



NYIT POLICIES

NYITCOM Student Handbook (2017–2018)

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UPDATE EFFECTIVE JULY 1, 2017

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 [New York Institute of Technology College of Osteopathic Medicine](#) (NYITCOM). Students are advised to check the NYIT College of Osteopathic Medicine website, [Student Resources](#) section frequently for posted policy changes and addendums.

This Student Handbook provides you with information about the official policies and regulations of the NYIT College of Osteopathic Medicine for the 2017 – 2018 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, 2016, and 2017 graduates were placed into residency training programs. For more information, please see [Outcomes Data](#).

Academic Calendar

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Academic Year 2017 – 2018

Class of 2021 (1st year)

Orientation (NYITCOM at A-State campus): Tuesday, August 1 – Friday, August 4, 2017

Orientation (Old Westbury campus): Wednesday, August 2 – Friday, August 4, 2017

First Day of Classes: Monday, August 7, 2017

White Coat Ceremony (NYITCOM at A-State campus): Friday, August 11, 2017

White Coat Ceremony (Old Westbury campus): Tuesday, August 22, 2017

Labor Day (no classes): Monday, September 4, 2017

Columbus Day (no classes): Monday, October 9, 2017

Thanksgiving Break (no classes): Wednesday, November 22 – Sunday, November 26, 2017

Winter Break (no classes): Saturday, December 16, 2017 – Tuesday, January 2, 2018

Martin Luther King Jr. Day (no classes): Monday, January 15, 2018

President's Day (no classes): Monday, February 19, 2018

Spring Break (no classes): Saturday, March 17, 2018 – Sunday, March 25, 2018

Last Day of Classes: Friday, June 8, 2018

Class of 2020 (2nd year)

Orientation and First Day of Classes: Monday, August 7, 2017

Labor Day (no classes): Monday, September 4, 2017

Columbus Day (no classes): Monday, October 9, 2017

Thanksgiving Break (no classes): Wednesday, November 22 – Sunday, November 26, 2017

Winter Break (no classes): Saturday, December 16, 2017 – Tuesday, January 2, 2018

Martin Luther King Jr. Day (no classes): Monday, January 15, 2018

President's Day (no classes): Monday, February 19, 2018

Spring Break (no classes): Saturday, March 17, 2018 – Sunday, March 25, 2018

Last Day of Classes: Friday, May 11, 2018

COMLEX Level I must be passed prior to beginning clerkships.

Class of 2019 (3rd year)

First Day of 3rd year "Introduction to Clinical Medicine" Course: Wednesday, July 5, 2017

Last Day of "Introduction to Clinical Medicine" Course: Friday, July 21, 2017

First Day of 3rd year Clerkships: Monday, July 31, 2017

On Campus – Comprehensive Osteopathic Medical Achievement Tests (COMAT): Friday, September 1, 2017

On Campus – COMAT: Friday, October 6, 2017

On Campus – COMAT: Friday, November 10, 2017

On Campus – COMAT: Friday, December 15, 2017

Winter Recess (no clerkships): Monday, December 18, 2017 – Sunday, December 31, 2018

On Campus – COMAT: Friday, February 2, 2018

On Campus – COMAT: Friday, March 9, 2018

On Campus – COMAT: Friday, April 13, 2018

On Campus – COMAT: Friday, May 4, 2018

On Campus – COMAT: Friday, May 18, 2018

End of 3rd year Clerkships: Sunday, May 20, 2018

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

Class of 2018 (4th year)

First Day of 4th year Clerkships: Monday, June 5, 2017

Last Day of Clerkships: Sunday, May 6, 2018

NYIT College of Osteopathic Medicine Graduation, Class of 2018: Tuesday, May 22, 2018

NYIT College of Osteopathic Medicine Hooding Ceremony, Class of 2018: Tuesday, May 22, 2018

Students are required to pass COMLEX Level 2, CE and PE, as a requirement for graduation.

Non-Discrimination Policy: NYITCOM

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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, gender, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, creed or religion, or veteran status 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.

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 Coordinator or to the Assistant Secretary for the U.S. Department of Higher Education, Office of Civil Rights.

Drug and Alcohol Abuse Prevention Policy: NYITCOM

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The NYIT College of Osteopathic Medicine follows the policy of New York Institute of Technology concerning drug and alcohol abuse prevention as outlined in [NYIT's Policy on Alcohol and Other Drugs](#).

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

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Any student with a general grievance should follow this policy.

- 1 The student will present the problem to the Assistant Dean of Student Administration/Student Services in either campus 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 of Student Administration/Student Services in either campus 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

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NYIT College of Osteopathic Medicine is accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (COCA) which is the national accrediting agency for colleges educating osteopathic student physicians. Any student who has a complaint related to the COCA accreditation standards and procedures should file the complaint, confidentially with the following:

The American Osteopathic Association
Department of Accreditation
142 East Ontario Street
Chicago, IL 60611
312.202.8000
predoc@osteopathic.org

Family Educational Rights and Privacy Act (FERPA) Annual Notification Policy: NYITCOM [BACK TO TOP](#)

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.

Student Criminal Background Checks

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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 report in-person to the Associate Dean of Student Administration (for the Old Westbury campus) or the Assistant Dean of Student Administration (for the NYITCOM at A-State campus)

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.

Gender-Based Misconduct Policy

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Introduction

No form of Gender-Based Misconduct will be tolerated at NYIT. 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 assault, sexual harassment, and other forms of nonconsensual sexual activity, as well as stalking and relationship violence.

Any violation of this Gender-Based Misconduct Policy by an NYIT student is also considered a violation of the Code of Conduct¹. All policies, procedures, and definitions applicable to other violations of the Code of Conduct apply to complaints of Gender-Based Misconduct against students unless inconsistent with this Gender-Based Misconduct Policy.

1. "Code of Conduct" throughout this policy refers to both the [Student Code of Conduct: US Campuses](#) and the [Student Code of Conduct: NYITCOM](#), and the [Vocational Independence Program: Student Code of Conduct](#).

Student Bill of Rights under New York State Law

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Applies to students at all NYIT campuses:

- 1 Make a report to local law enforcement and/or state police.
- 2 Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- 3 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.

- 4 Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- 5 Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- 6 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.
- 7 Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- 8 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
- 9 Access to at least one level of appeal of a determination.
- 10 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.
- 11 Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the institution.

Definition of Gender-Based Misconduct

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State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, NYIT has defined categories of sexual or gender-based acts for which Code of Conduct charges may be brought against a student.

Acts of gender-based misconduct defined below may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

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

A. NONCONSENSUAL SEXUAL PENETRATION

Committed when an individual subjects another person to sexual penetration without the consent of the person, and/or by force. Sexual penetration is defined by anal, oral, or vaginal penetration, however slight, by a penis, tongue, finger, or object.

B. NONCONSENSUAL SEXUAL CONTACT

Any type of intentional touching, or intentional contact with, another person's sexual or intimate parts, under or over clothing without their consent.

- 1 Either through force or without the person's consent, causing the other person to touch or make contact with the perpetrator's sexual or intimate parts.
- 2 Touching of other parts of the body (e.g. squeezing, grabbing or pinching) for the purpose of sexually 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.

C. 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.

D. SEXUAL OR GENDER-BASED HARASSMENT

- 1 Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, expressive or physical conduct of a sexual nature.
- 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.

E. DOMESTIC VIOLENCE

The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed toward:

- 1 A current or former spouse or intimate partner;
- 2 A person with whom one shares a child; or
- 3 Anyone who is protected from the respondent's act under the domestic or family violence laws of the state.

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.

F. DATING VIOLENCE

The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed toward 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.

G. 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.

Procedures for Reporting

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If a student has experienced Gender-Based Misconduct, they have the right to make a criminal report to law enforcement, and/or to make a conduct report to NYIT, but do not have to do either. It is the student's decision whether to make a report of any kind, but students should be aware of NYIT's limitation on confidentiality as described in this policy (See "[Reporting to NYIT](#)" and "[Confidentiality](#)"). Law enforcement will also have its own obligations once a report is made to them that students should be aware of.

Reporting to the Police

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At NYIT's New York campuses, the [Office of Campus Security](#) is responsible for the safety and security of students, staff and faculty members. At the NYITCOM at A-State campus, the University Police Department is responsible for campus security. All security guards (New York) and police officers (Arkansas) are trained in emergency response procedures. Campus Security Offices can assist a student in making a report to the local police department or the student may contact the police department directly.

In an emergency, call 911 first.

Old Westbury

Campus Security: 516.686.7789

Nassau County Special Victims Squad: 516.573.8055

Manhattan

Campus Security: 212.261.1536

NYPD Special Victims Division: 646.610.7272

NYITCOM at A-State

A-State University Police: 870.972.2093

Jonesboro Police: 870.935.5657

It is important to remember that the criminal justice process is separate from NYIT's conduct process. Decisions by law enforcement regarding whether or not to arrest or prosecute an individual do not determine if a violation of NYIT policy has occurred.

Reporting to NYIT

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NYIT's Title IX Coordinator is responsible for overseeing and coordinating the institution's Title IX and Gender-Based Misconduct compliance efforts, including ensuring the prompt and effective investigation and response to complaints.

The Title IX Coordinator also provides leadership to the Deputy Title IX Coordinators who assist in

compliance efforts. NYIT's Deputy Title IX Coordinators serve as the primary Title IX officials for students.

Students should contact the Title IX Coordinator or one of the Deputy Title IX Coordinators to make a report of Gender-Based Misconduct or to discuss questions or concerns related to this policy; however, please note that these individuals cannot guarantee confidentiality to students who report, as discussed further in "[Confidentiality](#)."

