

NYIT

NEW YORK INSTITUTE OF TECHNOLOGY



New York Institute of Technology - Vancouver

STUDENT HANDBOOK

One of the most recognized M.B.A. programs in one of the most livable cities in the world.

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Notice of NYIT Policies and Procedures

Policies and procedures in this catalog are binding on every student. NYIT reserves the right to change its policies and procedures, class schedules and academic requirements, at any time.

1. ABOUT NYIT

New York Institute of Technology is an independent, comprehensive institution of higher education established in the state of New York (U.S.A.) in 1955. It serves a student population of approximately 15,000 worldwide through undergraduate and graduate programs offered in the Schools of Architecture and Design; Arts and Sciences; Education; Engineering and Computing Sciences; Health Professions, Behavioral, and Life Sciences; Management; and Osteopathic Medicine. NYIT has earned an international and national reputation for excellence and is recognized in *U.S. News & World Report* as among the “top master’s universities-north.”

Vision for a Global University

NYIT 2030: Setting Directions, Meeting Challenges, a strategic 25-year institutional plans and efforts, was implemented in 2006. A significant part of NYIT’s strategic planning dealt with the college’s aspirations as a global and at times a virtual university. The final report of the planning group described a view of the future this way:

In 2030, NYIT will be a truly global institution rooted in a strong New York presence. Its campuses around the world will offer exemplary programs that will improve the quality of life for the populations in which they are located. Moreover, the University will have redefined what’s meant by a “global university” as opposed to a university that simply has a global footprint. It will be among the first institutions to have designed itself from the ground up as a “21st Century University.”

NYIT 2030 also articulated a detailed vision of what NYIT will be in the year 2030. By 2030, NYIT will be known:

- for its career-oriented undergraduate and professional programs.
- for its thriving graduate centers featuring interdisciplinary degree programs and research.
- as a global and partially virtual university with NYIT in New York as its quality hub.
- as a model student-centered university.
- as a leader in teaching with technology.
- as a well-funded institution, with dependable revenue from a variety of sources.

NYIT Campus Locations

United Arab Emirates (Abu Dhabi)

NYIT-UAE
CERT Technology Park
PO Box 5464
Al Muroor Road
Abu Dhabi, UAE
Phone: (+971) 240 48523
Fax: (+971) 2 446 2050

Jordan (Amman)

NYIT – Jordan
c/o Jordan University of Science and
Technology
PO Box 840878,
6th Roundabout, Zahran Street
Umm Uzaineh
Amman, Jordan 11184
Phone: + 962 655 378 61
Fax: (+962) 655 3731 2

China (Nanchang)

NYIT – China
Jiangxi University of Finance and
Economics (JUFE)
Nanchang, Jiangxi 330013
P.R. China
Phone: (86) 791 381 6893

China (Nanjing)

66 New Mofan Road
Nanjing, 210003
P.R. China

Manhattan Campus

NYIT
1855 Broadway
(at 61st Street)
New York, NY 10023-7692
Phone: 212.261.1500

Bahrain (Manama)

NYIT-Bahrain
PO Box 11287
Manama, Kingdom of Bahrain
Campus 881, Block 338
Road 3828, Area Adliya
Kingdom of Bahrain
Phone: (+973) 17 711 444
Fax (+973) 17 716 667

Canada (Vancouver)

NYIT – Vancouver
Suite 1700 – 701 W. Georgia Street
P.O. Box 10104 Pacific Center
Vancouver BC, Canada V7Y 1K8
Phone: 604.639.0942
Fax: 778.371.7928

Old Westbury, NY (Home Campus)

NYIT
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.1000

Central Islip

NYIT
300 Carleton Ave.
Central Islip, NY 11722-9029
Phone: 631.348.3000

Online Campus

1.800.873.NYIT(6948)
www.nyit.edu

NYIT – Vancouver

Mission Statement

The mission of NYIT-Vancouver derives from the NYIT institutional mission and reflects its aspiration to serve as a dynamic component of higher education opportunities available in Vancouver. Thus, the mission of NYIT Vancouver is:

- To be the Pacific graduate center for NYIT in one of the world's most livable cities.
- To offer access to opportunity to qualified students
- To support applications-oriented research
- To integrate technology into all teaching and learning
- To develop and disseminate information about technology-based education

Brief History

NYIT–Vancouver began through a partnership with a Vancouver-based educational group. This partnership was dissolved in 2007. The current structure of NYIT's Vancouver campus is similar to its New York-based campuses. Vancouver campus admission and registration are done in Old Westbury, N.Y., at NYIT's main administrative offices. Vancouver students can access all online New York facilities, with some minor exceptions. For example, due to its Canadian location, there are some significant differences in the areas of immigration and financial aid.

Administration

Bradley Krause, Ph.D., Campus Dean
Sylvia Ng, Assistant Director, Admissions/Registrar
Lanny Liew, Assistant Admissions/Registrar
Lillian Liao, Bursar Associate
Petra Dilling, Ph.D., School of Management Coordinator

2. COLLEGE SERVICES

All services can be contacted through central reception at 604.639.0942 from 9 a.m. to 5 p.m. (Pacific Time).

Admissions and Registration Office

The Admissions and Registration Office is located in the main office. Services in this office include: information about programs, applications for admission, class schedules, academic forms, registration, transfer student information and forms, graduation applications, transcript requests, grade processing, among other enrollment-related activities.

Bursar/Accounts Office

The Bursar/Accounts Office is located in the main office. At the bursar's office, students pay tuition and fees and receive information on payment dates and payment plans. **Note that is the student's responsibility to meet college costs. Also, it is the student's responsibility to follow up on financial paperwork to ensure everything is in order.**

Online Services

Email Account

Upon admission to NYIT, students are provided with access to [NYITConnect](#), a full-service Web-based student services portal. Through NYITConnect, students receive an NYIT e-mail account. NYIT e-mail is used for all official NYIT information about education, dates for registration, status, and upcoming events. **NYIT considers the NYIT account to be the each student's primary account and official documents or notices sent to the NYIT e-mail address are considered delivered to the student.** Therefore, NYIT requires that students check their NYIT e-mail account frequently or arrange to have e-mail from that account forwarded to another account.

