weapon of any kind.

T. Violations (Suspected or Convicted) of Other Federal, State and /or Local Laws or Ordinances

IV. New York Statewide and NYIT Alcohol and/or Drug Use Amnesty Policy

The health and safety of every student at NYIT College of Osteopathic Medicine is of the utmost importance. NYIT College of Osteopathic Medicine recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYIT College of Osteopathic Medicine strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to NYIT College of Osteopathic Medicine’s officials or law enforcement will not be subject to NYIT College of Osteopathic Medicine’s code of conduct action for violations of alcohol and/or drug policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.
V. Reporting Violations of the Student Code of Conduct

Students, faculty and staff share in the responsibility for upholding the Student Code of Conduct. Every member of the NYIT College of Osteopathic Medicine community (whether directly involved, a knowledgeable third party or the College serving as a third party) is expected to report alleged violations of the code to the Associate Dean of Student Administration.

Please note: Failure of a student to report a violation constitutes a violation on that student’s part.

VI. Review Process for Violations of the Student Code of Conduct

Any member of the College community may report a possible violation to the Associate Dean of Student Administration setting forth specific charges that a student is in violation of any standard of this Code. The Associate Dean of Student Administration shall commence a preliminary investigation to be conducted by meeting with the complainant within 5 business days after receiving the report of charges. At the conclusion of the meeting, the Associate Dean of Student Administration will schedule an Information Meeting with the student accused of the violation within 5 business days of the meeting with the complainant, and provide him/her with a summary of the charges. In cases of violations of the Gender-Based Misconduct Policy, in either the summary of charges or at the information meeting, the student will be informed of the date, time, location, factual allegations, specific code of conduct violations and possible sanctions. After the student meeting, the student shall have the right to file a written response to the charges by the date agreed upon by the Associate Dean of Student Administration. At the conclusion of the investigation, the Associate Dean of Student Administration will determine if a hearing is required, and if appropriate, a hearing will be scheduled within 10 business days.

VII. Judicial Bodies and Forums

A. Administrative Hearings

The administrative hearing will be conducted by the Associate Dean of Student Administration. Also present will be the Assistant Dean of Student Services. Administrative hearings or summary resolutions are for the students electing to accept responsibility for the alleged violation. Written decisions will serve as the official records of administrative hearings and will be sent to the individual who filed the charges and/or the student accepting responsibility for the violation within 10 business days from the conclusion of the summary resolution.

B. Student Discipline Review Board

The Student Discipline Review Board is the judicial body that conducts formal hearings.

VIII. Judicial Hearings (formal)

Student Rights: the accused student is entitled to an advisor of the accused student’s choice, who is not acting as legal counsel, to accompany him or her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process and shall be entitled to be present during every stage of the proceedings up to the time of the Board’s final deliberations. Accused students are entitled to fair and impartial hearings and will have an opportunity to present relevant evidence and information on his/her behalf, including presenting witnesses and/or signed, written
statements, unless waived for informal resolutions or where a student accepts responsibility for the charge. The Chair determines the relevance of all witnesses to a student disciplinary hearing. The student shall be entitled to hear and question the statements of adverse witnesses. At the discretion of the Chair, a representative from the College may present the statement of a witness if the College has a written and signed statement from the witness (a statement from an official NYIT e-mail account may serve as a proxy signature). The Board shall not consider evidence not presented at the disciplinary hearing in determining whether the student has violated a rule of conduct.

Complainants’ Rights: Complainants in matters involving Gender-Based Misconduct, bullying, endangerment, or property theft or damage, have the following rights:

a) To attend an Information Meeting with the Associate Dean of Student Administration or designee.

b) To have an advisor, who is not acting as legal counsel, of the complainant’s choice accompany him or her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. The advisor may not act as a legal representative.

c) To submit a complainant’s impact statement to the hearing body. This information will be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s).

d) To remain anonymous. A complainant who is unwilling to participate in the disciplinary proceeding needs to understand that this may compromise NYIT College of Osteopathic Medicine’s ability to present its case against the respondent student. In certain cases where it is determined that the complainant’s active participation in a hearing may result in undue repercussions, the complainant may be granted the opportunity by the Chair to remain anonymous in the hearing process; in such cases, an NYIT investigator will represent the statement of the complainant. In such cases, the Chair (or designee) may request that the complainant submit written documentation for consideration.

e) To have unrelated past behavior excluded from the hearing. The Chair or designee will decide if such information is unrelated.

f) To submit questions to the hearing body. The hearing body will then consider posing those questions to the student who is alleged to be in violation of policy.

g) To provide a statement to student disciplinary bodies in limited privacy, as long as the process does not unduly/unreasonably compromise the ability of the student who is alleged to be in violation of policy to question witnesses. Determination will be made by the Chair.

h) To be present throughout the entire hearing, or portions thereof. Determination will be made by the Chair.

i) To be notified of the disciplinary hearing outcome and appeals outcome.

j) To appeal the hearing decision in accordance with the procedures outlined in Section X.
After the Student Discipline Review Board has completed the hearing and determined the outcome of the investigation of the alleged violation, the following will occur if:

- The student is found not guilty based on the preponderance of evidence standard: the Chair will notify in writing both the individual who filed the charges and the student accused of the violation within 10 business days from the final decision.
- The student is found guilty based on preponderance of evidence standard: the Student Discipline Review Board will make the determination of guilt and of the appropriate penalty to be set forth in writing by the Chair and delivered to the individual who filed the charges and the student found guilty of the charges within 10 business days from the final decision.

The Student Discipline Review Board constitutes final institutional action on behalf of NYIT College of Osteopathic Medicine unless a written appeal from either the person filing the complaint or the person found guilty of the violation is submitted in accordance with section X. Appellate Review of this Student Code of Conduct.

Note: Only the persons involved in the incident and the committee members can attend the disciplinary hearing, with the following exception: In cases of Gender-Based Misconduct, including stalking and dating or domestic violence, each of the victim and the accused student may be accompanied to the hearing or any meeting with an advisor of his or her choice, provided that the advisor may not act as a legal representative and may not speak on behalf of the student. Formal hearings may only be recorded by NYIT COM, and will be recorded at the sole discretion of the chair.

IX. Sanctions

One or more of the following sanctions may apply when a student is found responsible for violations of the Student Code of Conduct:

A. Warning – Written notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties. This warning does not go into the student’s permanent records.

B. Censure – Written reprimand for violation of specific rules with the warning that violation of any other college rule within the stated period of the censure may be cause for more severe disciplinary penalties. In addition, the student is prohibited from attending conferences, from running for or holding office (national or local) or being elected to any honorary organization for the period of the censure. This censure is included in the student’s record only for the period of the censure.

C. Disciplinary Probation – A specified period of time during which the student has the opportunity to demonstrate the ability to be a responsible member of the NYIT College of Osteopathic Medicine community. During that time the student is required to refrain from any further violation of the rules of conduct and any other requirements intended to rehabilitate the student. Any further violation of the Student Code of Conduct places the student’s status with the college in jeopardy. The student is prohibited from attending conferences, from running for or holding office (national or local) or being elected to any honorary organization during the probationary period. Disciplinary Probation becomes part of the student’s permanent record.
D. Suspension – Suspension from academic enrollment and revocation of other privileges or activities and from the privilege to enter on the campus premises or related facilities for a period of time not to exceed two years. Criteria for return if appropriate will be specifically outlined in writing. Suspension becomes part of the student’s permanent record.

E. Expulsion – Complete termination of student status and academic enrollment for an indefinite period of time. This penalty may be recommended by the Student Discipline Review Board but shall be imposed only upon approval of the Dean of NYIT College of Osteopathic Medicine. An order of expulsion from the Dean shall set forth in writing the conditions that will permit readmission, if any. Expulsion becomes part of the student’s permanent record.