A. TITLE IX COORDINATOR

Cheryl Monticciolo
Director, Compliance & Title IX Coordinator
President's Office
Tower House, Room 106
Old Westbury, NY 11568
516.686.1080
cheryl.monticciolo@nyit.edu

B. DEPUTY TITLE IX COORDINATORS

OLD WESTBURY

Gabrielle St. Léger, Ed.D.
Dean of Students, NYIT-Old Westbury
Student Activities Center, Room 208
Old Westbury, NY 11568
516.686.1488
gstleger@nyit.edu

Gail Wasmus
Assistant to the Athletic Director/Volleyball Coach/Senior Women's
Administrator
Sports Complex, Room 104
Old Westbury, NY 11568
516.686.7447
gwasmus@nyit.edu

Mary Ann Achtziger
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NYIT College of Osteopathic Medicine
Serota Hall, Room 213
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Paul Cavanagh
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Old Westbury, NY 11568
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Confidentiality

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All NYIT employees (faculty, staff, administrators) are expected to report incidents of Gender-Based Misconduct to the Title IX Coordinator immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

On campus, some resources may maintain confidentiality, meaning they are not required to report Gender-Based Misconduct to any NYIT official or outside agency. Other resources exist for students to report crimes and policy violations and will take action when an incident is reported to them (See Procedures for Reporting Section above). The following further describes the disclosure options at NYIT:

Confidential Disclosure

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- On-campus licensed professional counselors and staff (Counseling and Wellness)
- On-campus health service providers and staff (Academic Health Care Center/Student Health Center)

Any off campus agencies or counselors

The above-listed individuals will maintain strict confidentiality except in extreme cases of immediate threat or danger or abuse of a minor. Additional information on these resources is provided below under the section entitled, [Referrals and Resources](#).

Formal Disclosure

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All employees of NYIT, other than Counseling and Wellness and Academic Health Care Center professionals, are required to promptly report details of incidents disclosed to them to the Title IX Coordinator. Therefore, disclosing parties may want to consider carefully whether they share personally identifiable details with non-confidential employees.

However, even NYIT offices and employees who cannot guarantee confidentiality will maintain a disclosing party's privacy to the greatest extent possible. The information a disclosing party provides to a non-confidential resource will be relayed only as necessary for the institution to investigate and/or seek a resolution. This means information may be shared with investigators, witnesses and the responding party, but the circle of people with this knowledge will be kept as tight as possible to preserve a disclosing party's rights and privacy. But it is important to remember that NYIT cannot guarantee that other parties will not disseminate information on their own.

Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the disclosing party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal institutional action.

Request for Confidentiality

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If a disclosing party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the disclosing party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus community and comply with federal law.

Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community.

In weighing such a request, the Title IX Coordinator will consider the following factors:

- 1 Whether the responding party has a history of violent behavior or is a repeat offender;
- 2 Whether the incident represents escalation in unlawful conduct on behalf of the responding party;
- 3 The increased risk that the responding party will commit additional acts of violence;
- 4 Whether the responding party used a weapon or force;

- 5 Whether the disclosing party is a minor; and
- 6 Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

Therefore, in cases indicating pattern, predation, threat, weapons and/or violence, NYIT will likely be unable to honor a request for confidentiality. If the institution determines that an investigation is required, it shall notify the disclosing party and take immediate action as necessary to protect and assist them.

In cases where the disclosing party requests confidentiality and the circumstances allow NYIT to honor that request, the institution will offer interim supports and remedies to the disclosing party and the community, but will not otherwise pursue formal action. This means that NYIT's ability to remedy and respond to a reported incident may be limited if the disclosing party does not want the institution to proceed with an investigation and/or wishes to remain anonymous.

Reporting by NYIT

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NYIT is required to report incidents of certain crimes that include some forms of Gender-Based Misconduct. These crimes are reported in the school's [Annual Security Report](#). For reporting purposes, parties' identifying information and specifics of the incident will be kept confidential.

NYIT is also required to issue timely warnings of certain crimes that occur at on-campus locations if the crime represents a serious or continuing threat to the campus community. NYIT will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Amnesty Policy

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The health and safety of every student at NYIT is of the utmost importance. NYIT recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that Gender-Based Misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYIT strongly encourages students to report Gender-Based Misconduct to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of Gender-Based Misconduct to NYIT officials or law enforcement will not be subject to NYIT's Code of Conduct action for violations of alcohol and/or drug policies occurring at or near the time of the commission of the Gender-Based Misconduct.

Prohibition on Retaliation

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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.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual

alleging Gender-Based Misconduct, supporting a party bringing an allegation, or assisting in providing information relevant to a claim of Gender-Based Misconduct is a serious violation of NYIT policy and will be treated as another possible instance of misconduct. By definition, retaliation does not apply to a responding party, however other Code of Conduct violations may be applicable. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. NYIT is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Preservation of Evidence

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NYIT recognizes that making the decision to report Gender-Based Misconduct often takes time. Nevertheless, pending the decision to report, individuals are strongly encouraged to take immediate steps to preserve all evidence that might support a future report or an investigation by the police, by NYIT, or both.

Such evidence may include:

A forensic sexual assault examination (See "Immediate Medical Treatment" below) or a medical examination for non-sexual bodily injuries.

Any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags).

Electronic exchanges (e.g., text messages, emails, and Facebook, Instagram, Snapchat or other social media posts, to the extent that they can be captured or preserved).

Photographs (including photographs stored on smartphones and other devices).

Voice-mail messages and other physical, documentary, and/or electronic data that might be helpful or relevant in an investigation.

Written account of what happened as close to the event as possible (doing this electronically could help identify the date the document was created).

Immediate Medical Treatment

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In cases of sexual assault, victims are advised not to shower, eat, drink, douche or change their clothes, as these activities destroy important physical evidence. They are also encouraged to seek medical attention, even if there are no obvious physical injuries.

A forensic sexual assault examination needs to be performed within the first 72 hours after a sexual assault to collect evidence and to evaluate a person's physical condition. This exam will help maintain a victim's legal options and will also allow the individual to get important preventative treatment and information for pregnancy and sexually transmitted infections, including HIV.

New York State has established Sexual Assault Forensic Examiner programs (SAFE) in hospitals that have specially trained health professionals who will ensure that compassionate, competent, and prompt care is provided, along with the use of advanced technology for evidence collection and preservation. A person may go directly to a center or may seek accompaniment from a victim

advocate or from an NYIT official. The exam will be done at no cost to the victim.

Old Westbury:
North Shore University Hospital
300 Community Dr.
Manhasset, NY 11030
516.562.4125

Manhattan:
Mount Sinai West Hospital
100 10th Ave.
New York, NY 10032
212.305.2255

NYITCOM at A-State:
St. Bernard's Regional Medical Center
224 East Matthews
Jonesboro, AR 72401
870.972.4288

[VIEW A FULL LIST OF SAFE HOSPITAL PROGRAMS IN NEW YORK >](#)

Referrals and Resources

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On-Campus Resources

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Counseling and Wellness

This office coordinates student mental health services on both the Old Westbury and Manhattan campuses. Counselors are available Monday through Friday from 9 a.m. to 5 p.m.. Counselors can be seen on an emergency basis during office hours, and a counselor is always on call after business hours for emergencies. The on-call counselor can be reached by contacting Campus Security.

Both NYITCOM campuses have their own counseling offices. At the NYITCOM at A-State campus, counseling services are provided by the A-State Counseling Center. The Counseling Center is open 8 a.m.–5 p.m., Monday through Friday and offers daily drop-in hours for students to speak to a counselor without an appointment. After business hours, students can reach an on-call counselor by contacting the A-State Police Department.

Services at all campuses are free and confidential.

Old Westbury
Student Activity Center, 3rd Floor
516.686.7976

Manhattan

33 W. 60th St., Room 308

212.261.1770

NYITCOM at Old Westbury

Student Activity Center, Room 318

mcaluori@nyit.edu

516.686.1328

NYITCOM at Old Westbury

Student Activity Center, Room 319

jnami@nyit.edu

516.686.7636

NYITCOM at A-State

Reng Student Services Center, Suite 2203

870.972.2318

Academic Health Care Center

Students at the Old Westbury campus may also visit the Riland Academic Health Care Center located in the first floor of the Riland Building. The hours are Monday through Friday from 8 a.m. to 5 p.m. The center can be reached at 516.686.1300.

Students at the NYITCOM at A-State campus may utilize the A-State Student Health Center located at 333B Red Wolf Blvd., adjacent to the football stadium. The hours are Monday through Friday from 8 a.m. to 5 p.m. The center can be reached at 870.972.2054.

Please note neither of these facilities can perform a sexual assault forensic exam.

Other On-Campus Resources

The Office of International Education is available to assist students with concerns related to their visa or immigration status.

Old Westbury

Student Activities Center, Room 310

516.686.7585

Manhattan

26 W. 61 St., Room 104

212.261.1514

The Office of Financial Aid is available to provide counseling to students regarding the impact of class withdrawals and other schedule and enrollment status changes on their financial aid package.