E-Library and UBC library

NYIT-Vancouver provides on-campus access to a state-of-the-art e-library and computers for homework and personal use, located in the computer lab room.

Trained staff members are available to assist with any hardware or software questions. These centers are free to all students with an NYIT ID and valid student account. Use of all technology is governed by NYIT's Academic Computing Code of Responsibility which may be found in this handbook. Use of NYIT technology implies agreement to abide by this code.

NYIT-Vancouver provides virtual library resources NetLibrary and physical library services through UBC's library system.

All NYIT-Vancouver students have access to the UBC libraries through a special arrangement between the two institutions. At registration, student may apply for their UBC library card.

The NYIT New York libraries' catalogs, subscription databases, and e-book collection (NetLibrary) can be accessed through the "Library Services" section of NYIT's Web site (www.nyit.edu/library).

Textbooks and School Supplies

To assure that students get the correct textbooks for their courses and have them in time to complete assignments, NYIT orders the textbooks and other print and non-print instructional media centrally. Students purchase the books and other materials at registration. Note that all students are required to have their own copies of the books so they can work independently and keep up with all assigned readings and learning activities.

Copying texts is an infringement of the authors' intellectual property rights and copyright laws and is not permitted. Some students find it cost-effective to purchase books used from students who have taken the same course previously. This is permitted as long as the book purchased is the same edition that will be used in class.

3. CAMPUS SAFETY AND 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. NYIT takes very seriously the safety of those who study and work on its campuses. Through campus security systems, NYIT strives to prevent and respond to campus safety issues.

Each campus of NYIT has continuous, year-round security. Security officers are trained to respond to a variety of calls for assistance, from medical emergencies to crimes in action. Patrols of campus grounds and buildings are made frequently and include inspection of the premises to note any potential problems, such as lights that have gone out or glass that has been broken.

NYIT-Vancouver security is provided by the building management, Cadillac Fairview. Notify the administration or campus security of any circumstances that may pose a problem or hazard.

Cadillac Fairview has a safe walk program. If for any reason, a student feels insecure and would like a trained guard to accompany him/her, he/she should call 604.669.3241. When calling, provide requested information including location on the floor. In Vancouver, the emergency operator can be reached at 911. If calling from a cell phone, please specify the exact location of the emergency.

College Identification Cards

A student ID card must be obtained from the admissions and registration office as soon as possible after admission to NYIT. The ID card must be carried at all times while on campus and must be presented on demand to any college official. The card can be used for entry into campus events, labs and other facilities. The first ID card is free of charge, but there is a fee for a replacement card.

In addition, students attending evening or weekend classes must have a building access card. These cards are used to access both the building and the elevators during these times. These cards are available for a fee from the bursar's office. The fee is refunded when the card is returned.

Fire and Earthquake Safety

In the event of fire on the campus, students should leave by the nearest stairwell. The stairwells are located in the central area next to the washrooms. Once a fire is discovered, please sound the fire alarm immediately using the nearest break-glass unit located around the campus.

Do NOT use the elevators. Do NOT stop to pack up belongings. Do NOT re-enter the building until fire officials have confirmed and declared that it is safe to do so.

In the event of a fire on another floor, wait in the central area until information arrives regarding the location of the fire. If the fire is on a lower floor, the safest option might be to go up to the roof or to stay on campus.

In the event of earthquake, attempt to move away from windows and towards supporting walls or the elevator area. Do NOT use the elevators or stairs until they have been declared safe. If unable to move, attempt to obtain protection from falling objects by sitting under tables or other protective furnishings. Remain in a protected area until all movement has ceased. Remember to wait until the possibility of immediate aftershocks is gone.

First Aid

First Aid Boxes are provided at the administration office. In case of an emergency requiring first aid, contact the nearest staff or faculty.

Contact campus security at:

- a. For assistance or safe walks: 604.669.3241.
- b. For emergencies: 604.688.9444.

Tell the person who answers which floor (17th) you are on, your name, exact location (e.g. classroom number), and situation (e.g., hurt, afraid, theft in progress).

For off-campus emergencies, call 911 and tell the operator your requirement(s) (police, fire, or ambulance), your name, location (17th floor of 701 West Georgia) and situation.

4. ACADEMIC POLICIES AND PROCEDURES

Academic Advisement

Developmental advising is a critical component of all students' educational experience. It helps students develop decision-making skills, think critically about goals and objectives, and assume responsibility. NYIT offers a range of academic advising resources that include faculty advising, NYITConnect, advising Web site, online degree maps, and the college catalog to assist students in making meaningful educational plans compatible with their career goals.

Every student must consult with an advisor prior to registration each term. Appointments must be made with a faculty advisor in order for courses to be approved for registration.

Academic Advisors

Each program has a chair or coordinator who is knowledgeable about the academic program as well as the policies and procedures of the college. This person assists students in matters of course selection, career direction, program requirements, and available academic and student support services. Chairs/coordinators are assisted by other faculty in providing timely advisement for registration. The student's advisor is available for help and guidance, and the advisor's approval is required for each registration. However, the student must assume final responsibility for conforming to all college regulations and completing curriculum requirements.

Academic Integrity

NYIT is a learning community that requires intellectual integrity, credibility, trust, openness and fairness. To maintain these principles within our learning community NYIT has policies guiding academic integrity, including acts such as plagiarism and cheating. The policies are outlined in the Academic Integrity section of this handbook.

Academic Standing

At the conclusion of each term, two averages are computed for each student to indicate the general level of academic standing. The first is called the grade point average (GPA), which indicates the scholarship level for the term. The second is called the cumulative grade point average (CGPA), which indicates the scholarship level for all work taken at the college. The GPA is computed by adding all the quality points associated with the grades earned for the term and then dividing by the number of credits for those courses.