Please note: if a referral for a mental health assessment is required, the counseling assessment conditions must be specifically outlined in the letter of determination.

X. Appellate Review

The individual filing the complaint or the student accused of the violation may appeal a decision of the Student Discipline Review Board by submitting a written appeal within three days of the receipt of the written decision. The written appeal should be addressed to the Dean of NYIT College of Osteopathic Medicine, except in cases of expulsion, in which case the written appeal should be addressed to the Vice President of Medical Affairs and Global Health. The letter must include specific documentation of the grounds for the appeal. Both parties will be informed if an appeal is filed.

Appeal requests are limited to the following grounds:

   a) To consider new evidence, unavailable during the original hearing that could impact the original finding or sanction. This is not a rehearing of the disciplinary case but rather a review of new evidence.
   b) Failure to follow the disciplinary hearing process as outlined in the Student Handbook
   c) The Sanctions imposed were disproportionate to the violation of the Code of Conduct for which the student was found to be responsible

For appeals not involving violations of the Gender-Based Misconduct Policy, the Dean (or in cases of expulsion, the Vice President of Medical Affairs and Global Health) (i) will review the written appeal, (ii) may in his or her sole discretion convene an Appellate Review Panel; and (iii) may in his or her sole discretion meet with the relevant parties to discuss the appeal. For appeals involving violations of the Gender-Based Misconduct Policy, the Dean (or in cases of expulsion, the Vice President of Medical Affairs and Global Health) will convene an Appellate Review Panel who will decide the appeal.

The appellate decision will be sent to the person filing the complaint and the person being charged with the violation within 10 business days of the receipt of the appeal, unless notification is given that additional time is necessary for consideration of the appeal. In the case of an appeal, the appeal determination is the final institutional action on behalf of NYIT College of Osteopathic Medicine.

The entire discipline process shall be completed in no more than 60 days.
XII. Student Records

A written summary of each student’s discipline hearing along with the formal determinations shall be maintained in the files of NYIT College of Osteopathic Medicine’s Office of the Associate Dean of Student Administration for a minimum of five (5) years after the date of final determination. Students may not obtain a copy of the information in their judicial file unless required under federal or state law.

Specifically in the cases resulting in disciplinary probation, suspension or expulsion, the relevant materials will also be maintained in the student’s official file in the Office of the Registrar. Therefore, this information will be documented on any and all official requests of a student’s record (i.e. Medical Student Performance Evaluation, Medical Licensing Boards, etc.).

For crimes of violence, including, but not limited to sexual violence, NYIT College of Osteopathic Medicine will make a notation on the transcript of students found responsible after a disciplinary process that there was a sanction of suspension and/or expulsion after a finding of responsibility. For respondents in cases of sexual violence who withdraw from the institution while conduct charges are pending, and decline to complete the student disciplinary process, NYIT College of Osteopathic Medicine will make a notation on the transcript of such students that they withdrew with conduct charges pending. Appeals to seek the removal of transcript notations of suspensions (but not expulsions) may be submitted in writing to the Dean no less than one year following the conclusion of the suspension period.

XIII. Privacy Act and Confidentiality

NYIT College of Osteopathic Medicine will abide by all laws requiring confidentiality and privacy with regard to the student disciplinary process.

XIV. Interim and Emergency Suspension

a. Interim Suspension. In situations of potential code violations where there is reasonable cause to believe a student’s alleged behavior or action and/or continued presence at NYIT College of Osteopathic Medicine poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, or continuance of normal NYIT College of Osteopathic Medicine functions, the Associate Dean of Student Administration (or designee) will temporarily restrict a student from specific NYIT facilities including, but not limited to, buildings, and classrooms or temporarily suspend the student from NYIT for an interim period of time pending disciplinary proceedings. Such situations may involve emergency, medical, mental, or some other chronic matter, including but not limited to physical assault, harassment and/or bullying, sexual assault or misconduct, hazing, possession of firearms, explosives, weapons, felony drug possession, and other acts of a similar nature that threaten or have the potential to threaten the health and/or safety of individuals and/or the property of NYIT. The Associate Dean of Student Administration (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.
b. Emergency Suspension. In situations not necessarily involving potential code violations, but where there is reasonable cause to believe a student’s alleged behavior or action and/or continued presence at NYIT College of Osteopathic Medicine poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, continuance of NYIT College of Osteopathic Medicine functions, or NYIT property, the Associate Dean of Student Administration (or designee) will temporarily restrict a student from specific NYIT facilities including buildings and classrooms or temporarily suspend the student from NYIT College of Osteopathic Medicine for an interim period of time pending an evaluation of that student’s well-being by an outside licensed practitioner and/or the Office of Student Administration. The Associate Dean of Student Administration (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.

c. A student under interim or emergency suspension is not allowed on any NYIT campus or property without express permission of the Associate Dean of Student Administration (or designee). In addition, the student may not contact any other student, staff, faculty or administrator with the exception of the Associate Dean of Student Administration (or designee) without prior permission.
SECTION VI – TECHNOLOGY

The NYIT College of Osteopathic Medicine educational process makes extensive use of various technologies such as e-Textbooks, email, internet access, web conferencing, streaming video, etc. All students should be comfortable using these technologies.

INSTRUCTIONAL RESOURCES

The Academic website and Learning Management System (LCMS+):

Functions as a calendar, repository of academic content, and gradebook. This site contains materials used in the NYIT College of Osteopathic Medicine curricula. Most of the curriculum is available to NYIT College of Osteopathic Medicine students for access anywhere, anytime over the web.

Electronic Library Resources and E-textbooks:

Students may search the text, share notes, highlight, annotate, watch video, complete self-assessment activities, and join study communities with anywhere-anytime availability.

Secure Exam Software (ExamSoft):

Provides computerized testing, feedback, and assessment.

Interactive Web Forums and Discussion Boards:

Serve as academic gathering places for faculty and students to discuss academic questions.

Mailing Lists and other E-mail Communication:

Students, faculty, staff and administration routinely communicate through email. Students regularly receive information through mailing lists. You are expected to check your NYITCOM email account daily and should only use this email address to communicate with the school.

MEMBERS OF DO 2018 and 2019

NYITCOM recognizes that, in order for our students to be successful now and in the future, access to academic resources are critical, especially in regard to technology. Therefore, NYITCOM is moving to a tablet-based curriculum to both increase sustainability efforts, as well as to give our students a technological edge.

NYITCOM is one of the few graduate and medical schools nationwide to provide tablet technology to all of our students. Incoming students receive an Apple iPad Air (32 GB, WiFi capable) during orientation week. By providing students with tools and resources to help them achieve their goals, NYITCOM hopes to help students succeed at every level of their career.

Frequently Asked Questions

This section will be updated regularly with new questions, so please check back soon for additional answers and further clarification about the tablet initiative.

Q. Do students get to choose between an iPad and an iPad mini?
A. No, students will receive an iPad during orientation, which will be used throughout their education.
Q. Can students keep their iPads after graduation?
A. Yes, upon graduation, students may keep their iPads. If a student withdraws or is dismissed for any reason, the iPad must be returned to NYITCOM.

Q. Will the iPads come with cases and keyboards?
A. No. Students are encouraged to purchase their own case with keyboard.

Q. What, if anything, will be installed on the tablets?
A. Every iPad includes the standard built-in apps such as Safari, iTunes, etc.. Additionally, the iPad will be loaded with all school resources, apps, and home page links for key NYITCOM technology.

Q. Will students receive upgraded iPads as technology progresses?
A. No. Incoming students will receive current technology intended to last them for the duration of their education. These will not be replaced by the University as new models become available.

Q. What happens if an iPad breaks or is lost? Does NYITCOM replace/fix them?
A. Students are responsible for the maintenance of their iPads and should contact Apple Support rather than contacting the IT Helpdesk for assistance. Your iPad comes with an AppleCare Protection Plan, which covers accidental damage. Replacing a lost iPad will be the responsibility of the student.