NYITCOM Old Westbury (NYITCOM Students)
Serota Academic Center, 2nd Floor
516.686.7960

Old Westbury (non-NYITCOM Students)
Harry Schure Hall, 1st Floor
516.686.7680

Manhattan (non-NYITCOM Students)
16 West 61st St., 1st Floor
212.261.1590

NYITCOM at A-State
Wilson Hall, Student Affairs Suite, Room 220
870.680.8808

Off-Campus Resources

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The following organizations offer free and confidential mental health, victim advocacy, immigration, and legal services (including obtaining orders of protection) for victims of sexual assault, dating and domestic violence, and stalking, among other crimes:

Old Westbury:
The SAFE Center LI
15 Grumman Rd. W. #1000
Bethpage, NY 11714
516.465.4700
24-Hour Crisis Hotline: 516.542.0404

Manhattan:
Crime Victims Treatment Center
126 W. 60th St.
New York, NY 10023
212.523.4728
24-Hour Crisis Hotline: 1.800.621.HOPE

The organizations located in New York State can also help liaise victims with the New York State Office of Victim Services, which provides crime-related compensation for crime victims. Please note that this service requires a police report be filed.

NYITCOM at A-State
Family Crisis Center of Northeast Arkansas
870.972.9575

Interim and Protective Measures

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School-Ordered Measures

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NYIT will work cooperatively with any student who experiences Gender-Based Misconduct to promote their health, well-being, and physical safety, and to make available accommodations within the educational, living, and/or work environment. Upon learning of an incident of Gender-Based Misconduct involving a member of the NYIT community, the Title IX Coordinator will take immediate steps to ensure the safety and well-being of the reporting party.

When warranted to protect a student, the Title IX Coordinator may implement one or more Interim Measures, if appropriate and/or reasonably available, including but not limited to the following:

- 1 Issuing of no-contact orders to prevent contact between the disclosing party, the responding party, witnesses, and/or third parties to ensure the safety of all parties and the integrity of the process. These orders may be mutual or non-mutual as deemed appropriate by NYIT officials.
- 2 Providing the disclosing party an escort to ensure that they can move safely between classes, work, and/or activities.
- 3 Changing a party's on-campus housing, and providing assistance from NYIT support staff in completing the relocation.
- 4 Rescheduling class work, assignments, and examinations.
- 5 Changing work arrangements or schedules.
- 6 Providing academic support services, which may include alternative options for course completion or withdrawal.
- 7 Providing visa and immigration assistance.
- 8 Providing student financial aid counseling.
- 9 Limiting an individual or organization's access to certain NYIT facilities or activities pending resolution of the matter.
- 10 Interim suspension of a responding party or organization pending resolution of the matter.

Interim suspensions will only be used when in the judgment of the Dean of Campus Life (or the Associate Dean of Student Administration for NYITCOM) and the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student or organization will be given the option to meet with the Dean of Campus Life/Associate Dean of Student Administration and/or the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Dean of Campus Life/Associate Dean of Student Administration, in consultation with the Title IX Coordinator, will implement or stay an interim suspension and

determine its conditions and duration.

When taking interim measures, NYIT will minimize the burden on the disclosing party to the extent practicable. These measures can be requested regardless of whether an individual makes a formal institutional complaint or contacts law enforcement. Some of these measures may also be implemented as protective sanctions if a student is found responsible for a Code of Conduct violation. Failure of students to adhere to the parameters of any interim measure(s) is a violation of this Policy and may lead to additional disciplinary action.

NYIT will maintain as confidential any interim or protective measures, provided confidentiality does not impair NYIT's ability to provide the measures.

Court-Ordered Measures

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Students may also seek an order of protection (sometimes known as a "restraining order"), which is issued by state courts. While NYIT does not issue orders of protection, the institution will assist a member of the community in obtaining an order of protection.

NYIT will also ensure that those impacted by an order of protection understand the availability of an order, the content and parameters of an order, and the consequences for violating an order, including but not limited to arrest, additional conduct charges, and interim suspension.

Campus Security at all campuses will also provide assistance to reporting parties in calling on and assisting local law enforcement in effecting an arrest for violation of an order of protection.

NYIT Conduct Process Procedural Rights

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Investigations and student conduct proceedings at NYIT involving Gender-Based Misconduct will be prompt and fair. Additionally, investigations and resolutions will be impartial and will be conducted by NYIT officials who have received annual training.

As set forth fully in the Codes of Conduct, both reporting and responding parties are entitled to a number of rights in the student conduct process. These rights include, but are not limited to: the right to an information meeting with a student conduct officer prior to any hearing or determination of responsibility, the right to have an advisor of choice present at all meetings and conduct hearings, the right to present evidence and witnesses and to review all relevant information in the student conduct file, the right to simultaneous written notice of the outcome and sanctions, and the right to appeal a decision.

Sanctions

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Possible sanctions for violation of this policy range from warning to expulsion and include suspension and probation. Additional sanctions may apply. The full range of sanctions are set forth in the Codes of Conduct; however, lower-level sanctions such as a warning will rarely be appropriate in cases of Gender-Based Misconduct.

Generally speaking, NYIT considers Non-Consensual Sexual Penetration violations to be the

most serious offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion. However, NYIT reserves the right to impose any level of sanction for any Gender-Based Misconduct, based on the facts and circumstances of the particular allegation.

In determining an appropriate sanction, the Judicial Body shall consider aggravating factors including but not limited to: (a) any record of past violations, (b) the nature and severity of such past violations, and (c) premeditation/intent to commit a violation. The Judicial Body will also consider whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the NYIT community.

Financial Aid

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The NYIT Board of Trustees has established the following annual schedule of tuition and fees for 2017-2018:

	CLASS OF 2021 FIRST YEAR	CLASS OF 2020 SECOND YEAR	CLASS OF 2019 THIRD YEAR	CLASS OF 2018 FOURTH YEAR
Tuition	\$57,570	\$57,570	\$57,570	\$57,570
Student Activity Fee	250	250	250	250
Lab Fee	125	125	-0-	-0-
New Technology Fee	250	250	250	250
Simulated Patient Lab Fee	500	500	475	375
Health Care Fee	100	100	100	100
Life/Disability Insurance (variable/annually)	115.50	126	126	126
Graduation Fee	-0-	-0-	-0-	400
Totals	\$58,910.50	\$58,921	\$58,771	\$59,071

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: \$645 per credit for applicable cost-bearing courses (Please contact the Office of Pre-Doctoral Academic Medicine Scholarship Program)

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

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 "[Health Service Information](#)," below. 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.

	CLASS OF 2021 FIRST YEAR	CLASS OF 2020 SECOND YEAR	CLASS OF 2019 THIRD YEAR	CLASS OF 2018 FOURTH YEAR
Medical/Dental Insurance	\$5,357.00	\$5,840.00	\$5,840.00	\$5,840.00

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.

The student must agree to the following:

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](#).

If your account is not paid, it may be forwarded to an outside collection agency or attorney. At that time, you will be responsible for paying NYIT all fees and costs associated with the collection of

your delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33–50 percent of the principal amount due if NYIT engages a collection agency to collect payment; 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 collection of the amount due NYIT.

Tuition Payment Schedule Policy

GRAD YEAR	FIRST HALF	SECOND HALF
Class of 2018	06/01/2017	12/01/2017
Class of 2019	06/01/2017	12/01/2017
Class of 2020	06/01/2017	12/01/2017
Class of 2021	06/01/2017	12/01/2017

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 my.nyit.edu. We encourage students to apply for financial aid by March 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 [NYIT College of Osteopathic Medicine 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.

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: my.nyit.edu. 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 than 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:

- 1 Federal Unsubsidized Direct Loans
- 2 Federal Perkins Loan
- 3 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

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

- 1 Successfully complete all of their courses/clerkships (no course failures).
- 2 Complete 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.

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 Academic Affairs Information, Unsatisfactory Academic Student Performance in this Handbook.)

Student Administration Information

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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; Student Compliance and Reporting; Student Counseling and Wellness; Events Planning; Student Services and Alumni Affairs; Equity and Opportunity Programs; Medical Student Performance Evaluation; Electronic Residency Application Service (ERAS); Career Advising; 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 NYITCOM Office of the Registrar no later than April 30 of the anticipated 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 28 of the graduation year.

If a student has opted out of FERPA directory information and wishes to have his/her name listed in graduation programs, he/she must notify the NYITCOM Office of the Registrar no later than February 28 of the anticipated graduation year.

Photo Release

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Each NYIT student and each member of the NYIT faculty and staff agrees that NYIT has his or her permission to record by videotape/film/digital recording his or her image and voice at all NYIT classes, activities and events, whether on or off campus, and to use such recordings in publicity and promotion materials for NYIT in perpetuity in any media. NYIT shall be the exclusive owner and copyright holder of, and possess all right, title, and interest to, such recordings.

Leave of Absence Programs

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Medical/Military Leave of Absence

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.

Note 1: 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.

Note 2: 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

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- 1** The Student must complete and sign a Request for a Leave of Absence form (available from the Assistant Dean of Student Administration/Student Services in either campus). 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 Administration/Student Services in either campus. 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 Administration/Student Services in either campus, 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.

Any student on a Leave of Absence is considered enrolled not attending for Insurance purposes.

A Leave of Absence cannot exceed 6 months in any academic year for financial aid purposes.

Withdrawal from the D.O. Program

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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 Administration/Student Services at either campus. 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 into NYIT College of Osteopathic Medicine

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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),

unless it was a withdrawal for medical reasons, which would then require a medical clearance.