The CGPA, computed in a similar manner, represents all the quality points associated with the grades earned during all the terms or quarters the student has attended NYIT, divided by the number of credits for those courses. Exception: For students who have changed majors, only quality points from the first degree program which are applicable to the present degree program are included.

Students who have earned a C, W, F, WF, IF or PR in a course may retake the course for credit (one or more times) to earn a higher grade. Only the higher grade will be used in computing the GPA and CGPA. The other grade(s) will remain on the student's record as a matter of information.

Attendance

A student is expected to attend each class session on a regular and punctual basis to obtain the educational benefits that each meeting affords. Students will be informed by their instructors whether lateness or absences will be allowed during the semester and what the consequences will be for excessive absences and/or lateness.

Students who exceed these limits may be subject to failure. If a student misses any class or test, the instructor has the right to either grant or deny an opportunity to make up the work that was missed. In such cases, the instructor shall be the sole judge of the validity of a student's explanation for having missed the class or test.

Changes

Change of Major – Graduate Programs

Students who desire to transfer from one NYIT graduate program to another must notify the program chair or office of the dean that they are leaving their initial program and they must apply to and be formally accepted by graduate admissions and by the chair of the program to which they want to transfer. Requests for transfer of credentials should be made to the Office of Admissions and Registration. If a student has a GPA of less than 3.0, or a classification status other than fully matriculated, the requested program must be approved by the dean.

Change of Program (Drop/Add)

Students are permitted to add and drop courses as well as sections, during the change of program period, after consulting with an advisor. No change of program may be made after the second week of each term. (See Academic Calendar for dates.) A change in courses (not sections) may affect the tuition charged.

Classification of Graduate Students by Credits

A program of nine credits per term is considered full time and permitted only for students who are not employed.

Complaints about a Course or Instructor

If a student has complaints about their experiences in a course or with an instructor, the first step is to speak with the instructor involved. If either speaking to the instructor is not possible or a satisfactory understanding cannot be reached, the student should make an appointment to see the program chair responsible for the specific course. If the matter remains unsolved after meeting with the program chair, an appeal may be made to the dean. Providing supporting documentation regarding the matter is recommended.

Contact the student's affairs office or campus dean if you have concerns related to harassment, personal safety, or other non-academic issues.

Computer Requirements

All NYIT programs require the use of computers and Internet to complete course assignments and for research. Computer labs and open-use computers are available for students registered in a program of study.

Each NYIT student receives a systems account giving them access to the Internet and other user services such as NYITConnect. It is important to note that each account owner and workstation user is solely responsible for the usage incurred through that account and workstation.

Anyone who intentionally abuses accounts and privileges, degrades system performance, misappropriates computer resources or interferes in any way with the operation of the computer facilities is subject to cancellation of privileges and disciplinary action.

Students, other than those receiving approved accommodations for a disability, are prohibited from using electronic recording devices in the classroom without prior permission from the instructor.

Courses at Another College

A matriculated student currently enrolled at NYIT may take courses at another accredited institution for credit under limited conditions. ***Not all courses will be accepted for credit toward a degree.*** Student who want to take a course at another institution and transfer it for inclusion in their NYIT degree must complete the Permission to Take Courses at another College form, which is available at the registration office and abide by NYIT's residency requirements (see section regarding transfer credits).

A course taken at another college will be approved only when it is unavailable at NYIT during the specific quarter and is needed to continue or graduate. Upon completing the course, students have the responsibility for furnishing the registrar with official transcripts so that credit may be entered in their records. An official transcript must be received at NYIT no later than one month after the course is completed. A grade of C or better is required for credit. Students on probation may not take courses at another college.

Course Grades

Students receive one of the following grades for each course taken during the quarter:

Graduate Grade		Quality Points Per Credit
A	Excellent	4
B+	Good	3.3
B	Satisfactory	3
C+		2.3
C		2
W	Withdrawn, without penalty	0
I	Incomplete	0
F	Failure	0
	Progress, re-enroll	0
P	Passing; passing oral comprehensive, thesis, or externship	0
WF	Withdrawn failing	0
	Audit	0
IF	Failure from an incomplete	0
U	Unsatisfactory progress in thesis or project course	0
S	Satisfactory progress in thesis or project course; grade will be changed when course is completed	0

Required courses in which a grade of F was received must be taken over again. In those cases where a student failed a course and has retaken and passed it, only the passing grade shall be used, but the F shall remain on the transcript as a matter of information. The only courses which may be repeated for credit are those which result in grades of C, W, WF, F or IF.

Early Warning System

After each term, students who are placed on probation, strict probation, and suspension are notified of their academic standing by mail and/or by phone. Each student is encouraged to utilize campus resources (tutoring, advising, and counseling) to improve their academic standing.

English Language Placement Examinations

Where students have scored 550 on the TOEFL or equivalent on other tests, any assessments of English skills are based on classroom performance.

For those who have not successfully written the tests, NYIT administers English Language examinations to all incoming graduate students for eligibility and placement in appropriate level courses. The English Language Institute Proficiency Test evaluates grammar, vocabulary, reading and comprehension, writing, and oral skills.

Students who pass all four sections are not required to take additional English language instruction. Students whose scores are below passing will be assigned to one of four levels of English language instruction. Students in levels one or two may not enroll in academic courses. Students who place in level three are permitted to take one academic course concurrent with the level three English instruction. Students who place in level four are permitted to take two academic courses concurrent with level four English instruction. Note: for full acceptance and matriculation students must achieve the minimum on the TOEFL (see above).

Enrollment of Students

Individuals who wish to enroll in the college for the purpose of earning a degree must file a written application for matriculated status. The college reserves the right to refuse matriculation for specific NYIT programs. NYIT reserves the right to review a degree candidate's status at any time on the basis of performance and progress. Non-matriculated students may be admitted to individual courses if they meet the prerequisites for these courses. Students who initially enroll as non-matriculants will be limited in the number of credits they may take as a non-matriculated student. An undergraduate may take up to 24 credits and a graduate student may take up to 9 credits. After they have reached that limit, they will need to apply and be admitted before continuing to take courses.