Q. What if a student doesn’t want an iPad? Can he/she refuse it? Sell it?
A. Students may neither sell nor refuse iPads, because there is an expectation that students will be using the iPads as part of the curriculum, including taking tests, in order to reduce paper waste on campus. It is important to remember that the iPad does not become the students’ property until they graduate. Graduates may keep their iPads or sell them according to personal preference.

Q. Will all tests be taken on the iPad?
A. The majority of exams will be taken using the iPad.

Q. Will there still be financial aid adjustment for computers?
A. Yes, there is a financial aid adjustment that can be used to purchase a computer.

MEMBERS OF DO 2016 and 2017

Students are required to have a working laptop computer that meets minimal technical specifications.

Windows Laptops:

- Windows 7 or higher
- Approved antivirus
- Wireless Network Capability
- 13 or 15 Inch display
- Intel i5 processor
- 4GB or more memory

Apple Laptops:

- Recent OS X
• Approved antivirus

• Wireless Network Capability

• 13 or 15 inch Display • DVD Drive

• Intel i5 Processor

• 4GB or more memory

Additional technology information may be found on the Student Resources page of the NYITCOM website.

Helpdesk support is available to students at specified hours through NYIT’s Service Central, accessible at nyit.edu/service_central, servicecentral@nyit.edu, or via campus phone: 516.686.1400.
SECTION VII – MEDICAL LIBRARY INFORMATION

LIBRARY HOURS: Monday through Friday: 8:00 AM – 12:00 Midnight. Saturday 9:00 AM – 12:00 Midnight, Sunday 9 AM– 12:00 Midnight. Library hours may be modified based upon holiday and vacation schedules.

GENERAL RULES

1. In order to maintain security for access to the Medical Library (Rockefeller Building), please be advised that you will be required to show your NYIT College of Osteopathic Medicine ID card to the Front Desk Personnel in order to enter the library.
2. No food or beverages are allowed in any part of the library at any time.
3. Do not re-shelve books or journals used within the library. Return them to the book truck at the circulation desk.
4. Books requested by a faculty member to be used for a particular assignment will be put on reserve at the circulation desk until the assignment is complete. Only faculty members may make a reserve request.
5. When returning any material that has been checked out, be sure the staff member at the circulation desk is aware of the return.
6. Overdue books will bear a charge of 15 cents per day per book.
7. Reference books do not circulate. They must be used only within the confines of the library.
8. All journals do not circulate.
9. Four photocopiers are located in the library for photocopy purposes that require copy cards instead of coins. Your NYIT College of Osteopathic Medicine ID card is your copy card. Money can be put on the card in the cafeteria in the Riland Building or going online to http://onecard.nyit.edu.
10. Reserve books for special assignments must be used within the library. Books may be charged out for 3 hours. There is a fine of $1.00 per hour for overdue reserve books.
11. Audio-visual materials must be used on the premises. They must be requested and checked out at the circulation desk. All materials can be checked out for 3 hours. All library materials must be returned and all overdue fines paid as a criterion for promotion and graduation.
12. Laptop computers may be checked out, similar to reserve materials, for 3 hours. A $5 fine per hour will be charged if the material is returned late.

LIBRARY POLICY

The overall policy of the library is to provide the most current information in all medically related fields, in the most accessible form, with qualified, well trained, cooperative assistance where needed, in whatever formats are most appropriate. It is important for students to understand that the library is a reference library, not a quiet study area. As a reference library, conversations may be held by the librarians with each other or with students so that some noise is expected in the area.
SECTION VIII - CAMPUS SECURITY

Campus safety and security does not just happen. It takes the commitment and cooperation of every member of the college community, from students and faculty to staff and visitors. New York Institute of Technology takes very seriously the safety of those who study, live, and work on its campuses. Through the Office of Campus Security, the college strives to deter and respond to campus safety issues.

Old Westbury:

Anthony Repalone, Director of Security, Simonson House, Room 101

Telephone: 516.686.7789

E-mail: owsecurity@nyit.edu

Here for Your Protection

On each campus of NYIT you will find an Office of Campus Security that provides continuous, year-round security. These offices are staffed with private security officers who receive ongoing training throughout the year. These security professionals respond to a variety of calls for assistance, from medical emergencies to crimes in progress.

Foot and vehicle patrols of campus grounds, buildings, and residence halls are made 24 hours a day on the Old Westbury campus. In addition, the Office of Campus Security provides vehicle assistance to the college community for jump-starts and lockouts. If you are in need of vehicle assistance, call the security, and give your location and vehicle description. You will be given an estimated time that an officer will arrive.

While every effort is made to ensure the safety and security of individuals and their property at NYIT College of Osteopathic Medicine, NYIT College of Osteopathic Medicine will not be liable for damage or theft of personal property under any circumstances. As such, NYIT College of Osteopathic Medicine urges all of its students to purchase their own comprehensive insurance (including theft, accident and personal liability) to protect themselves.

Emergency Telephones

NYIT provides emergency telephones throughout all New York campuses. These telephones are located both inside and outside of buildings, and provide a direct connection to the Office of Campus Security. When using these telephones, make sure to tell the dispatcher your name, location and nature of emergency.

CLERY ACT REPORT

In 1990, in the interest of promoting school safety, Congress passed the Student Right-To-Know or Campus Security Act. The result of this act was that law enforcement records of crime committed on campus were now made available to the campus community. In 1998, the Campus Security Act was changed to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. On October 1st of each year, NYIT will publish an annual campus security report. These reports contain:

1. Crime statistics for the three most recent years concerning the occurrences on each campus;
2. A statement of current policies regarding:
What is the Campus SaVE Act?
The Campus Sexual Violence Elimination (SaVE) Act increases transparency on campus about incidents of sexual violence, including domestic violence, dating violence, stalking and sexual assault. The act also guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. The Campus SaVE Act amends the Clery Act, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Obama signed SaVE into law on March 7, 2013 as part of the Violence Against Women Act (VAWA) Reauthorization.


You may obtain a copy of the security report:

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. This information may also be obtained from the Director of Security or from the United States Department of Education’s web site for campus crime statistics at

http://www.nyit.edu/security/annual_security_and_fire_safety_report/.

CAMPUS PARKING AND VEHICLE REGISTRATION

The strict enforcement of parking and traffic regulations is essential to accommodate the steady traffic that passes through the campus. Please use the following link to access the NYIT Parking Rules and Regulations (PDF).

IDENTIFICATION

An official identification card will be issued to each student in the form of a picture ID card. The ID card must be worn visible at all times while on campus. Students will be required to present their ID cards in order to gain entry to the study room, gym and library. In addition, the ID card is required for checking out library materials as well as gaining access to the buildings and labs after 5:00 pm. Lost ID cards will be replaced at the student’s expense at a cost of $10.00 fee per card. The replacement fee is to be paid at the NYIT Bursar Office in Harry Schure Hall and receipt is to be brought to the Security Office in Simonson House.

VIDEO CAMERAS

In order to provide enhanced security for NYIT College of Osteopathic Medicine students, staff and visitors, NYIT College of Osteopathic Medicine operates video cameras in various common areas, classrooms, corridors, and staircases. Each person who applies for admission to NYIT College of Osteopathic Medicine, or who is accepted for admission by NYIT College of Osteopathic Medicine, is deemed to have consented

(a) to the operation of these video cameras;
(b) to the viewing of the resulting video images by NYIT College of Osteopathic Medicine or NYIT representatives, or by law enforcement authorities; and
(c) to the use of the resulting video images in NYIT College of Osteopathic Medicine disciplinary investigations or proceedings, or in connection with actions taken by law enforcement authorities.
SECTION IX – FACILITIES INFORMATION
BUILDING ACCESSIBILITY
Matriculated students are permitted in the NYIT College of Osteopathic Medicine buildings. Students must wear ID badges to be considered eligible to be in the buildings. If a student cannot show a badge, he/she will be asked to leave the building.