The Assistant Dean of Student Administration/Student Services in either campus 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 by submitting a letter of request accompanied by supporting documentation to the Associate Dean of Academic Affairs, which clearly explains 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

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Requests for academic transcripts can be made by downloading the Transcript Request Form:

[NYITCOM Student Resources](#) (under "Student Forms")

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 Initiative

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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:

- 1** Old Westbury campus: NYITCOM provides mental health counseling services from a licensed professional counselor. Students can schedule appointments directly through the Associate Directors of Counseling and Wellness Services, Jessica Nami at 516.686.7636 or jnami@nyit.edu, or Michelle Caluori at 516.686.1328 or mcaluori@nyit.edu. Their offices are located in the Student Activity Center, Rooms 318 and 319.
- 2** Old Westbury campus: NYIT's Office of Counseling and Wellness Services has licensed professional counselors to assist students in developing greater self-understanding, as well as strategies for effective problem solving to enhance personal development and academic success. NYIT Counseling and Wellness Services is located on the Old Westbury campus, Student Activity Center, Room 307, 516.686.7683 (or contact NYITCOM counselors at jnami@nyit.edu or mcaluori@nyit.edu).
- 3** NYITCOM at A-State: Counseling Services are available at the A-State Counseling Center is located in Suite 2203, Reng Student Services Center. Business hours are 8 a.m.–5 p.m., Monday through Friday. Students may contact the Counseling Center by telephone at 870.972.2318. If a student needs to speak to a counselor after business hours, call the University Police Department at 870.972.2093 and ask them to contact a counselor.
- 4** Referrals, off campus:
NYITCOM Old Westbury has a psychiatrist available at the Academic Health Center, and both the Old Westbury and NYITCOM at A-State campuses have consulting agreements with psychiatrists and mental health counselors in the area. For referrals, please check with the Offices of Student Administration on either campus, or contact Jessica Nami, Associate Director of Counseling and Wellness Services at 516.686.7683 or jnami@nyit.edu, or Michelle Caluori, Associate Director of Counseling and Wellness Services, at 516.686.1328 or mcaluori@nyit.edu.
NYITCOM's Old Westbury campus is a partner school with the Northwell Zucker Hillside Hospital Behavioral Health College Partnership (BHCP) in Glen Oaks, NY. General number: 718.470.8100.
NYITCOM at A-State campus is a partner school with St. Bernard's Healthcare Hospital in Jonesboro, AR. General number: 870.207.7300.

These programs work closely with affiliated colleges to address behavioral health issues

impacting students. Inpatient and out-patient services are available at both locations.

B) ADDITIONAL MENTAL HEALTH SERVICES

- 1** The Standard Life, Accidental Death and Disability Insurance Plans provides the following 24/7 confidential services:
 - Telephonic consultation with a Student Assistance Counselor;
 - Three free sessions with a local counselor;
 - Web site with information on wellness and more.
- 2** Any interested student should contact the Standard EAP by calling 888.293.6948. The counselor will work with the student to assess the initial needs and direct the student to an appropriate, local mental health provider.
- 3** 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.

Joint Behavioral Intervention Team (BIT): To support the student Mental Health Initiatives, NYIT College of Osteopathic Medicine has established a Joint Behavioral Intervention Team (BIT) for both the Old Westbury and Jonesboro campuses which meets to track patterns, trends and disturbances of 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) for the OW campus, and the Assistant Dean of Student Administration for the NYITCOM at A-State campus (tammy.fowler@nyit.edu).

The team then uses its resources for support, required intervention, response and appropriate follow up.

Shadowing/Mentoring Experiences

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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 and SGA

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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.

Office of Student Life Policies

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Any student organization or individual student wishing to sponsor an extra-curricular activity which includes a speaker must have prior approval from the Office of Student Life before inviting the speaker to participate in the event.

Prior approval of the Office 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 office 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 Office 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.

Housing

The NYIT College of Osteopathic Medicine Office of Student Life at the Old Westbury campus, maintains listings of available housing off-campus, (and also on campus for NYITCOM at A-State). The New York Institute of Technology [Office of Residence Life and Off-Campus Housing](#) 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](#), and additionally, the [Arkansas State University Handbook](#) for NYITCOM students living in Arkansas State University housing.

Policy on Medical Student Attendance at Conferences/Conventions and Off-Campus Events

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NYIT College of Osteopathic Medicine supports student attendance at conferences and conventions as an educational enrichment activity.

- 1** 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 Office of Student Life.
- 2** 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.
- 3** 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.
- 4** 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 of Student Administration/Student Services

in either campus prior to finalizing and announcing plans for the trip or event.

Medical Student Performance Evaluation (MSPE)

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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 December 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)

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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 five components: the web-based site for applicants (called MyERAS), the Dean's Office Work Station (DWS), the Program Director's Work Station (PDWS), the Letter of Recommendation Portal (LoR Portal) and the ERAS Post Office (ERAS PO). ERAS opens in May/June and can be accessed through the [AAMC website](#). 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 February so they can access the Personal Information page and the LoR Portal. Once the system opens in May/June, 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, Personal Statement and Photo 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 Work Station. Program Directors can review, sort and print applications using criteria established by their program. Workshops on topics such as the ERAS Application, CVs, Personal Statements, and the Match Process as well as individual consultations are available to students beginning in the 1st year to facilitate their application process to AOA and ACGME Accredited Internship/Residency Programs.

Alumni Association

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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 7,300 (as of May 2017) alumni practicing throughout the United States and in Bermuda, Canada, China, England, Grand Cayman Islands, Guam, Haiti, Honduras, Hong Kong, 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.

Academic Affairs Information: Academic Policies

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Academic Integrity/Honesty Policy: NYITCOM

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The foundation of academic work, as well as professional healthcare, is intellectual integrity, credibility, and trust. 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. A learning community can be maintained only 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 and respect our shared

standards of academic honesty. Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. It requires 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.

The NYITCOM academic community endorses the following precepts:

All members of the community shall refrain from...

- 1 providing false information for College records, forging or altering College records, or submitting fraudulent documents to the College for admission, enrollment, assessment, evaluation, promotion or graduation purposes.
- 2 offering as original effort any term paper, essay, report, or other written assignment prepared by or purchased from anyone else or used for another course.
- 3 committing plagiarism by appropriating all or part of the literary composition of someone else and offering it as his/her own writing, ideas, or language.
- 4 cheating by using false pretenses, tricks, devices, artifices, or deceptions to obtain credit on any assessment, examination, or evaluation related to any College course.

In particular, the following behaviors must be scrupulously avoided:

- 1 Looking in the direction of another student's exam.
- 2 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.
- 3 Possessing or using unauthorized notes, texts, or other aids during an examination, quiz, or other assignment.

The integrity of an academic and a professional community is only as strong as the support of its members. Consequently, any student who witnesses, or otherwise discovers incidents of other students behaving dishonestly is obligated to report such conduct to the Associate Dean of Student Administration. Failure to do so constitutes complicity in the dishonest behavior on the part of the witness.

Medical Student Test-Taking Environment Policy

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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 school and licensing board examinations. 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. The responsibility for minimizing interruptions (e.g. late arrivals) and unnecessary distractions (e.g. noises, constant movement, whispering) ultimately rests with the members of the group taking the test. Professionals are expected to demonstrate respect for the welfare of their colleagues and the established procedures of the institution.

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

- 1** 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 at the Old Westbury site and the Assistant Dean of Academic Affairs at the Jonesboro site. The student may be given a score of zero on any exam due to late arrival.
- 2** Students shall bring (to their seats during an examination) only items that they are explicitly directed to bring, such as a laptop or tablet computer and pencil.
- 3** Upon entering the examination room, students must take their seats quickly and quietly. Students may not begin the exam until instructed to do so.
- 4** Prior to beginning specific computerized exams, each student may 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 formally begun to take the computerized exam. This paper must be returned to a proctor when the exam is completed.
- 5** Coats/hats will not be allowed in the seating areas of the examination room. Accommodations will be given for religious headwear.
- 6** In the event that students are taking an examination that makes use of Scantron score sheets, students must ensure 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 must put down their pencils and hand in their papers as instructed.
- 7** For computerized examinations that require an access code, authorized test-takers will be provided with the code at an appropriate time. Unless explicitly stated otherwise, it is forbidden to share this access code with anyone else, regardless of his/her status as a member of the class.
- 8** Accommodations will be given for those with documented medical conditions that result in urgent/frequent use of bathroom facilities.
- 9** Food will not be allowed in any examination room. Fluids may be allowed for any examination of four hours or longer.
- 10** Cell phones are strictly prohibited in the examination room, even if the student has finished taking the exam.
- 11** Students may not bring calculators to examinations.
- 12** The use of personal headphones/ear devices is prohibited during examinations. Earplugs will be made available for students' use.
- 13** To respect and protect the test-taking environment, students who remain in the testing environment for whatever reason after finishing the exam must refrain from engaging in any conversations as long as others are still working on the exam.
- 14** After leaving an examination room, students should not participate in conversations in the immediate area outside the examination room while an examination is in progress.

Laptop Borrowing Policy for Medical School Exams

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All NYIT College of Osteopathic Medicine students are expected to own an approved laptop or tablet computer in addition to the iPad provided by the College, which may be used at NYITCOM for test administration. These electronic devices are professional tools and student is responsible for maintaining their devices in good working order. Laptops borrowed from the medical library may not be used for exams. In extenuating circumstance, NYITCOM will provide loaner laptops for examinations.

Anatomy Lab Policy for Students who are Pregnant or Nursing

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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 Anatomy Department. The student should consult with her physician before selecting one of the following three options:

- 1 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.
- 2 The student may elect not to continue in the main curriculum and participate instead in a faculty-approved alternative series of exercises in place of dissection and other lab activities. These exercises are conducted outside of the anatomy lab area. All other curriculum requirements (lectures, etc.) remain unchanged.
- 3 The student may apply for a medical leave of absence.