Grade Appeals

Grade appeals of students in continuous attendance must be initiated within 30 days of the deadline for the instructor to hand in grades. No grade appeal will be considered after a full term has elapsed. Students who wish to appeal a grade should consult with the student advisor for information. See Grade Appeal Policy and Procedures at the end of this Handbook.

Grade of Incomplete

The temporary grade of incomplete (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule below). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit. The following policies shall guide the awarding and calculation of the I grade and the change of the I grade to an IF grade:

- The student must request additional time to complete a single project, report or final examination;
- The grade of incomplete is to be assigned only to students who are otherwise passing the course at the end of the semester;
- The instructor has the right to refuse the request and may assign a final grade based solely on the work already completed;
- The grade of incomplete will change to the failing grade if the outstanding course work is not completed in accordance with the schedule in effect at the time it was assigned, regardless of the average the student otherwise maintained in the class (the schedule is found below);
- A single, short extension of the time period shall be granted only in exceptional circumstances by the dean;
- The grade of incomplete will not be assigned to students with excessive absences, especially when those absences include the final sessions of the course, unless extenuating circumstances have been established;
- The incomplete grade is recorded by the registrar as "attempted credits," until the course is complete;
- The incomplete grade that changes to a failing grade will carry zero quality points;
- Students can advance if an incomplete grade is assigned to a prerequisite course for the term immediately following the assignment of an I grade but cannot advance after an I grade changes to an IF;
- When the grade of incomplete is changed to an IF, the I grade shall remain on the record and the transcript so that it will read IF, thereby distinguishing it from the F and the WF grades;
- I grades may have an effect on the student's visa or other status. Students are encouraged to meet with their advisor prior to requesting the I option.

Deadlines for Vancouver Campus

Incomplete grade given during	Work must be completed no later than
Fall Semester	April 30, the next calendar year
January Intersession	August 31, the same calendar year
Spring Semester	August 31, the same calendar year
Summer Semester	Dec. 31, the same calendar year

Graduation

Application Deadlines

All students, who wish to be considered candidates for graduation, must file an application for graduation with the Registration Office by the date listed in the academic calendar and below. Applications can be completed online at www.nyit.edu. Students are required to complete all program requirements to be eligible for graduation.

<u>Graduation</u>	<u>Apply by</u>
June	Last week of April
September	Last week of July
December	Last week of October
March	Last week of January

Graduation Criteria – Graduate Programs

Prior to the expected graduation date, graduate students must meet the following academic standards:

- The satisfactory completion of a designated program of study for the degree, including thesis, project, comprehensives and other requirements. Students are responsible for ensuring that all degree requirements listed in the catalog in effect on the date of their matriculation are fulfilled. Errors on degree maps or advisement forms do not constitute a basis for waiving degree requirements.
- A minimum cumulative quality point average of 3.00.
- Some majors have additional requirements. Students are responsible for meeting all academic standards for graduation.
- Completed graduation applications must be filed with the registration office by the published deadline.

Graduation – Graduate Degrees with Distinction

A graduating student who has earned a cumulative GPA of 3.50 or better will graduate with distinction. Honors are recorded on both the student's permanent record and diploma. In addition, programs may offer awards to outstanding graduate students at commencement.

Harassment Policy

NYIT maintains the principle that students, staff and faculty should not be subjected to subtle or overt forms of harassment caused by any member of the college community. It is, therefore, the policy of NYIT to provide its members—faculty, staff and students alike—an environment free of harassment. For further information, contact the Office of Student Affairs or the counseling and wellness center on your campus.

Honor Societies

International and national honor societies recognize students' scholarly achievement. In addition to general honor societies, NYIT has several discipline-specific chapters that recognize achievement in a specific field.

- The Phi Eta Sigma National Freshman Honor Society accepts full-time matriculated students who have earned a 3.5 grade point average during their first year of registration in the college and who have not completed more than 20 semester hours or 30 quarter hours at another college or university after high school graduation and before matriculation at NYIT.
- Nu Ypsilon Tau honors students who have achieved a GPA of at least 3.40 for at least 62 credits earned and for transfer students who have completed a minimum of 45 of the 62 credits at NYIT and have earned a CGPA of 3.40
- The Golden Key International Honor Society accepts full-time, fully matriculated students who have successfully completed at least fifty 50 semester hours, with at least 25 of those semester hours at NYIT, and have demonstrated scholastic excellence by maintaining a grade point average of 3.5 or higher.
- Delta Mu Delta – achievement in business
- Tau Alpha Pi – achievement in engineering technology
- Alpha Epsilon Rho – achievement in communication arts and broadcasting

Illegal Substance Policy

NYIT prohibits the sale, distribution, consumption, possession, and use of all illegal substances on campus and at NYIT-sponsored student events off campus. Violations of this policy have serious consequences and may include expulsion from NYIT.

Midterm Evaluation

A Midterm Evaluation form is distributed to faculty and staff each term. Upon completion of this evaluation by faculty, students receive a summary letter indicating academic progress and information on campus resources to address any academic or personal concerns (counseling, tutoring, advising, etc.).

Ownership of Student Work

All work presented or submitted in fulfillment of or in conjunction with a student's course work shall be the property of NYIT, which may waive this right at its discretion. Students may request reproductions of their work for their portfolios.

Posting of Publicity

Posters, flyers, banners and other forms of signs and/or advertising at NYIT-Vancouver must conform to NYIT regulations and must be individually approved by the office of the campus dean and stamped prior to being posted. The college reserves the right to refuse requests for postings of information by non-NYIT organizations, private individuals, groups, etc.

- Posting is not permitted on painted surfaces, trees or building exteriors. Approved materials must be posted on designated bulletin boards and glass partitions. Student clubs and organizations that post flyers inappropriately are subject to the possible suspensions of their privileges and/or fines.
- Flyers and other advertisements must be removed within 24 hours after the event.