The Office of Student Life must approve all college visitors on campus. Non-matriculated students are not permitted in the buildings without the special permission of the Director of Student Life or the Director of Admissions. Visitors are not permitted in lectures, labs, or study rooms without special permission. (Please note: Permission cannot be granted for children to attend any classes, laboratory sessions or to be in the study areas or library at any time.)

BUILDING HOURS
Nelson A. Rockefeller Academic Center (NYIT College of Osteopathic Medicine I): Monday through Friday 7:00 AM – 12:00 Midnight; Saturday 9:00 AM – 12:00 Midnight; Sunday 1:00 PM – 12:00 Midnight
W. Kenneth Riland D.O. Academic Health Care Center (NYIT College of Osteopathic Medicine II): Monday through Friday 7:00 AM – 2:00 AM; Saturday 9:00 AM – 2:00 AM; Sunday 1:00 PM – 2:00 AM
Serota Academic Center (NYIT College of Osteopathic Medicine III) Monday through Friday 7:00 AM – 7:00 PM;

Saturday & Sunday by ID card only

Building hours may be modified based upon holiday and vacation schedules. Exceptions to the above hours must be specifically arranged. Admission to any of the college departments at unscheduled hours requires authorized permission and presentation of proper credentials on the part of faculty and students. For meetings of professional societies or any other organizational institutions, which are planned for hours when the college is ordinarily closed, permission MUST be granted by the Associate Dean for Clinical Services and Facilities.

COLLEGE PROPERTY
All college property must remain in its’ assigned location.

STUDENT MAILBOXES AND LOCKERS
During first year orientation, students will be assigned a mailbox by the Office of Student Life. Students are responsible for all notices placed in their mailboxes. All students are required to clean out their mailboxes once a week. There is a $10.00 fee for all lost keys or non-returned keys. All mailbox keys are the property of the school and must be returned to the Office of Student Life at the end of the second year or upon request.

Lockers are available for student use in the basement level of the Serota Building; only combination locks are to be placed on the lockers. All students are required to clean out their lockers at the end of every school year. Students are urged not to keep valuable items in lockers as the school cannot and will not be responsible for damage to and theft of personal property.
PHOTOCOPYING

Photocopying machines that require copy cards are available for student use on the second level of the library. Your NYIT College of Osteopathic Medicine ID card is your copy card. Money can be put on the card in the cafeteria in the Riland Building (NYIT College of Osteopathic Medicine II).

CANCELLATION OF CLASS

In case of inclement weather, please tune in to local radio stations such as WCBS, WINS, or WOR for announcement of school closings or you may either call 516-686-1010 or http://nyit.edu/alerts (NYIT Alerts is a mass text and voice messaging notification system for emergency communications and student outreach). The Academic Health Care Center will be closed when the school is closed. No other clinical duties will be cancelled due to weather.

SMOKING POLICY

Effective January 14, 2013, smoking is prohibited in all buildings and within the smoke-free zones, which are defined as and encompass the area 20 feet south of the Riland Health Care Center and extending 20 feet north of Tower House, and 20 feet west of the 500 building and 20 feet east of Serota Hall on the Old Westbury campus, and within 20 feet of the entrance of 26 West 61st St in Manhattan.

The smoke-free zone on the Old Westbury campus (see enclosed map) includes: exterior open spaces, loading docks, parking lots, on-campus sidewalks, streets, driveways, and in all university-owned or leased vehicles. Smoking is permitted in privately owned vehicles. Signs are displayed in prominent, visible areas.

This policy applies to all faculty, staff, students, contractors, vendors and visitors.

Definitions

- **Smoking**: the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars or pipes.

Compliance

All management, including administrators, deans, directors, department chairs, and supervisors will ensure that this policy is communicated to everyone within their areas of responsibility.

The success of this policy depends on the thoughtfulness and consideration of smokers and non-smokers in the defined smoke-free zones. NYIT encourages all individuals to cooperatively work together, as the responsibility lies within the NYIT community to self-enforce this policy. NYIT faculty, staff, and students who invite guests and/or visitors to campus are responsible for ensuring that their guests/visitors are aware of and comply with this policy. Visitors who do not comply with the policy are subject to having their access to campus restricted or revoked.

NYIT faculty, staff, and students who are found in violation of the Smoking Policy will be subject to disciplinary action. While campus security will assist in helping students and employees address violations, this policy is intended to be self-policing, and a form is available online for members of the NYIT community to report repeated violations of the policy. In accordance with the applicable law and NYIT policy, any individual can report a violation without fear of retaliation.

Ultimately, NYIT Human Resources, NYIT Office of Campus Life and NYITCOM Office of Student Administration will be responsible for issuing warnings and/or sanctions to repeat offenders for faculty/staff violations and student violations, respectively.
SECTION X – HEALTH SERVICES INFORMATION

Student health services are for all students at the Academic Health Centers, the Academic Health Care Center in Old Westbury, and the Family Health Care Center in Central Islip.

The Academic Health Centers participate in most insurance plans. Every NYIT College of Osteopathic Medicine student is required to obtain and maintain health insurance that is acceptable in New York State. (Please see page 73). A copy of the insurance card is required to schedule an appointment. Students are encouraged to choose a primary care physician at one of the Academic Health Centers. All services will be billed to the student’s health insurance and students will be responsible for amounts not covered by insurance. Health care fees will cover any services related to clerkship requirements.

The Academic Health Care Center, Riland Building, Old Westbury campus, provides the following services: Family Medicine, Internal Medicine, Physical Medicine and Rehabilitation, Osteopathic Manipulative Medicine, Genetic Counseling, Physical Therapy, Occupational Therapy, Exercise Physiology, Speech Pathology, Immunology, Psychology, Radiology, Breast Health Services, Acupuncture.

Hours: Monday – Friday 8AM TO 5PM

Phone: (516) 686-1300

Fax: (516) 686-7890

Patients are seen by appointment (preferred) but walk-in appointments are available.

Family Health Care Center, 267 Carleton Avenue, Central Islip, provides the following services: Family Medicine, Internal Medicine, Pediatrics, Osteopathic Manipulative Medicine, Genetic Counseling, Psychology, Breast Health Services, Acupuncture, Physical Therapy, Occupational Therapy and Speech Pathology.

Hours: Monday, Friday 8AM to 5AM

Phone: (631) 348-3254

Fax: (631) 348-3031

Patients are seen by appointment (preferred) but walk-in appointments are available.
Note: During your second year at NYIT College of Osteopathic Medicine, in preparation for third-year clerkships, you will be notified of your need to have a physical exam, TB screening, and titers drawn as per hospital requirements.

During your third year at NYIT College of Osteopathic Medicine, in preparation for fourth-year clerkships, you will be notified to schedule another TB screening visit.
MANDATORY HEALTH, LIFE, AD&D AND DISABILITY INSURANCE FOR D.O. STUDENTS

All NYIT College of Osteopathic Medicine students are required to maintain continuous active Medical and Dental insurance sponsored by a **domestic health insurance plan**. The NYIT College of Osteopathic Medicine Medical insurance will be provided by UnitedHealthcare StudentResources (PPO plan) and Dental (PPO plan), Life, AD&D and Disability insurance will be provided by The Guardian for students without coverage. Every student is **required** to enroll in the insurance plans unless an acceptable **Waiver** is provided in a **timely** manner.

The **only** acceptable reasons to waive the school’s Medical or Dental plans are:

1. Student is covered under a parent’s group insurance;
2. Student is covered under a spouse’s group insurance; or
3. Student is covered by Medicaid.