Attendance Policies for the D.O. Program

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Attendance is mandatory for:

- 1 all activities that require manual or verbal skill development as part of the learning process, such as:
 - anatomy dissection,
 - osteopathic manipulative medicine laboratory sessions,
 - patient interviewing and physical examination skills,
 - other workshop activities, and

- 2 learning activities based on group engagement that require all group members to contribute to the learning process, such as:
 - small group case discussions, and
 - team-based learning, and
- 3 learning activities that involve patients who are invited to the class to contribute to the educational program,
- 4 other events or activities for which prior notification informs the student of mandatory attendance.

Attendance is highly encouraged for all lectures.

D.O. Dress Code

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A. OMM LABORATORY DRESS CODE POLICY

Professional Osteopathic Medical Students are expected to dress and act in a professional manner. To optimize the development of diagnostic and therapeutic manipulative skills (OMM), students must dress according to the guidelines prescribed by the following Technical Standards for Appropriate Attire for the OMM laboratory sessions. Adherence to this dress code is mandatory; failure to adhere to this policy may negatively affect the student's grade(s).

Men must wear gym or bathing shorts, with length approximately to midthigh or just above the knee.

Women must wear gym shorts or swim shorts, with length approximately to midthigh (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.

The dress code applies to all OMM laboratory sessions and examinations. During OMM Laboratory sessions or examinations, students are not to chew gum, eat candy or bring any

food or drinks to the laboratory.

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. INSTITUTE FOR CLINICAL COMPETENCE (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. For these exercises and for evaluations, students must wear a white coat 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. Students who present to an activity without professional attire will be denied access to the session and will receive no academic credit for that activity.

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).

Make-Up Examination/Quiz Policy

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Students who are unable to sit for, or complete, a formally scheduled examination may appeal to the Assistant Dean for Education Operations (for Old Westbury campus students), or the Assistant Dean for Academic Affairs at the NYITCOM at A-State campus (for NYITCOM at A-

State campus students), for permission to take a make-up exam. All make-up examinations must be approved by the Assistant Dean for Education Operations.

The make-up exam will be of the same general scope and level of complexity as the original examination it is intended to replace; however, the format (oral, written, computerized), may vary from that of the original exam at the discretion of the course director.

Academic Advisement/Tutoring Services

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

Students are encouraged to consult with faculty and academic enrichment specialists to establish effective personal learning plans.

Students experiencing academic difficulty should seek assistance from an academic enrichment specialist.

Any student identified by the College as an at-risk student will be required to participate in academic support programs as directed.

Publication of Scientific and Other Papers by Students

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In the course of a student's study and work at the NYIT College of Osteopathic Medicine, s/he may participate in research and other programs leading to articles which are acceptable for publication. Students are subject to the same rules and expectations as the faculty regarding scientific ethics and honesty in the publication of such material.

For further information, contact the Associate Dean of Research at 516-686-3716 or kamsler@nyit.edu.

D.O. Program Research Hiatus

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A student who chooses to spend a period of time away from NYIT College of Osteopathic Medicine in excess of 180 days to complete an approved research project may apply for a NYIT College of Osteopathic Medicine Research Hiatus. The student must be accepted into a research program that is approved by the Associate Dean of Research and the Associate Dean of Academic Affairs. The letter of application must list:

The specific dates of the time period the student will be absent from the COM educational program (date of beginning and anticipated date of return to NYITCOM from Research Hiatus)

The name of the research project's Principle Investigator (PI)

The location where the research project is located

In addition, the student must submit a research proposal to and obtain approval from the Associate Dean of Research prior to beginning the research hiatus. The proposal for a research hiatus should be in the format of a grant application: Specific Aims (1 page), Background (2-3 pages), Preliminary Data (if any; 1-2 pages) and Experimental Approach (3-5 pages). Please

contact the Associate Dean of Research to obtain further guidance in writing the research proposal.

PLEASE NOTE: the application process should begin at least 4 months prior to the start of the research hiatus.

The hiatus will be granted only at the end of a specific year of study. The student's participation in the research program must not exceed one academic year.

At least 60 days prior to the anticipated time of readmission to the regularly scheduled NYITCOM academic program, the student must submit a letter to the NYITCOM Student Progress Committee declaring his/her intent to return and the anticipated date of return. At the conclusion of the research hiatus, the student 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. The student must also submit to the Associate Dean of Research and the Associate Dean of Academic Affairs a final report in the form of a proposed manuscript: Abstract (1 page), Introduction (1 page), Materials and Methods (2 pages), Results (2-4 pages) Discussion (1-3 pages).

Due to federal regulations governing Financial Aid, during the research hiatus period, the student's status will officially be listed as "Withdrawn" and the student will not be eligible to receive any type of financial aid.

Reasonable Accommodations and Documentation: NYITCOM

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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 makes reasonable modifications in policies, practices, procedures, and/or facilities when such modifications are 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 Accommodations/504 Coordinator:

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 Accommodations/504 Coordinator. 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 that the student obtain adequate documentation. The student bears the responsibility for any expense that may be incurred in the process.

As of the date of this publication, Amber Chess, M.A. is the Accommodations/504 Coordinator. Her office is located in Rockefeller Center, Lower-Library Room B01D on the Old Westbury campus. You may also contact her at achess@nyit.edu or at 516.686.7794.

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 (for the Old Westbury campus) 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, 516.686.3993.
Address complaints (for the NYITCOM at A-State) to the Assistant Dean of Student Administration, NYITCOM at A-State, P.O. Box 119, Wilson Hall, Suite 220, State University, AR 72467. Phone: 870.972.2786.
- 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 appropriate Assistant Dean at either campus, 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 appropriate Assistant Dean at either campus, and forwarded to the complainant no later than 10 workdays after its filing.
- 5** The appropriate Assistant Dean at either campus 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, or the Assistant Dean of Student Administration, 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 (for the Old Westbury campus) 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. Address complaints (for NYITCOM at A-State) to the Assistant Dean of Student Administration, NYITCOM at A-State, P.O. Box 119, Wilson Hall, Suite 220, State University, AR 72467 Phone: 870.972.2786.

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:

[VIEW NYIT POLICY >](#)

Please contact the [NYIT Office of Accessibility Services](#) at aalesi@nyit.edu or at 516.686.4934/212.261.1759 for additional information.

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

Grading System and Policies

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Satisfactory Academic Progress (SAP) Standards for the D.O. Program

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

- 1 Successfully complete all their courses/clerkships/required seminars each year;
- 2 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.

Grades for Doctor of Osteopathic Medicine Degree

H – Honors

HP – High Pass

P – Pass
F – Fail
I – Incomplete
S – Satisfactory
U – Unsatisfactory
WA – Withdrawn, Administratively
W – Withdrawn, Passing
WF – Withdrawn, Failing
TC – Transfer Credit
CR – Assessment Credit

Definitions

***(H) Honors** – awarded to students whose performance is determined to be in the top 10% of the cohort of students enrolled in the course (or as otherwise specified in the course syllabus).

(HP) High Pass – awarded to students whose performance is determined to be in the top 11th to 15th percentile of scores for the cohort of students enrolled in the corresponding third-year clerkship course (or as otherwise specified in the course syllabus).

(P) Pass – All requirements for successful completion of the course have been met.

(F) Fail – Requirements for successful completion of the course have NOT been met.

(I) Incomplete – All assignments/activities used to determine a course grade have not been completed.

(S) Satisfactory – Performance has met the minimum standards for passing.

(U) Unsatisfactory – Performance has NOT met the minimum standards for passing.

Grade notation

The grades of I (Incomplete) and U (Unsatisfactory) are interim grades and change to a grade of P (Pass) when the requirements for passing are successfully completed within the allotted timeframe or to a grade of F (Fail) if the student is unable to complete successfully the requirements for passing within the allotted time-frame. Grades of I and U will be automatically changed to a grade of F (Fail) if the student does not complete the work before the start of the academic year following the assignment of the I or U grade.

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

Clinical Rotation Policies

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Attendance

Attendance at scheduled learning events (rotation activities) is a personal responsibility the student accepts as part of the teaching-learning dynamic. Accordingly, one hundred percent attendance in all clinical rotation activities is expected. Students must ensure that no other priorities or responsibilities routinely conflict with assigned/required duties. To receive academic credit for clinical rotations, missed or neglected requirements due to any absence—excused or unexcused—must be made up.

In addition to the attendance policies of the NYITCOM, students must comply with the attendance policy of the physician office or hospital where they are working. Any conflicts between policies must be brought to the attention of the NYIT Office of Academic Affairs, Clinical Education Unit.

Students **MUST** attend the first day of the clinical rotation. Any exceptions to this requirement because of unanticipated emergencies must be approved by the Assistant Dean for Clinical Education.

Repeated tardiness may be designated as an unauthorized absence at the discretion of the Clinical Instructors.

PLANNED ABSENCES

All planned absences must be approved in advance by the NYITCOM Assistant Dean for Clinical Education.

Accommodations may be made for students to be absent from clerkships for two reasons:

- 1** to sit for/participate in a COMLEX-USA, Level 2 (CE or PE) exam, and
- 2** for residency program interviews.

The total number of absences from each rotation is recorded as part of the student performance evaluation for the clerkship. For any rotation that is 4 or 5 weeks in length, more than 5 absences *for any reason* may result in a requirement 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. As students schedule clerkship absences for COMLEX-USA and Residency Interviews, they must include into their planning these total allowable absence numbers. It is the responsibility of the student to provide to the NYITCOM Clinical Education Unit in the Office of Academic Affairs, and to their hospital site, in advance of the absence written documentation of scheduled COMLEX-USA exam date(s) and Residency Interviews.

ABSENCES FOR COMLEX-USA, LEVEL 2

Students are permitted to be absent 1 day of a rotation to take the COMLEX Level 2 CE examination. Students are permitted to miss 2 days of a rotation to take the COMLEX Level 2 PE examination (one exam day and one travel day). All absences must be cleared through the hospital or preceptor.