- If a flyer is written in a language other than English, the flyer must include an English translation.
- Use of any bulletin board or authorized space within the campus does not constitute an endorsement or guarantee of any product, service or information by the office of the campus dean or by New York Institute of Technology.
- Students or student organizations in violation of any of the preceding regulations are subject to disciplinary action or financial sanction. Outside organizations in violation of these policies will not be permitted to post any information or use NYIT facilities, and criminal charges may be pursued.

Prerequisite and Co-requisite Courses

Many courses require prerequisite and/or co-requisite courses. A prerequisite course must be passed prior to taking the desired course, and a co-requisite course must be taken at the same time (or in some cases taken before). Prerequisite and co-requisite requirements are listed in the course descriptions of this catalog. It is the student's responsibility to meet all necessary course prerequisites and co-requisites. If a student enrolls in a course but has not fulfilled the prerequisites or co-requisites for this course, the chair and dean have the authority to administratively withdraw the student from course. The student will also be referred to the dean's office, if he/she fails to comply and adhere to the administrative action taken by the academic department in regard to the course. A waiver for a co-requisite or pre-requisite course may be granted by the dean on the recommendation of the program chair.

Probation/Dismissal Policy – Graduate Students Only

Students must have a graduate grade point average of 3.0 or better in order to graduate. Accordingly, those whose graduate GPA falls below 3.0 will be placed on academic probation and must raise their GPA to 3.0 within two quarters in order to be removed from probation.

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 a 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, F, IF, U, or WF.

Readmission of Former Graduate Students

Former graduate students of NYIT who wish to return and/or resume study must apply for readmission. If a student's last date of attendance was within the past five years, the student must complete and submit a readmission form through the Office of Admissions and Registration. If a student's last date of attendance was more than five years ago, the student must complete and submit a new application for admission.

Registration Procedures

NYIT makes every effort to provide registration information in advance of each registration period. Students are responsible for completing their registration process by the publicized date. Registration procedures are the same for all students. The schedule of tuition and fees is subject to change. Check tuition and fee schedule each term.

Early registration within the period designated assures the most flexible choice of program and eliminates early cancellation of under-enrolled course sections. A course may be cancelled by NYIT for any reason, including insufficient enrollment. Official registration in a course section is required in order to earn a grade for a class.

Registration must be completed by the end of the change of program period (see Academic Calendar). Therefore, students who have not officially registered for a course section will not receive a grade retroactively. Students are not officially registered until all

tuition and fees are satisfied. Attendance is not permitted in any class without official registration for that class.

Religious Observances and Academic Requirements

No student who is otherwise qualified to participate in all educational activities required by an academic program will be expelled, refused admission or otherwise penalized because of religious obligations and practices. The college will make available, at no extra fee, equivalent opportunities to make up examinations, study or work requirements that may have been missed because of an absence for religious observances.

Rights to Media Productions Developed in NYIT Coursework

This policy covers video and audio productions, films, slide/tape presentations and other non-print media. All films and videotapes produced at the school in fulfillment of class assignments or as advanced individual study projects, whether made on school premises or elsewhere, with or without school equipment, with or without extra funds, are subject to the following ownership policy:

- All such films and tapes are co-owned by the student and the school. In each case, students who make the film/tape should decide which student or students co-own the film/tape with the school.
- Either the student or the school may arrange distribution; students who do not wish to have films/tapes distributed may veto distribution.
- The school will decide whether or not to put its name on a given film or tape.
- Distribution deals, whether arranged by the school or by the student, must be approved and signed by the dean of the appropriate academic school.
- All income after print costs and other in-front obligations are paid will go directly from the distributor to the student and the school on a 50/50 basis; outside funding is not considered to be an in-front obligation.
- The school's income will be used for scholarships, for funding future student films/tapes and for fees and expenses in connection with placing student films/tapes in festivals. If a film/tape wins a prize, that prize goes to the student minus the cost of placing the film/tape in competition.
- Films/tapes may be distributed only after a faculty advisor has made sure that all necessary clearances have been obtained by the student(s).
- The student and the college each have a right to prints (e.g., copies) at cost as such prints are needed for NYIT or student use; such prints may not be rented or sold.

Scholastic Discipline

The continued registration of any student is dependent upon regular attendance, proper conduct and achievement of passing grades. Any one of the following is regarded as sufficient cause for dismissal: irregular attendance, neglect of work, conduct deemed by the college not consistent with general good order, or failure to comply with the college's rules and regulations.

The college reserves the right to terminate a student's enrollment at any time. Every student has the right to appeal a termination decision. Contact the student advisor for information about the appeals process. See Student Code of Conduct, Academic Integrity, and other policies in this Handbook for additional information.

Smoking Policy

Smoking is prohibited in all campus buildings. The City of Vancouver forbids smoking in all public buildings as well as many outdoor public areas including all areas within 3 meters of a building access (door).

Student Educational Records and Directory Information

NYIT protects the privacy of educational records and provides students the opportunity to inspect and review their educational and guidelines for the correction of inaccurate or misleading data through informal and formal hearings

In essence, the policy provides that all information in central administrative offices, and the registration office concerning a particular student shall be made available to the student upon reasonable notice of desire to review his or her records in accordance with applicable laws, regulations, and policies, and that no one other than duly authorized official may have access to those records without student approval.

NYIT designates the following categories of student information as public or “directory” information and may disclose or release the information without written consent. This does not mean that NYIT will indiscriminately release such information concerning students. Release of such information will be restricted and will be considered on an individual basis by the appropriately designated administrative officer on each campus. Students must inform the college if they do not want this information disclosed by filing a written request at the Admissions and Registration Office not later than three weeks after the student has enrolled in the current term.

The information is: Name; address (including email address); telephone number; dates of attendance; date/place of birth; degrees and awards received; participation in officially recognized activities and sports; major field of study; height/weight (for athletic team members); and most recent previous institution attended.