“Individually purchased medical and/or dental plans and Affordable Care Act (ACA) individually purchased plans are **NOT** acceptable.”

Students may not waive out of the Life, AD&D and Disability plans.

ENROLLMENT INFORMATION

1. All students must complete a **NYIT College of Osteopathic Medicine Enrollment form** (to insure proper information for the insurance company and to specify your chosen beneficiary) even if you are not taking the Medical and/or Dental coverage’s.
2. Incoming students must have their Enrollment Form and/or Waiver Form on file with the Office of Student Life **no later than the first day of orientation**. Forms are available from the Office of Student Life or at [https://app.hsac.com/NYITDO](https://app.hsac.com/NYITDO).
3. If there is a **change in insurance status for you or your dependent**, (i.e., you are no longer covered by the insurance you indicated on your Waiver; marriage, the birth of a child, etc.), you must complete the appropriate online request at [https://app.hsac.com/NYITDO](https://app.hsac.com/NYITDO) or forms with the Office of Student Life **within 30 days of the date of change**.
4. The student’s Bursar Account is charged for the Medical, Dental, Life, AD&D and Disability automatically. Charges for Medical and Dental will be removed if a proper Waiver form has been completed and filed with the Office of Student Life within the 30 day period. **For cancellations, the insurance companies will not refund more than one month of retroactive premiums. There will be no exceptions.**
5. A current waiver form must be completed annually. Waiver information may be submitted online at [https://app.hsac.com/NYITDO](https://app.hsac.com/NYITDO) or via a paper Waiver Form with a copy of the front and back of your current health insurance ID card(s). Annual waiver requests must be submitted no later than the end of April for rising 4th year, May for rising 2nd year and July for rising 3rd year students. If an annual waiver is not submitted, the student will automatically be enrolled in the NYIT College of Osteopathic Medicine sponsored student medical and dental plans.

PROCEDURE TO ENROLL AFTER THE INITIAL ELIGIBILITY PERIOD

A student or dependent of a student, who is eligible for coverage but does not enroll when originally eligible, may enroll for coverage **IF ALL** the following conditions are met:

- The student (or dependent) was covered under a group health plan or health insurance coverage at the time coverage was offered; and,

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• The student stated in writing (Waiver form) that coverage under a group health plan or health insurance coverage was the reason for declining coverage; and,
• The student’s or dependent’s coverage was terminated as a result of loss of eligibility for coverage (including loss of dependent status under a parent’s coverage, legal separation, divorce, death, or termination of employment); and,
• The student requests enrollment in the student sponsored plan not later than 30 days after the termination date of the loss of eligibility.

LOSS OF COVERAGE

• The student or dependent will have to provide proof of loss of other coverage in writing within the enrollment period (30 days). Students or dependents of students not enrolling within 30 days of their loss of coverage are not eligible to enroll for coverage until the next Open Enrollment period (each July and January). A booklet explaining the plan and its benefits is available in the Office of Student Life.
SECTION XI – MASTER’S DEGREE INFORMATION

A. ACADEMIC CALENDAR

FALL SEMESTER – 2015
Fall and Cycle A classes begin September 8, 2015
Columbus Day – only evening classes scheduled October 12, 2015
Cycle A classes end October 28, 2015
Cycle B classes begin October 29, 2015
Thanksgiving Break (no classes) November 25 through November 29, 2015
Fall and Cycle B classes resume November 30, 2015
Fall and Cycle B classes end December 23, 2015

SPRING SEMESTER – 2016
Spring and Cycle C classes begin January 25, 2016
President’s Day (no classes) February 15, 2016
Cycle C classes end March 16, 2016
Spring Recess (no classes) March 19 through March 27, 2016
Cycle D classes begin; Spring semester resumes March 17, 2016
Cycle D classes end May 19, 2016
Spring classes end May 21, 2016
Commencement May 22, 2016

B. FINANCIAL INFORMATION

M.S. in Medical/Healthcare Simulation:
*Tuition, per credit: $1100
Fees
- Application fee: $50
- Tuition deposit: $500 (applied to first semester's tuition) (nonrefundable) due May 1; Students accepted after May 1 tuition deposit is due within two weeks of acceptance
- Late registration charged to continuing students only who register after the first day of classes (all programs): $320
- Late fee (per semester) for tuition payment received after the first of August 2015 and the first of January 2016: $290
- Maintaining matriculation, per semester: $80
- Service charge for unpaid check or credit card return: $95
- Transcript of record (certified check, bank check, money order only): $10
C. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR TITLE IV FUNDING FOR M.S. IN MEDICAL/HEALTHCARE SIMULATION STUDENTS:

This policy becomes effective with grades earned in the summer 2011 semester and for all subsequent semesters. The policy complies with updated federal regulations (CFR 668.34) that are effective July 1, 2011.

Introduction:

To receive Title IV Federal Financial Aid and Institutional Funds administered by the NYIT Office of Financial Aid, students must maintain measurable academic progress towards degree program completion. Federal regulations require evaluation of qualitative and quantitative measures, as well as completion of the degree objective within 150% of the normal published time frame.

All enrollment periods, including those for which the student did not receive financial aid, are included in the measurement of Satisfactory Academic Progress. The student’s entire academic history will be considered when determining SAP status. This includes all transfer credits reflected on the NYIT transcript. Incompletes (I) and Withdrawals (W) count as attempted credits, but not earned credits. Withdrawn Failing (WF) and Failing (F) count as attempted and earned credits.

Students who do not meet the standards of Satisfactory Academic Progress will not be eligible for federal or institutional financial aid until such time as they have successfully appealed their Unsatisfactory Academic Progress (UAP) status and can regain eligibility by meeting the standards of this SAP policy or by following a prescribed Academic Plan as determined by an Academic School Designee.

Guidelines for Academic Progress:

For Financial Aid purposes, an aid year at NYIT consists of summer, fall and spring enrollment periods. Summer begins the year and Spring concludes it. The measurement of SAP is calculated at the end of each enrollment period (semester) during the aid year and the status is effective with the next enrollment period (semester).

Qualitative Standard:

The qualitative component measures the quality of the student’s academic progress by the student’s cumulative grade point average (CGPA).

Graduate Standard:

Graduate students must maintain a CGPA of 3.00 at all times. The required CGPA is based upon the total number of attempted and earned credits, with the exception of those stated elsewhere in this policy document.
Pace – (formerly referred to as the Quantitative Standard)

Students must meet a quantitative standard of academic progress measured as a completion rate percentage.

- Students must successfully complete 67% of all attempted credits to graduate within 150% of the normal time frame.
- The calculation is made as follows: \( \frac{\text{Earned Credits}}{\text{Attempted Credits}} = \text{Completion Rate} \) (result rounded to the closest whole number; e.g. \( \frac{17}{27} = 70.8\% \) or rounded to 71%)

Incompletes (I) and Withdrawals (W) count as attempted credits, but not earned credits. Withdrawn Failing (WF) and Failing (F) count as attempted and earned credits. Accepted transfer credits are also included in this calculation, both as attempted and earned credits.

Maximum Time Frame for Degree Completion:

Students must obtain their degree objective within 150% of the normal time frame for degree completion. For graduate programs requiring 36 credits, students must obtain degrees within 54 attempted credits \((36 \times 1.50 = 54)\). This maximum time frame is based upon the student degree classification in NYIT’s academic records.

Consequences of Failure to Meet SAP

“Financial Aid Warning”:

Financial Aid Warning is a status assigned to a student who fails to make satisfactory academic progress at the end of an enrollment period. A student who fails to meet SAP (excluding maximum time frame) at the end of an enrollment period is no longer eligible for Financial Aid. However, for the first term of ineligibility, the student is automatically placed in a “Financial Aid Warning” status, not to exceed one enrollment period.