ABSENCES FOR RESIDENCY INTERVIEWS

No more than 4 residency interview days are permitted during a single 4-week rotation. All absences must be cleared through the hospital or preceptor.

HOLIDAYS

Students are expected to adhere to the holiday schedule at their assigned hospital. If no hospital wide policy exists, students are subject to the schedule of their assigned department.

CALL SCHEDULES

Students are expected to take call 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 p.m.

Clinical Rotation 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.

In all patient interactions, students should introduce themselves as "Student Doctor (Name)."

Scheduling of Rotations

For the 2017–18 academic year, all third-year core rotations are scheduled by the Office of Academic Affairs. ANY changes in clerkship schedules must be approved by the Assistant Dean for Academic Affairs.

Fourth-year rotations include the following:

- 1 Two (2) four-week Sub-internships in General (not sub-specialty) Internal Medicine, Pediatrics, OB/GYN, Surgery, Psychiatry, or Family Medicine must be completed at a hospital/site that has an osteopathic or allopathic residency program. If both Sub-internships are in the same general field, they **MUST** be done at different sites.
- 2 One (1) four-week rotation in Emergency Medicine must be done at a hospital that has a Residency-training program for Emergency Medicine at an affiliate site scheduled by NYITCOM.
- 3 One (1) four-week rotation in Radiology is scheduled by NYITCOM at an NYITCOM affiliate site.
- 4 One (1) four-week rotation in Ambulatory Primary Care with an approved osteopathic

physician must be in an office, clinic, or affiliated site from the list posted on Akila.

- 5 Six (6) Selectives may be done in any field, including, but not limited to the specialties listed below, at an approved hospital, doctor's office, ambulatory site, clinic, or NYITCOM affiliate site.

One (1) four-week selective may be used as an abroad rotation. This must be approved by the Director of the Center for Global Health.

Two (2) four-week selectives may be used as research rotations. Please contact the Associate Dean for Research, Dr. Kurt Amsler (kamsler@nyit.edu), for information about the application process and requirements for completion of the research rotation(s).

- 6 Pairs of Two-Week Rotations (exclusive to the Fourth Year Clinical Education). A maximum of two pairs of two-week rotations (8 weeks in total), are permitted to complete two of the six selective requirements, provided that this meets the following requirements:

Each pair must be done consecutively, but not necessarily at the same site.

Each pair must be in a related field of medicine.

Upon completing a pair of two 2-week rotations (4 weeks in total), students will receive a final grade that reflects an average of the two overall scores.

If students do not have one pair of 2-week rotations (4 weeks in total) confirmed 30 days in advance of the rotation start date, they will be required to withdraw from the scheduled 2-week rotation or use that time as their "Pause." If a pause is not available, their graduation may be delayed.

OMM: The foundation for the OMM clinical curriculum was provided during the Third Year and assessed by the NBOME COMAT for OMM.

OMM is integrated into the Fourth Year rotation experiences as follows:

- 1 OMM Clinical Integration Workshop: On the last Friday of the Radiology rotation, students are REQUIRED to be on CAMPUS for a hands-on OMM workshop session. This includes a two-part workshop; the first part will be reviewing the use of ultrasound in musculoskeletal imaging and integration with OMM; the second part will be a hands-on review of the clinical application of OMM in small groups. Participation in the workshop is REQUIRED for successful completion of the Radiology rotation.
- 2 On-Line Modules (Emergency Medicine, Radiology, Ambulatory Care, and first Sub-internship Rotation): During the Emergency Medicine, Radiology, Ambulatory Care, and first Sub-internship rotations, students are REQUIRED to review on-line OMM material (PowerPoint, clinical correlation articles, videos, etc.) posted on Akila, and to complete corresponding on-line self-assessment quizzes. In order to receive a grade for these rotations, students must view all OMM material for the corresponding module and to submit completed quizzes for the corresponding module. The last item on each quiz will call for the student to attest to having reviewed the required OMM online module materials assigned to the course. Submission of the quiz, including the attestation to having reviewed the materials, is REQUIRED for successful completion of the corresponding rotation.
- 3 Patient Logs Demonstrating OPP/OMM Integration: Students will document their

management of or involvement with five (5) patient encounters (in the hospital/institutional or ambulatory setting), by demonstrating specific OPP/OMM integration (diagnosis, treatment, prevention) during any clinical rotation during the Fourth Year. A description of the patient encounter and management should be entered on the "OMM Treatment Log Form" and students should have the physician sign off on the encounter immediately after it is completed, as the logs must be submitted no later than the end of the corresponding rotation. Students must submit five logs by March 11, 2018, (i.e., the end of Slot 10) as one REQUIREMENT for successful completion of Year 4.

The [OMM Treatment Log Form](#). The link is also available on Akila in OMM modules. The OMM Treatment Log details the osteopathic principle(s) and/or the osteopathic model (five-model approach) applied with specific reference to the patient's condition. The logs will also include regions diagnosed, treatment applied, and patient response. All OMM Treatment Logs will be reviewed by the OMM Department and Office of Academic Affairs/Clinical Education.

OMM Clinical Log Instructional Video and a corresponding Clinical Integration of OMM-Treatment Log PowerPoint are posted on Akila in both the 4th Year General Information DO 2017/2018 section as well as the OMM Clinical Ambulatory Care, OMM Clinical Emergency Medicine, OMM Clinical Sub-I, and OMM Clinical Radiology courses.

- 4 The **Student Performance Evaluation Form** has been updated to allow the evaluating attending physician to confirm that the student provided OMM patient care and logged the encounter during the rotation.

TYPES OF SCHEDULING

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

- 1 **Affiliated Sites/Hospitals:** Depending on the site, scheduling may be done by the student or by NYITCOM.

Student Scheduled: The student will schedule rotations directly with the site. The student may contact the hospital by phone or email. (Please check for contact information on Akila or online at the Institution's site.). This can be done to satisfy one or more Selective Rotation requirements, one or more Sub-internship Rotation requirements, and/or the Ambulatory Primary Care requirement. The first step is to confirm with the hospital/site that the rotation(s) is available. Once the rotations is confirmed, the student will send a completed Rotation Confirmation Form (available on Akila) by email to comacademics2018@nyit.edu, informing NYITCOM the name, location and dates of the rotation. The student will be required to obtain and send any required supporting documents to the rotation site, including the Letter of Good Standing which will also be posted on Akila. Once NYITCOM receives a completed Rotation Confirmation Form from the student, the rotation is confirmed and no further changes may be made. Please verify all rotation requirements with the rotation site.

NYITCOM Assigned Affiliate sites: Please see the list of NYITCOM assigned affiliated sites listed in Akila in the the Affiliated Clinical Sites section.

- 2 **Outside Rotations:** The student may choose to complete a rotation with a Doctor's Office to

satisfy a Selective rotation requirement and/or the Ambulatory Primary Care rotation: In order to complete an outside rotation with a doctor's office for Selective Rotation credit, first confirm the doctor's availability for the entire four week period. Once the doctor accepts the student, the student will send a Letter of Good Standing (found on Akila) to the Doctor's Office. Once the Doctor's Office has received both the signed Letter of Good Standing and a Rotation Confirmation Form, (found on Akila), the doctor signs off on the Rotation Confirmation and returns the form to NYITCOM. Once NYITCOM receives the signed 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, students must use a physician on the approved list posted on Akila. Once the rotation is confirmed no further changes may be made.

- 3 Outside Rotations, Non-Affiliated Non-VSAS Hospitals:** Students may choose to complete a rotation with a non-affiliated hospital that is not a part of the VSAS system in order to satisfy one or more Selective Rotation requirements and/or or Sub-internship Rotation requirements. Students will apply directly with the hospital of choice. The student should start by contacting the hospital to make sure there is availability. If there is availability, the student will 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, the student must submit a completed signed Rotation Confirmation Form to comacademics2018@nyit.edu. Once NYITCOM has received and reviewed the Rotation Confirmation Form from the student, the rotation is confirmed by NYITCOM and no changes may be made. **NOTE:** hospitals may require the school to complete portions of the application. If this is case, please send the application, along with specific instructions to comacademics2018@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 comacademics2018@nyit.edu. Contract completion will require at least 30 days and up to 90 days to complete.
- 4 VSAS Applications:** Students may choose to complete a rotation with a VSAS hospital to satisfy one or more Selective Rotation requirements and/or one or more of their Sub-internship Rotation requirements. To apply to a hospital that uses VSAS, the student must first upload all required documents to the VSAS system. Students are responsible for submitting all their certifications for verifications. **NYITCOM does not keep track of updated documents.** If students update a particular document, they **must notify NYITCOM** as the school is unable to track this. Please see the VSAS Handout on Akila and the VSAS instructional information for specific required documents. NYITCOM will verify a student status and upload documents, once a student submits their first VSAS application. NYITCOM will be able to track acceptance of a rotation via VSAS. Once NYITCOM sees acceptance in VSAS, that rotation is confirmed and no changes may be made. NYITCOM will not release an application in an already scheduled/accepted rotation slot.

STUDENT RESPONSIBILITY

It is the student's 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 Selectives and time off; and
- 3 Confirm that all rotations are 4 weeks in length.

SCHEDULE CHANGES

To maintain the stellar reputation of NYITCOM as a professional educational institution, all NYITCOM students must respect rotation commitments.