Time Limits

Once admitted to a degree program, students are expected to continue to enroll and make progress toward their degree each term (summer not included). Students are expected to complete their degrees within 150 percent of the normal time required to complete the degree if studying full time. Thus, a four-year undergraduate degree must be completed within six years and a master’s degree must be completed within five years. Under exceptional conditions, an additional year may be permitted upon formal request to the appropriate graduate chairperson and approval by the dean.

Transcripts

To have an official transcript sent out, students must go to the Office of Admissions and Registration to complete a transcript request form. A fee must be paid for each transcript, and two weeks should be allowed for the request to be processed. No transcript will be issued unless the student's bursar account is clear.

Tuition and Fee Payment

Tuition and fees are payable in full on the specified payment due dates indicated on the student billing statement. Payments can be made in person at the Bursar Office.

Students will not be permitted to attend classes unless payment in full is made by the due date. To avoid late fees, payments must be received by the specified due dates. A deferment is issued for the portion of a bill that is not paid directly by the student. Therefore, if students have received financial aid, loans and/or scholarships to cover part of their bill, they must request a deferment from the Bursar for that part of their tuition bill.

Withdrawal from a Course

The decision to withdraw from a course is a serious matter and should be made only after consulting with the course instructor and faculty advisor. NOTE: there are separate deadlines for course withdrawals and refunds. Course withdrawals are permitted past the final drop date for refunds. Thus, a student might withdraw from a course and receive no refund. Deadline dates are posted prior to each semester's registration.

To withdraw from a course, both the student and the class instructor must complete a withdrawal form and the instructor must submit it to the registration office within 48 hours. A W grade cannot be assigned without submission of the withdrawal form to the registration office. Students cannot withdraw from classes during the final exam period.

The type of withdrawal grade assigned will be determined by the date of withdrawal. The W grade will be assigned to students who officially withdraw from a class according to the schedule below. The WF grade may be assigned if the student is failing the course or stopped attending class without officially withdrawing. The withdrawal (W) grade is not included in the computation of the grade point average. The withdrawal failing (WF) is a failing grade and is included in the computation of the grade point average.

Withdrawal from the College

Students who wish to withdraw from the college may initiate an official withdrawal by contacting the registration office and obtaining a Withdrawal from the College form. Depending on the circumstances, the student's withdrawal date will be recorded as the date the student began the withdrawal process or the date the student notified the college of his/her intent to withdraw. Tuition refunds, if any, will be based on the withdrawal date. If a student withdraws with a balance due on his/her account, no transcript, information or employment references will be furnished until the account is cleared.

5. NYIT GRADE APPEAL PROCESS

Time for Appeal

Grade appeals **MUST BE INITIATED WITHIN 30 DAYS** after the academic calendar deadline date for instructors to hand in grades.

Making an Appeal for a Change of Grade

The student begins a grade appeal by sending a letter to the **instructor**. The appeal must be in the form of a physical letter that is given to both the instructor and the Dean's office. This must occur within the 30 day period noted above.

The letter should clearly state which of the five grounds for appeal applies and should provide unequivocal evidence in support of this claim. Dissatisfaction with the grade is not sufficient.

Grounds for an Appeal

Grades will be changed only if there is unequivocal evidence of one or more of the following:

- The grade was incorrectly calculated
- A clerical error was made in recording the grade
- The instructor discriminated against the student on the basis of gender, race, religion, national origin or other classification
- Arbitrary and capricious conduct by the instructor
- A mitigating circumstance prevented the student from completing final course requirements. In such case, the grade would be changed to I and the student would have a set period of time to complete the work, in accord with NYIT's policy on grades of Incomplete.

Instructor's Response

The instructor's response to the grade appeal must be in writing to the student via the Dean's Office. If the instructor agrees to change the grade, the instructor will include a completed Change of Grade form with the letter. If the instructor does not agree with the grade appeal, she/he will include in the letter, information about the basis for the grade and a response to the points raised by the student. The instructor must respond to the appeal within 10 days of receipt of the appeal. The Assistant Dean for Student Affairs will inform the student of the instructor's response.

Review by the Dean's Office

If the issue is not resolved by the instructor's response, the student has the option of presenting his/her view and evidence directly to the Dean's Office in an interview. The student will bring to the interview a) Course Syllabus b) Current Unofficial Transcript c) All graded assignments from the course d) The Student's Appeal Letter to the Instructor. Requests for this interview must be made within 10 days of receiving notice of the instructor's response. The Dean's office will review the materials presented by the student and the information provided by the instructor and will make a determination regarding the appeal. If unequivocal evidence is found that the grade given on the basis of one of the five grounds listed above, then the Dean's Office will recommend the instructor change the grade. The Dean's Office will communicate the findings to the student and instructor within 10 days of the interview.

Dean's Review and Final Disposition

If the student or instructor disagrees with the outcome of the Dean's review, the student will notify the Dean's Office in writing within 10 days and provide in this letter any additional information relevant to the matter. The Campus Dean will review the record and make a final binding determination.

Academic Computing Code of Responsible Computer Usage

New York Institute of Technology provides computing resources for the academic research and instructional purposes of its faculty, staff and students. Computing resources include host computer systems, college-sponsored computers, workstations, software, data sets and communication networks. Generally, computing systems and equipment are used carefully and appropriately. However, abuse of equipment or systems that causes disruption of users' productivity and the integrity of their data and programs may be subject to discipline or prosecution under college policies and local, state or federal laws.

Purpose

The purpose of the Academic Computing Code is to define responsible computer usage, particularly for new users who may not be aware of the potential impact of their actions.

Computer Ethics Policy Statement

Computers, telecommunications and information in electronic form create a need for ethical models. Information owners, both individual and institutional, must make a conscious and explicit effort to state and enforce their expectations of ethical behavior. Information users have an obligation to recognize the information owner's rights in order to protect and preserve their own rights to use that information. Computer-based information, recognized as a primary educational and research asset, should be protected from unauthorized modification, destruction, disruption or disclosure – whether accidental or intentional.