- During the warning period, the student may receive financial aid despite the determination that they are not meeting SAP standards.
- The student must meet SAP standards by the end of the warning period. If not, financial aid eligibility will be suspended until such time the student regains SAP or files an appeal.
- For denied appeals, the student must pay for all enrollment periods after the warning period through personal or private funds. The student will regain eligibility when SAP standards are met.

“Financial Aid Probation”:

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress, has successfully appealed and can meet minimum SAP standards by the end of the enrollment period. This student has had eligibility for aid reinstated and can receive financial aid for one enrollment period.
For students who have successfully appealed but cannot meet minimum SAP standards by the end of one enrollment period, an individual Academic Plan may be developed in conjunction with an Academic School Designee. These students will be evaluated and must demonstrate progress each period, as required, in a maximum of two enrollment periods (beyond the “warning” term).

**Appeal Process:**

The following extenuating circumstances may occur during an enrollment period and impact the student’s ability to meet SAP standards:

- Personal injury or illness of the student;
- Death of an immediate family member
- Other extenuating circumstances that were unexpected and beyond the student’s control.

In all cases, the circumstances must be sufficiently documented.

If this occurs and the student wishes to appeal their status, a Satisfactory Academic Progress Appeal Form must be submitted to the Financial Aid Office. The student must meet with the appropriate Academic School Designee to discuss and document the appeal. The Academic School Designee will recommend whether the student’s eligibility should be reinstated.

- The appeal must include appropriate documentation of the circumstances that led to the appeal and how they will demonstrate successful academic progress at the next evaluation.
- If the student is able to meet the SAP policy standards within one enrollment period, the Appeal Form and its documentation will be submitted to the Financial Aid Office. The SAP Appeals Committee will review the appeal and make a final determination.
- If the student will require more than one enrollment period to become compliant with the SAP policy standards, an Academic Plan may be developed by the Academic School Designee, which specifies the coursework and grades necessary to become compliant each period within a maximum of two enrollment periods.
  - The SAP Appeals Committee will review progress at the end of each enrollment period. If the student is not meeting the terms of the Academic Plan, financial aid eligibility will be suspended until the student regains SAP.
  - An academic plan to meet the SAP policy standards must not exceed two additional enrollment periods.
- Students will be granted up to two appeals during their entire academic program.
- As a result of a Change of Major or Academic Program Change, a student may not complete their degree objective within 150% of the normal time frame. If this occurs and the student wishes to appeal the suspension of financial aid eligibility, a Satisfactory Progress Appeal Form must be submitted with an Academic School Designee approved Academic Plan specifically identifying remaining coursework and the projected graduation date. Extensions of the maximum time frame may not exceed two additional enrollment terms. Extensions of time frame will not be granted to students who have less than the required CGPA or less than a 67% completion rate at the time of appeal.
- Incomplete appeal forms will not be reviewed.

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Final Decisions will be made by the SAP Appeals Committee. Evaluation and decision is based on the documented information provided, the circumstances leading to the Appeal and the Academic Plan, if required. Students will be notified of the committee’s decision by regular mail and email and the decision of the SAP Appeals Committee is final.

If the appeal is denied, the student is no longer eligible for further financial aid from NYIT until such time the student becomes compliant with the SAP policy standards.

D. REGISTRATION FOR MASTER'S PROGRAMS

M.S. in Medical/Healthcare Simulation – All students will be registered by the NYIT College of Osteopathic Medicine’s Office of Graduate Education during the semester prior to the scheduled courses.

E. WITHDRAWAL PROCEDURES FOR M.S. IN MEDICAL/HEALTHCARE SIMULATION

To withdraw from a course, the student and the class instructor must complete a withdrawal form and the instructor with the Program Director’s approval must submit it to the NYIT College of Osteopathic Medicine’s Office of Graduate Education for forwarding to the Office of the Registrar. A withdrawal (W) grade cannot be assigned without submission of the withdrawal form to the Registrar.

Students cannot withdraw from classes during the final exam period. The type of withdrawal grade is determined by the date of withdrawal and is assigned as follows below.

**A Withdrawal (W) Grade** will be assigned to students who officially withdraw from a class according to the withdrawal schedule below. The (W) grade is not included in the computation of the grade point average, but may affect eligibility for financial aid.

**A Withdrawal Failing (WF) Grade** may be assigned if the student is failing the course or stopped attending class without officially withdrawing. The (WF) is a failing grade and is included in the computation of the grade point average. It may affect eligibility for financial aid.

**Withdrawal Schedule:**

*Fall and Spring semesters*
- during the third through eighth week - W grade is assigned
- after the eighth week - W or WF grade may be assigned

*Cycle A, B, C, or D*
- during the third through eighth class session - W grade is assigned
- after the eighth class session - W or WF grade may be assigned

*Summer I, II, and III, and Intersession*
- before second class session - W grade is assigned
- after second class session - W or WF grade may be assigned

The withdrawal period dates are listed in the NYIT [Academic Calendar](#).
F. REINSTATEMENT/READMISSION FOR THE M.S. IN MEDICAL/HEALTHCARE SIMULATION

Students who were not in attendance during spring 2015 semester, attended NYIT College of Osteopathic Medicine within the last five years and did not attend another college will need to rematriculate in their program as follows:

- Complete the Application for Readmission/Rematriculation (PDF)
- Bring, e-mail, or fax it to the NYIT College of Osteopathic Medicine’s Office of Graduate Education for approval by the Program Director.
- Once approved, bring, e-mail, or fax the application to the Office of the Registrar and pay the rematriculation fee

Students who were not in attendance during spring 2015 semester, attended NYIT College of Osteopathic Medicine within the last five years or attended another college will need to contact the Office of Graduate Admissions and follow the instructions for rematriculation.

G. GRADE APPEAL PROCEEDINGS/STUDENTS ENROLLED IN MASTERS DEGREE COURSES/PROGRAMS

1. Initial Appeal
   a. Validity of Grade Appeal
      1. Students enrolled in Master’s degree courses/programs may file a written grade appeal of his/her grade during the academic year with the Director of the Program (Program Director). The appeal must clearly explain the reason for requesting a review of his/her grade and be submitted no later than 10 business days following the posting of the grade.
      2. Following the receipt of the appeal letter, the Program Director will meet with the student within 10 business days to determine the validity of the grade appeal.

2. Investigation of Grade Appeal
   a. The Program Director will investigate the grade appeal further by communicating with the appropriate faculty, department chair, and/or course director, to obtain and review the pertinent factual documentation.

3. Decision Determination
   a. After reviewing the pertinent documentation, the Program Director will render his/her decision to the student in writing no later than 10 business days following meeting with the student.
   b. The Program Director will also notify the appropriate faculty, department chair, and/or course director of the decision.

4. Final Appeal
a. If the student is dissatisfied with the decision of the Program Director, he/she can request a review of the decision by delivering a written request to the NYITCOM Associate Dean of Academic Affairs, no later than 10 business days following the date of the initial decision letter.

b. Upon receipt of the written request for review, the Associate Dean of Academic Affairs will request a summary from the Program Director.

c. The Associate Dean of Academic Affairs may invite the student to a session to discuss the decision.

d. The Associate Dean of Academic Affairs shall make one of the following determinations in regard to the appeal:

   1. Affirm the decision of the Program Director.

   2. Overturn the decision of the Program Director.

5. The Associate Dean of Academic Affairs shall deliver the decision in writing to the student as well as the Program Director within 10 business days after receiving the appeal.

H. MAINTENANCE OF ACADEMIC STUDY FOR THE M.S. IN MEDICAL/HEALTHCARE SIMULATION

Students must have a graduate quality grade point average of 3.0 or better in order to graduate. Accordingly, those whose graduate academic record falls below 3.0 will be placed on academic probation and must raise the quality grade point average to 3.0 within one semester, in order to return to full academic status. Students whose graduate academic record includes two or more C’s not balanced by A’s, or includes any failures in coursework, may be dropped from the program.