Students who find it necessary to change a confirmed rotation must complete a written request to the Assistant Dean of Clinical Education; as a condition for approval, there must be a special circumstance, such as an urgent personal matter or documented family or personal emergency/illness, listed as a reason for cancellation. Once arrangements are finalized, any assigned and elective rotations may be canceled **ONLY** at the request of the preceptor, clinical training site, or the Office of Academic Affairs.

If cancellation of a rotation is approved, the student must personally contact the preceptor, clinical training site, director of medical education, and/or any other person deemed necessary to explain the cancellation/change.

Should a physician or teaching facility become unable to honor the teaching commitment for either an entire scheduled rotation or just a few days during the course of a rotation, the rotation may be changed or the student may be reassigned for the affected days at the discretion of the Associate Dean of Academic Affairs. Barring the availability of these alternatives, the student may have to take time off.

Clinical Education Responsibilities

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Students are required to comply with all hospital requirements related to patient care. This may include signing a site specific confidentiality agreement. The delineation of privileges for medical students at the hospital is as follows:

- 1 With the approval of the patient's attending physician, under general supervision, students may take histories, perform physical examinations and enter their findings in the patient's medical record/chart, according to guidelines established by the training institution;
- 2 Students may perform procedures under direct (in-person) supervision until they have accomplished the procedure according to the criteria satisfactory to the training institution;
- 3 The histories and physicals completed by the clinical clerks should be reviewed by the attending and/or supervising physician and, as an educational modality, be discussed with the clinical clerk; for constructive feedback;
- 4 Physical examinations performed by the students are expected to include an osteopathic structural evaluation of the patient;
- 5 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 may not write prescriptions for medications, devices, or anything requiring the authority

of a physician;

- 6 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,
- 7 If permitted by the training institution, progress notes may be written by the clinical clerks under direction of the attending or supervising physician and in accordance with the policies and procedures of the training institution.

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 physician (D.O. or M.D.).

Educational Accountability

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 the student's progress and performance during clinical rotations. It is the student's 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 Student Performance Evaluation form.
- 3 Ask each preceptor to schedule an Exit Conference to discuss the completed Student Performance Evaluation form at the end of a clinical rotation.
- 4 Ensure that each preceptor returns the Student Performance Evaluation form to the NYITCOM Office of Academic Affairs within two weeks after the completion of every clinical rotation.

In addition, for Third Year Rotations, students must submit all other assignments including, but not limited to, OMM Logs, Technology Mediated Cases,(e.g. Med U etc.) for each clinical rotation 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 clerkship preceptor or attending physician. If multiple individuals (attending physician, residents, interns,) were involved in the teaching/learning experience, the designated preceptor must complete and submit a "composite" evaluation that considers input from all contributing instructors. The completed form, with composite grade and comments should be sent to NYITCOM. This may be done by mail, fax or email. An official composite form completed by an intern or resident is not an acceptable substitute for the designated preceptor's evaluation.

The student must receive an overall passing score (a 4 or greater on the Student Performance Evaluation Form) from the preceptor in order to receive academic credit for the rotation.

Third-Year Rotation Exams

On the last Friday of each rotation listed below, the student must complete the NBOME Comprehensive Osteopathic Medical Achievement Test (COMAT), an online, 125-item, 150-minute post-rotation exam that covers the diagnosis, treatment, and prevention of diseases and conditions as noted on the NBOME website. A separate OMM 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/COM AT)
- 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.

As one requirement for successful completion of a rotation and for the course entitled, *An Osteopathic Approach to Care of Patients*, the student must achieve a minimum STANDARD SCORE of 85 (which represents 1.5 SD below the exam Mean) on the NBOME/COMAT as one requirement for successful completion of the course.

NOTE: The COMAT STANDARD SCORE does not denote a percentage score (i.e. a score indicating the number of correct responses out of 100 potential questions). Rather, it is a calculated score, based upon the performance of all other exam participants. A standard score of 85 represents a performance score that is 1.5 standard deviations below the mean score for all candidates who took that particular examination.

OSCE

An OSCE is an Objective Structured Clinical Examination. It is a performance-based assessment tool in which students demonstrate various clinical skills as they rotate through a series of

stations. There will be 2 mandatory OSCEs in the Fall Semester that all 3rd year students must successfully complete prior to promotion to 4th year. The feedback provided after performance is to aid students in preparation for COMLEX-USA Level 2 PE. The College will publish the dates and times of this required examination as soon as they are available. For the most up-to-date information available about the COMLEX-USA Level 2-PE, visit the [NBOME website](#) 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 medical educator, Assistant Dean for Clinical Education and/or other administrative staff conduct periodic on-site visits to each NYITCOM Affiliated hospital to meet with students to:

- 1 Solicit information regarding the quality of clinical rotations and general clinical education experiences/opportunities;
- 2 Discuss the adequacy of available resources for implementing the overall Year 3 and Year 4 clinical and didactic program at each hospital;
- 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 for Clinical Education, the Director of Medical Education, and the Associate Dean for Academic Affairs to be used for program improvement. Reports of these meetings are made 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

To comply with the requirements of Section 405.3 of the New York Code of Rules and Regulations, the College requires each student to provide proof of physical examination, including updated immunizations and Quantiferon Gold test or PPD, prior to commencing clinical clerkships. Some hospitals require additional blood and/or urine tests, that may include drug screening, which can be performed 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 will be asked to sign a declination form.

Students should be aware that some hospitals will not allow students who decline the vaccine to participate in their training programs.

On the first day of each rotation, students are expected to submit a current health form (updated

within the past 12 months). Some hospitals may require advanced submission.

Students must maintain their own personal health insurance while on assignment at the hospitals. The assigned 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.

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.

If an incident occurs in a non-hospital clinical setting, the student should report the incident to the clinical preceptor and have appropriate testing done immediately either at the site, or at the Academic Health Care Center, or at the nearest medical facility able to perform the appropriate testing. Ongoing diagnostic follow up may be required. If indicated, ongoing treatment may also be necessary.

All Adverse Clinical Incidents including, but not limited to needle sticks that occur at any rotation site must be reported to the Office of Academic Affairs to Janalyn Georgens at jgeorgen@nyit.edu. Both the completed NYITCOM Adverse Incident Form and a copy of reports filed at the hospital or site on the day of the incident must be submitted within 24 hours.

MALPRACTICE INSURANCE

Each student officially enrolled in the NYITCOM training program and performing in a supervised clinical placement is covered by the College's Professional Liability Insurance, which provides for group coverage of \$1,300,000.00 per medical incident, subject to an annual aggregate limit of \$3,900,000.00.

Grade Appeal Proceedings for the D.O. Program

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Filing of Course Grade Appeal

A. INITIAL APPEAL

- 1** Any student who feels his/her assigned grade for a NYITCOM course is incorrect or undeserved is encouraged to discuss the concern personally with the course director as applicable.
- 2** Reasons for questioning a course grade assignment include evidence of the following:
 - inconsistent application of published requirements for achieving a passing grade
 - arbitrary or capricious assignment of the course grade

- 3 The student may, within 10 business days of the posting a score or course grade, file with the Office of Academic Affairs (the Assistant Dean for Pre-Clinical Education, or the Assistant Dean for Clinical Education), a written course grade appeal identifying and explaining the reason for requesting a review of his/her grade.
- 4 Within 10 business days of the receipt of the appeal letter, the appropriate Dean (the Assistant Dean for Pre-Clinical Education or the Assistant Dean for Clinical Education) will meet with the student to examine the course grade appeal.

B. INVESTIGATION AND DELIBERATION

- 1 The designated assistant dean will investigate the course grade appeal further by communicating with the appropriate department chair or course/clerkship director and/or the appropriate hospital director of medical education to obtain the pertinent documentation.
- 2 After reviewing the pertinent documentation, the designated assistant dean will decide on one of the following courses of action:
 - deny the student's appeal for a grade change, and notify the student in writing of his/her decision within 10 days of the meeting with the student; OR
 - accept the student's appeal for a grade change and defer a final deliberation to the Associate Dean for Academic Affairs
- 3 The designated assistant dean will notify the student in writing of his/her decision within 10 days of the meeting with the student.
- 4 The designated assistant dean will notify the appropriate department chair/course director and/or the appropriate hospital director of medical education of the decision.

Note: The Assistant Dean's decision must be based upon the two circumstances listed above, i.e.:

Evidence of inconsistent application of published requirements for achieving a passing grade,
OR
Arbitrary or capricious assignment of the course grade.

C. FINAL APPEAL

- 1 If the student is dissatisfied with the decision of the designated assistant dean, the student may 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 Assistant Dean for 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:
 - Affirm the decision of the designated dean.

Overturn the decision of the designated dean and provide a new resolution.

D. DECISION

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 Assistant Dean for Clinical Education, within 10 business days of the receipt of the written appeal request.

Unsatisfactory Academic Performance in a D.O. Course or Clerkship [BACK TO TOP](#)

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.

NOTE: If a student is unable to complete a rotation due to unanticipated personal or family emergency, a grade of Withdrawal (W) will be assigned, and if approved by the Office of Academic Affairs, the student will be reassigned to another rotation. If a hospital/clinical clerkship site dismisses a student in the midst of a clinical clerkship, a grade of Unsatisfactory (U) will automatically be assigned and the student will be referred to the Student Disciplinary Review Board for further deliberation.

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.

Students may remediate only one course or clerkship 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 course or clinical clerkship is successfully remediated, at which time 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, as described below in the section on Student Petition for Reinstatement, 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.

NOTE: Please see COMAT Failure Policy for information pertaining to course grades as they relate to COMAT exam failures.