Statement of Responsibilities

College Responsibilities

NYIT assumes the responsibility to ensure the integrity of its computing systems, workstations and laboratory facilities. The academic computing systems offer file protection that can only be modified by an authorized user. Since no system is absolutely secure, however, usage will be monitored to ensure that irresponsible users cannot affect the performance and integrity of other accounts and other users' information.

User Responsibilities

Each account owner and workstation user is solely responsible for the usage incurred through his/her account/workstation. Individuals, who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere in any way with the operation of the computer facilities are subject to penalties.

Standards for Computer Usage

Access and use of college academic computing systems and computer services is defined below. It applies equally to all users of college-owned and college-operated information systems and equipment.

- Any access prohibited by local or federal law is unauthorized.
- Any access or use in support of activities that are prohibited by local or federal law is unauthorized.
- Any use of subsidized accounts that is not specifically authorized by college policy is unauthorized. Individuals who willfully cause loss to authorized account holders by unauthorized access or use shall be held financially responsible for the cost of restoring that user's data, programs and account balance. Violators who are members of the NYIT community will be subject to disciplinary action under regulations applying to their respective status within the college. All violators will be subject to prosecution under any local, state or federal laws that apply.

Open Computing Laboratory Access and Use Policies

The campus computing laboratories is open to the college community. The host computer systems and some of the laboratory workstations require that all users have an appropriate computer account. Account holders are issued a unique account ID and password that are needed to access those computer systems or workstations. Access to computer laboratory facilities by any individual may be restricted or denied for, but not limited to, the following reasons:

- unauthorized use of account ID and/or password, including but not limited to ineligibility (account holders must be affiliated with the college);
- unauthorized changes to laboratory hardware or software, including but not limited to:
 - disconnecting/reconnecting or reconfiguring hardware;
 - removing, changing or reconfiguring files on laboratory disks;
 - damaging laboratory hardware or software or removing any laboratory hardware from the premises;

- failure to observe laboratory policies, procedures and protocol, including but not limited to:
 - refusing to leave the laboratory promptly at closing time;
 - refusing to respond to or responding inappropriately to requests made by laboratory staff (e.g., a request to move to another machine, to limit output pages to the printer, etc.) in the normal course of carrying out their job responsibilities;
- using threatening or abusive language or behavior directed at anyone in the laboratory facility;
- attempts to bypass security measures, such as access permissions to files, or obtaining permissions or account attributes with or without authorization.

Computer Abuse

The following are examples of computer abuse (This list is illustrative and not meant to be all-inclusive):

- frivolous, disturbing or otherwise inconsiderate conduct including extensive use of workstations for game playing, sending nuisance messages, wasteful or unauthorized use of college-supported facilities, or disturbing or allowing access to programs that erase or alter files surreptitiously;
- use of a computer account to perform computing services for unauthorized commercial purposes, either inside or outside of the college;
- possession, in a workspace or file, or use of programs capable of fraudulently simulating system responses; modification of or possession of systems control information, especially that which reflects program state, status or accounting; attempts to modify or crash the system;
- unauthorized use of a password or account ID; unauthorized access to another person's files; using or changing, without authorization, another person's password;
- any violation of the NYIT Student Code of Conduct that involves computer resources.

Violations of this code, including the above list, may lead to any of the following disciplinary measures:

- termination of a program or online session; the system manager may log off an irresponsible user at a workstation; similarly, a harmful job running under the operating system may be canceled without notice;
- invalidation of an account ID or account number;
- reduction of allocations or restrictions of account privileges;
- disciplinary action by ACL or OIT administrators, supervisors or laboratory managers;
- serious incidents may be referred directly to the appropriate academic authorities.

6. ACADEMIC INTEGRITY POLICY

The NYIT academic integrity policy is summarized below. See the Administration Office for a copy of the full policy and procedures regarding academic integrity.

In its mission to provide a career-oriented education, New York Institute of Technology strives to create a community of students, faculty and staff intent on teaching, learning and researching. As members of this learning community, students and faculty must work together to ask difficult questions of what we know and to discover what we have yet to learn.

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 community understand our shared standards of academic honesty. The Academic Integrity Policy is a guide for students and faculty for understanding these standards and their importance to NYIT.

Academic integrity is the pursuit of scholarly work in an open, honest and responsible manner. It is a basic NYIT principle and all members of the NYIT 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 community and compromise the worth of work completed by others.

Academic Dishonesty

All members of the NYIT community are expected to observe high standards of academic integrity and ethical behavior in completing assignments for evaluation, testing, research and publication. Any practice or conduct by a member of the NYIT community that seriously deviates from the ethical standards that are commonly accepted within the professional community and as outlined in this policy constitutes academic dishonesty. Academic integrity violations encompass any act that compromises the integrity of the educational process. These violations include, but are not limited to:

Plagiarism

Plagiarism refers to representing the words or ideas of another as one's own in any academic exercise without providing proper documentation of source. Examples include, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote or intertextual note;
- Paraphrasing or putting into one's own words information from a source without providing proper acknowledgement/citation; and
- Reproducing without proper citation any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all written, oral and electronic submissions. This information is available from instructors, library staff, library Web site (www.nyit.edu/library), and the Writing Center.

Cheating

Cheating refers to intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include, but are not limited to:

- Copying from another student's examination, research paper, case write-up, lab report, homework assignment or computer program;
- Possessing or using unauthorized notes, text or other aids during an examination, quiz or other assignment;
- Looking at someone else's exam before or during an examination;
- Handing in the same paper for more than one course without the explicit permission of the instructors;
- Possessing an electronic device that contains unauthorized information for a test or assignment such as programming one's computer or calculator to gain an unfair advantage;
- Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam prior or subsequent to the administration of the exam; and
- Talking, whispering or using a cell phone during an examination for the purpose of obtaining answers to questions.