Students who have earned C or F in a course may retake the course to earn a higher grade. Only the higher grade will be used in computing the GPA; however, the original C or F will remain on the record as a matter of information. The only courses that may be repeated for credit are those which result in grades of C, W, IF, U, F, or WF.

I. REQUIREMENTS FOR GRADUATION FOR M.S. IN MEDICAL/HEALTHCARE SIMULATION

M.S. in Medical/Healthcare Simulation students are responsible for ensuring that all degree requirements in effect on the date of their admission / readmission are fulfilled. Errors on degree maps or degree audit advisement records do not constitute a basis for waiving degree requirements. Discrepancies in documents will be addressed by the academic Dean responsible for the program.
The Program Director will review students’ academic records and recommend them for graduation by signing and submitting a degree audit evaluation. The NYIT College of Osteopathic Medicine’s Office of Graduate Education will audit the records of students recommended for graduation and notify the Deans, Chairs and students of the outcomes.

The criteria used to evaluate students for graduation are as follows:

1. Students will be matriculated in an academic program, have all transfer credits posted to their academic record and all admissions and prerequisite requirements satisfied. Students will be evaluated for graduation using the program requirements in effect at the time of their most recent admission / readmission into the program.

2. The graduate cumulative grade point average will be a minimum of 3.00.

3. All graduate courses with grades of A – C (inclusive of + grades) and F, WF and IF will be used in the computation of the cumulative grade point average unless a course is ‘major modified’* or complies with the NYIT repeat policy.

4. All required and elective graduate courses (or approved course substitutions) must be completed with a minimum grade of C or P. Courses that have specific grade requirements will be considered completed only when the required grade is achieved.

5. In order to be eligible for graduation, students must satisfy the residency requirements specific to the academic program.

6. Upon satisfactory completion of program requirements, students will be awarded a certificate or degree only for the program in which the student is matriculated.
SECTION XII - DIRECTORY INFORMATION

ADMINISTRATIVE LISTINGS

DEAN OF NYIT COLLEGE OF OSTEOPATHIC MEDICINE
Wolfgang Gilliar, D.O.
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Shelley Cohen, M.B.A., Director, Finance
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STUDENT ADMINISTRATION OFFICE
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Office of Admissions
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Tanya Patterson-Stanley, M.P.S., Assistant Director  
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Tpatte01@nyit.edu

Office of Student Life  
Linda Darroch-Short, M.S., Director  
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Erica Bomani, M.S., Assistant Director  
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ebomani@nyit.edu

Student Medical Insurance, Serota Building  
Phone: 516.686.3984

Office of Student Services and Alumni Affairs  
Felicia Bruno, M.A., Assistant Dean  
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SECTION IV – ACADEMIC AFFAIRS INFORMATION
A. ACADEMIC POLICIES

7. PRE-CLINICAL EDUCATION MAKE-UP EXAMINATION/QUIZ POLICY
A make-up examination/quiz for DPC courses (Clinical Science or Biopsychosocial Science), may be given in exceptional circumstances (i.e., documented medical issues, verified emergencies, or verified religious observances) approved by the Director of the DPC curriculum. The make-up exam/quiz may be written/computerized and/or oral. The question format(s) may be multiple-choice, short-answer, essay, and/or other question format variations. Students who take a make-up exam/quiz or reassessment exam are ineligible to receive a grade of Honors (H) in that course unless it is an approved make-up due to (1) a verified religious observance and/or (2) a documented exceptional circumstance, to be evaluated on a case by case basis. Students who remediate a course are ineligible to receive a grade of Honors (H) in that course.

B. GRADING SYSTEMS AND POLICIES

5. UNSATISFACTORY ACADEMIC STUDENT PERFORMANCE IN A D.O. PROGRAM COURSE OR CLERKSHIP

c. UNSATISFACTORY ACADEMIC STUDENT PERFORMANCE IN A DOCTOR PATIENT CONTINUUM CURRICULAR COURSE (DPC)

DPC policies and procedures for the first and second year pre-clinical courses are described below:

1. Reassessment Policy

Clinical Sciences Courses: DPC students earning a final course grade of less than 70% in either the OMM or Clinical Skills component of the Clinical Sciences Course will be issued a grade of “I” (Incomplete). Such students will be offered the opportunity to reassess the appropriate portion of the course. Successful completion of the reassessment examination will result in the awarding of a grade of P (Pass), providing all other course requirements have been achieved. Failure of the reassessment exam will result in the awarding of a grade of U (Unsatisfactory) for this course. The student may be approved to remediate the appropriate portion of the DPC Clinical Science course at the end of the academic year. See the Remediation Policy, section #2, below.

Biopsychosocial Sciences Courses: DPC students, who earn an overall yearly average of less than 70% in the Biopsychosocial Sciences courses and/or an overall yearly average of less than 65% for their content exams for the academic year, will be awarded a grade of Incomplete (I). DPC students may send a letter of petition to sit for a comprehensive reassessment examination to the Associate Dean of Student Administration. After receiving the letter of petition, the Associate Dean of Student Administration will schedule a hearing for the student with the Student Progress Committee. Following the hearing, the Student Progress Committee will recommend to the Associate Dean of Academic Affairs either that the petition should be approved and the student should be allowed to take the comprehensive reassessment exam, or the petition should be denied and as a result the student should be suspended from the College.
Note: Only the student and the committee members can attend a Student Progress Committee Hearing. Formal hearings are recorded by NYIT COM only via audio (at the sole discretion of the chair), and the recording will act as the official record of the hearing.

After considering the advice of the Student Progress Committee and reviewing the student’s written petition and the student’s academic record, the Associate Dean of Academic Affairs will make a final determination as to whether to approve the petition to take the cumulative reassessment exam, or to recommend to the Dean academic suspension of the student from the College.

If permission is granted, and if the comprehensive reassessment exam is passed, the Incomplete (I) grade will be changed to Pass (P) for both terms. If permission to take the comprehensive reassessment examination is denied, or if the student is unsuccessful in passing the comprehensive reassessment exam, the Incomplete (I) will be changed to a grade of Failure (F) for both terms, and the student will be subject to academic suspension with the right to petition for reinstatement. The student will be notified of the academic suspension (in writing) in an email and letter from. Effective the date of the suspension letter, the student is no longer permitted to attend classes, laboratories, examinations or other college related activities.

Failure to achieve an overall yearly average of 70% in the Biopsychosocial Sciences courses due to low facilitator assessment scores, presents a special concern. The student has been determined, by his/her facilitators, to be deficient in the skills necessary to effectively interact with patients and colleagues. This deficiency may not be resolvable by examination. Such failures will be evaluated by the Director of the DPC program, the Associate Dean of Academic Affairs and/or the Student Progress Committee to determine possible remediation programs or to consider other options including academic suspension.

Note: DPC students who are repeating the academic year are not eligible to take or petition to take a reassessment examination.

2. Remediation Policy
Students who have earned an unsatisfactory final grade in a pre-clinical course or clinical clerkship may be approved to remediate that course or clerkship in the scheduled remediation period.

Only one course or clerkship may be remediated per student, per academic year. In such case, the student will be placed on Academic Warning status. A grade of Unsatisfactory (U) will be recorded on the official transcript until the pre-clinical DPC course or clerkship is successfully remediated, upon which the grade will be changed to Pass (P). If unsuccessful in remediating the course or clerkship, the student will be placed on academic suspension with the right to petition to repeat the year and the Unsatisfactory (U) will change to a grade of Failure (F).

Students on Academic Probation Status are not eligible to remediate any course or clerkship. In such case, if the student earns an unsatisfactory final grade in a course or clerkship, the student will receive a grade of Failure (F) in that course or clerkship and will be subject to dismissal from the College.