Unauthorized Collaboration

Unauthorized collaboration refers to working with other students without the instructor's permission in the preparation and presentation of reports, laboratory reports, homework assignments, take-home exams, term papers, research projects, case studies or otherwise failing to abide by the instructor's rules governing the academic exercise where the expectation is that the work to be completed is an individual and independent effort.

Working in teams and collaborating with others in completing group projects and other assignments is an effective teaching pedagogy used by some instructors. However, collaborative learning must be sanctioned by the instructor.

Students are encouraged to consult with the instructor if they are unsure about the assignment, course expectations or what constitutes unauthorized collaboration.

Fabrication

Fabrication refers to the intentional and unauthorized falsification, misrepresentation or invention of any information, data or citation in any academic exercise. Examples include, but are not limited to:

- Falsifying or altering the data collected in the conduct of research;
- Making up a source as a citation in an assignment or citing a source one did not use;
- Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes or exams that have been graded and returned; and
- Stating an opinion as a scientifically proven fact.

Facilitation

Facilitation refers to intentionally or knowingly assisting any person in the commission of an academic integrity violation. Examples include, but are not limited to:

- Allowing another student to copy one's answers during an examination;
- Giving another student one's assignment or paper to copy or answers to a test or assignment;
- Taking an examination or writing a paper for another student;
- Inaccurately listing someone as co-author of a paper, case write-up, lab report or project that did not contribute; and
- Signing an attendance sheet for a student who was not present in class.

Misrepresentation

Misrepresentation refers to intentionally engaging in deceptive practices and misusing one's relationship with the college to gain an unfair advantage in the admissions process, access to programs and facilities, employment opportunities and any academic exercise. Examples include, but are not limited to:

- Arranging for another student to substitute for oneself during an examination session or in the completion of course work;
- Taking credit for work not done, such as taking credit for a group assignment without participating or contributing to the extent expected;
- Falsifying, misusing, omitting or tampering with official college information in any form including written, oral or electronic including test scores, transcripts, letters of recommendation or statements of purpose to gain initial or continued access to the college's programs or facilities;
- Altering, changing, forging or misusing academic records or any official college form regarding oneself or others;
- Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding;
- Reporting an academic integrity violation known to be false; and
- Misrepresenting or falsifying class attendance or that of another student.

Participation in Dishonest Acts

Some dishonest acts that undermine the fundamental values of an intellectual community fall outside of the more specific academic integrity violations described above. Examples include, but are not limited to:

- Purchasing a pre-written paper through a mail-order service;
- Selling, loaning or otherwise distributing materials for the purpose of cheating, plagiarism or other academically dishonest acts;
- Intentionally missing an examination or assignment deadline to gain an unfair advantage;
- Stealing or attempting to steal an examination or answer key from an instructor, proctor or staff member;
- Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources;
- Attempting to prevent access by other users to the college's computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent; and
- Offering bribes (e.g., monetary remuneration, gifts or favors) to any college official in exchange for special consideration, waiver of procedures or change of grade on an assignment or course.

Reporting Violations of Academic Integrity

Students, faculty and staff share in the responsibility for maintaining the academic standards of the college, for promoting integrity and for upholding the Academic Integrity Policy.

Instructors should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments and examinations.

Each member of the NYIT community is encouraged to confront instances of suspected wrongdoing and to report alleged violations of the Academic Integrity Policy to the appropriate instructor, program chair, or dean. Students are not obligated to report suspected violations, but they are encouraged to do so.

Academic Dishonesty Review Process

NYIT has informal and formal procedures to review alleged violations of its Academic Integrity Policy. See the administration office for a copy of the procedures and or discuss the policy.

7. STUDENT CODE OF CONDUCT

The NYIT Student Code of Conduct is summarized below. See the Administration Office for a copy of the full policy and procedures regarding the Student Code of Conduct.

NYIT Preamble

As a global institution, the New York Institute of Technology strives to fulfill its academic mission at all of its campuses in a manner that is true to its core values and purposes and is respectful of local traditions and culture. To this end, students and staff of NYIT-Vancouver are obligated through their association with NYIT to conduct themselves in a manner that is consistent with the values of New York Institute and the cultural context of Vancouver. Clothing, behavior, and topics of discourse must fit the generally accepted expectations of modesty and respect for local culture. The deliberate violation of established rules or procedures at NYIT-Vancouver is unacceptable in a learning community and NYIT will act immediately to ensure that the situation is corrected.

Offenses

The Code of Conduct provides in greater detail information about expectations and offenses. The list below is a brief summary of those actions that will result in disciplinary action. If a student is found to have acted in a way contrary to the expectations of NYIT-Vancouver, sanctions will be imposed. The following are examples of prohibited forms of conduct:

- Unauthorized use or access of NYIT computers, network, or accounts
- Disruptive conduct that interferes with the functions of NYIT and its staff
- Offensive or vulgar language either in writing or in speech
- Possession, purchase, consumption or use of illegal substances
- Clothing that is immodest, inappropriate, or excessively casual
- Interference, violence, or threatening the mental or physical health, safety or well-being of others on the NYIT campus
- Failure to comply with a request or directive of an NYIT official
- Providing false or misleading information to an NYIT official
- Actions that results in damage to or loss of NYIT property
- Conduct that creates an intimidating, hostile, unsafe, or threatening environment
- Immoral or immodest conduct
- Littering, defacing, or damaging any NYIT property
- Smoking in areas that are designated as non-smoking
- Theft, trespass, or vandalism property of another or of NYIT
- Possession of any type of weapon or object that can be used as a weapon

Violations of the Code of Conduct are reviewed by the Dean's Office, in accord with the policies and procedures outlined in the full Code of Conduct document. Sanctions for violating the Code of Conduct include warnings; fines and restitution; campus access restrictions; disciplinary probation; suspension; and, expulsion from NYIT-Vancouver. An appeals procedure is provided. See the Administration Office for a full copy of the Code of Conduct.