Clinical Sciences Course: Students, who have earned an unsatisfactory final grade in a year one or year two DPC Clinical Science course may be approved to remediate that DPC Clinical Science course at the end of the academic year. Only one DPC Clinical Science course may be remediated per student, per academic year. In such case, the student will be placed on Academic Warning status. A grade of Unsatisfactory (U) will be recorded on the official transcript until the DPC Clinical Science course, is successfully remediated, upon which the grade will be changed to Pass (P). If unsuccessful in
remediating the DPC Clinical Science course or if not approved for remediation, the Unsatisfactory (U) will change to a grade of Failure (F), and the student will be subject to academic suspension.

Biopsychosocial Sciences Course: DPC students cannot remediate a Biopsychosocial Sciences course.

Note: Students on Academic Probation Status are not eligible to remediate any pre-clinical course. In such case, if a student on Academic Probation earns an unsatisfactory final grade in a pre-clinical course, the student will receive a grade of Failure (F) in that pre-clinical DPC course and will be subject to dismissal from the College.

3. Academic Warning

Any DPC student, who, by the end of a DPC course, fails to meet the minimum academic requirements for their Content Exams, Biopsychosocial Sciences course or Clinical Sciences course, will automatically be placed on academic warning until (s)he receives a satisfactory grade. The student must contact the Learning Specialist within one week to establish an individualized enrichment program (may include attending tutorials as scheduled and meeting with a health professional chosen by the College). A second year student on Academic Warning may not take COMLEX I until he/she has successfully completed the remediation. The student, in consultation with the DPC Academic Coordinator and the DPC Director, will present an academic improvement plan designed to address the deficiency. This information will also be forwarded to the Associate Dean of Academic Affairs for tracking purposes. Failure to meet with the Learning specialist or to comply with the terms of the enrichment program or the academic improvement plan may result in academic suspension. In addition, a DPC student who has been placed on academic warning may not participate in any off campus school sponsored conferences, workshops or trips; may not hold an officer’s position in any national or local College related organization (they must resign any position held) or may not be elected to an honorary organization; and will not be eligible for a Leave of Absence (except personal medical or military; if a student qualifies for a personal medical or military leave of absence and is on academic warning status at the time of the leave of absence, upon his/her return to NYIT College of Osteopathic Medicine (s)he will be on academic warning).

4. Academic Suspension

If a DPC Pre-Clinical student earns an unsatisfactory final grade in both of the DPC Clinical Science courses within the same academic year, the student will receive a grade of Failure (F) for both DPC Clinical Science courses, and will be placed on academic suspension from the College, with the right to petition for reinstatement to repeat the academic year. The student will be notified of the academic suspension (in writing) in an email and letter from. Effective the date of the suspension letter, the student is no longer permitted to attend classes, laboratories, examinations or other college related activities.

A student has the right to petition to repeat a year only once during their academic program.

d. STUDENT PETITION DPC FOR REINSTATEMENT AFTER SUSPENSION

3. DPC ACADEMIC PROBATION

Following the petition process, if a student is granted the right to repeat an academic year as a member of the following year’s class, the student will be placed on academic probation. Within the first two
weeks of the beginning of the repeat academic year, a student who has been placed on academic probation is required to meet with a Learning Specialist to arrange an academic enrichment plan. After the student successfully completes all the required courses/clerkships during the probationary year, the student will be returned to good academic standing.

Earning an Unsatisfactory (U) grade in any course or clerkship, or not meeting any of the minimum academic requirements outlined below, during the probation period will result in immediate dismissal from the College.

a. DPC students on academic probation are not eligible to take reassessment exams.
DPC students on academic probation, who fail to achieve a minimum grade of 70% in any of the DPC courses (DPC 502 – Biopsychosocial Sciences I; DPC 503 – Clinical Sciences I; DPC 504 – Biopsychosocial Sciences II; DPC 505 – Clinical Sciences II; DPC 602 – Biopsychosocial Sciences III; DPC 603 – Clinical Sciences III; DPC 604 – Biopsychosocial Sciences IV; DPC 605 – Clinical Sciences IV), will be dismissed from the College. In addition, earning a Fall or Spring Term Content Exam grade average (midterm and final) of less than 65% for any Biopsychosocial Sciences Course (DPC 502, DPC 504, DPC 602, or DPC 604), or earning a final course grade of less than 70% for Clinical Sciences Courses (DPC 503, DPC 505, DPC 603 or DPC 605), or failing to meet the minimum requirements (earning a grade of less than 70%) for any of the following components: Clinical Skills and OMM (written & practical) of the Clinical Sciences Course (DPC 503, DPC 505, DPC 603 or DPC 605) will result in dismissal from the College.

Please note: In addition, during the probation period, the student may not participate in any off campus school sponsored conferences, workshops or trips; may not run for or hold an officer’s position in any national or local College related organization (must resign any position held) and may not be elected to an honorary organization.

b. DPC Students Repeating the First Year:
If a DPC student is approved to repeat the first year after being suspended at the end of the first year, the student must return to the first year in the LDB track.

If an LDB student is approved to repeat the first year in the DPC track after being suspended at the end of the first year, the conditions described above will apply to the student.

c. DPC Students Repeating the Second Year:
If a DPC student is approved to repeat the second year, the student will be allowed to repeat the second year curriculum as a member of the following year’s DPC class. Students repeating the second year will be familiar with cases discussed in the small group sessions during the previous year. Therefore, so as not to interfere with the learning experience of students naive to the case, the repeating student’s participation in small group meetings will be limited to the discussion of learning issues and wrap-up; the student is not to reveal any information about current and/or future cases to other members of the small group (or class). The repeating student will have the following restrictions imposed as to avoid any unintentional influence or biasing of the group’s clinical problem solving and learning experience:

- The student may not participate in the role of doctor, patient or scribe.
- The student may not participate in the discussion related to the case, specifically including:
  - The formulation and discussion of the differential diagnosis and problem lists
– The ordering and interpretation of lab tests or diagnostic imaging
– The formulation and selection of learning issues

2015 – 2016 STUDENT HANDBOOK ADDENDUM #1

August 18, 2015

SECTION IV – ACADEMIC AFFAIRS INFORMATION

ACADEMIC SUPPORT TWO-TIER SYSTEM

I. First Tier

Students assisted: students who fail one exam or one course and students who voluntarily chose to seek academic support.

Staff involved: Learning Specialists and faculty

A. Students who fail an exam or course are required to meet with the Learning Specialists for:

1. Help with study skills, test taking skills, etc
2. Referrals to faculty in areas identified as weaknesses by Exam Soft analysis
   (Student failures are required to contact Learning Specialists. If not contacted by students within 72 hours of scores being posted, Learning Specialist reaches out to the students and requests a meeting. If there is no response from the students within 48 hours of request, students face Failure to Comply charges.)

B. Paperwork must be maintained by Learning Specialists and faculty.
   Monthly reports from Learning Specialists are given to the Assistant Dean of Pre-Clinical Education.

II. Second Tier

Students assisted: students repeating a year or failing a COMLEX exam.

Staff Involved: Sr. Director of Counseling and Physician advisor

A. Students repeating a year- meet with the Dean, Sr. Director of Counseling and Physician advisor to address learning plans. Students repeating a year are required to follow up monthly with the Sr. Director and Physician advisor. If the Physician advisor determines specific content support is needed, the student will be referred to the department faculty in such areas. Paperwork must be maintained by the Sr. Director and Physician advisor.

B. COMLEX failures – as part of the COMLEX Leave of Absence requirements, students who fail COMLEX are required to follow up with the Sr. Director of Counseling and Physician advisor on a monthly basis. The faculty advisor will refer students to faculty in areas of weakness as identified on the COMLEX score analyses. Paperwork must be maintained by the Sr. Director and Physician advisor.

Student performance indicators will be continually tracked as part of the assessment of the system.