2. ACADEMIC WARNING

A student who is allowed to continue and remediate must, within one week of being placed on Academic Warning, contact the Academic Enrichment Specialist, and the Associate Director of Counseling and Wellness, regarding his/her Academic Warning status to establish an individualized enrichment program, which may include attending tutorials as scheduled and, in certain cases, 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 Academic Enrichment Specialist, and also the Associate Director of Counseling and Wellness, or to comply with the terms of the enrichment program may result in the student being placed on Academic Suspension. 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; may not be elected to an honorary organization; and if a student 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.

NOTE: Please see COMAT Failure Policy for information pertaining to course grades as they relate to COMAT exam failures.

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. For the Old Westbury campus, the student must submit a letter of petition to the Associate Dean of Student Administration. A student on the NYITCOM at A-State campus must submit a letter of petition to the Assistant 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

- 1** After receiving the letter of petition, the Associate Dean of Student Administration (NY) or the Assistant Dean of Student Administration (AR) will schedule a hearing for the student with the Student Progress Committee. Following the hearing, the Student Progress Committee will recommend to the Dean one of the following:

the petition should be approved and the student should be allowed to repeat the current curriculum in a status of Academic 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 only by NYIT College of Osteopathic Medicine, at the sole discretion of the chair, and the recording will act as the official record of the hearing.

- 2** 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 to 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: A student approved to repeat an academic year 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 Academic Enrichment 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. 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.

Earning an Unsatisfactory (U) grade in any course or clerkship during the probation period will result in immediate dismissal from the College.

NOTE: Please see COMAT Failure Policy for information pertaining to course grades as they relate to COMAT exam failures.

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.

Unsatisfactory Academic Student Performance in a Doctor Patient Continuum (DPC) Curricular Course

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PROGRAM OFFERED AT OLD WESTBURY, NY CAMPUS ONLY

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. DPC students who earn a failing grade on their Clinical Mentor Evaluation will receive a grade of "I" (Incomplete). These students are of special concern as they have been evaluated by their Clinical Mentor to be deficient in their clinical skills. Such students will be assigned to a second Clinical Mentor for additional training and subsequent re-evaluation. Successful re-evaluation will result in the awarding of a grade of P (Pass), providing all other course requirements have been achieved.

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). The DPC student will meet then with the Program Director to discuss their academic performance and plan for success. A comprehensive reassessment examination will then be scheduled.

If the student fails the comprehensive reassessment examination, the student will be suspended. The student can then follow the direction provided in the suspension letter. The student has the right to petition the Associate Dean of Student Administration to schedule a Student Progress Committee Hearing meeting to request a return to NYITCOM in the LBD curriculum the following year.

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

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 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 the Dean of the College. 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 DPC course may be approved to remediate that course or clerkship in the scheduled remediation period.

Only one 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 pre-clinical DPC course is successfully remediated, upon which the grade will be changed to Pass (P). If unsuccessful in remediating the course, 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, as described below in the section Student Petition for DPC Reinstatement are not eligible to remediate any course. In such case, if the student earns an

unsatisfactory final grade in a course, the student will receive a grade of Failure (F) in that course and will be subject to dismissal from the College.

Clinical Sciences Course: Students, as described below in the section Student Petition for DPC Reinstatement, 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. A student who has been approved for remediation 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 placed on 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 Associate Director for Counseling and Wellness and the Academic Enrichment Specialist within one week to establish an individualized enrichment program (may include attending tutorials as scheduled and, in certain cases, meeting with a health professional chosen by the College). 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 Academic Enrichment 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; 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.

A second year student on Academic Warning may not take COMLEX I until (s)he has successfully completed the academic year.

4. Academic Suspension

Clinical Sciences Courses: 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.

Biopsychosocial Sciences Courses: 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 the Dean of the College. 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.

Student Petition for DPC Reinstatement After Suspension

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 Academic Enrichment Specialist and the Associate Director of Counseling and Wellness 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.

1 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 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.

- 2 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.
- 3 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 new to the cases, 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 so 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.

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

Licensing Examinations – Performance in a COMLEX Examination

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a. COMLEX-USA, Level I

Students are expected to take COMLEX-USA, Level I prior to enrolling in the third year Introduction to Clinical Medicine Course and to obtain a passing score on COMLEX-USA, Level I prior to beginning third year clerkships. Students who are remediating a course may not take COMLEX-USA, Level I until the remediation is successfully completed.

A student who fails the COMLEX-USA, Level I Examination will be enrolled in a Directed Study course.

The student must successfully complete the Directed Study course. The student is required to take the COMLEX-USA, Level I by the conclusion of the Directed Study course.

If the student does not receive a passing score on the required COMLEX-USA, Level I exam taken during the duration of the Directed Study course, the Assistant Dean of Student Services will notify the student that he/she is entitled to petition for a COMLEX-USA, Level I Leave of Absence. The petition must be submitted within 10 working days of the notification of the student's exam performance or at the completion of the Directed Study course if the score is still

pending. The student may be required to meet with the Student Progress Committee (SPC) for approval of the petition. The Assistant Dean for Student Services will notify the student of the SPC decision about the LOA request;

If the request is approved, the student must process the leave form with the Assistant Dean of Student Services.

COMLEX-USA, Level I Leaves of Absence cannot exceed 180 days in length. If the College has not received documentation that the student has achieved a passing score at the end of this 180-day period, the student will be dismissed from NYIT College of Osteopathic Medicine with a status of dismissal, noting the first day of the LOA as the date of dismissal.

During any Directed Study or COMLEX leave of absence, the student will be required to work with an Academic Enrichment Specialist and the Associate Director of Counseling and Wellness on an ongoing basis.

Students may be given a maximum of four opportunities to achieve a passing score on the COMLEX-USA, Level I examination. Following four unsuccessful attempts to pass, a student will be subject to dismissal from the College.

A student who is on a COMLEX-USA, Level I Leave of Absence may not hold an official leadership position in any college-related organizations and may not participate in any off-campus school-sponsored conferences.

Following passing of COMLEX Level I, the student may return from the COMLEX-USA, Level I Leave of Absence by filing the necessary paperwork with the Assistant Dean of Student Services. The student will then resume clerkships by the next scheduled start date of clerkships.

b. COMLEX-USA, Level II Policy

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

All students are required to take both COMLEX-USA, Level II CE and COMLEX Level II PE at least one time prior to the expected graduation date. The examination dates must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the student's scheduled graduation date. If the school does not receive a passing score by the student's scheduled graduation date, the student will be placed in a Directed Study course.

The student must successfully complete the Directed Study course. The student is required to take the COMLEX-USA, Level II CE or PE or both, as necessary, during the period of the Directed Study course.

If the student does not pass the required COMLEX-USA, Level II exam(s) taken during the duration of the Directed Study course, the Assistant Dean of Student Services will notify the student that he/she is entitled to petition for a COMLEX-USA, Level II CE/PE Leave of Absence. The petition must be submitted within 10 working days of the notification of the student's exam performance. The student will be required to meet with the Student Progress Committee (SPC)

for approval of the petition. The Assistant Dean for Student Services will notify the student of the SPC decision about the LOA request;

If the request is approved, the student must process the leave form with the Assistant Dean of Student Services.

COMLEX-USA, Level II Leaves of Absence cannot exceed 180 days in length. If, at the end of this 180-day period, the College has not received documentation that the student has achieved a passing score, the student will be dismissed from NYIT College of Osteopathic Medicine with a status of dismissal, noting, the first day of the LOA as the date of dismissal.

Any student who has taken a COMLEX-USA, Level II CE Leave of Absence for 180 days is not eligible for a COMLEX Level II PE Leave, and vice versa. The student should refer to the [NBOME Bulletin of Information](#) available on line for information regarding the number of times the exam can be taken and within what designated timeframe.

During any Directed Study or COMLEX leave of absence, the student will be required to work with a Academic Enrichment Specialist and the Associate Director of Counseling and Wellness on an ongoing basis.

When the student passes the COMLEX-USA, Level II CE and/or PE, s/he may 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.

While on the COMLEX Leave of Absence, the student will be considered withdrawn from NYIT College of Osteopathic Medicine and is not eligible 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.

Promotion and Graduation Requirements

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PROMOTION REQUIREMENTS FOR THE D.O. PROGRAM

Promotion from one year to the next is contingent upon the following:

- 1** meeting satisfactory academic progress standards.
- 2** meeting all financial obligations to the college.
- 3** exhibiting professional conduct and excellent moral and ethical behavior.
- 4** students are expected to take COMLEX-USA, Level I prior to enrolling in the third year. A student who fails to achieve a passing score on COMLEX Level I after four attempts will be subject to dismissal.

REQUIREMENTS FOR GRADUATION FOR THE D.O. PROGRAM

NYIT College of Osteopathic Medicine's official graduation dates are traditionally May, 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 are 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:

- 1 be at least twenty-one years of age.
- 2 have exhibited professional conduct and excellent moral and ethical behavior
- 3 have satisfactorily passed prescribed examinations
- 4 have satisfactorily completed the program of study required by the degree
- 5 have satisfactorily discharged all financial obligations to the College.
- 6 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.
- 7 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.)
- 8 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.

In addition, all students must meet the specific graduation requirements for their program as listed in the catalog of entry including any approved 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.

COMAT Failure Policy

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Unsatisfactory Performance on COMAT Exams (COMAT Failure)

Successful completion of the following Year 3 courses requires earning a minimum standard score of 85 on the corresponding COMAT exam, as indicated below:

COURSE NUMBER	COURSE NAME	COMAT EXAM DISCIPLINE
MTFP 701	Clinical Clerkship: Family Practice/Outreach	Family Medicine
MTIM 701	Clinical Clerkship: Medicine I	Internal Medicine
MTOB 710	Clinical Clerkship: OB/GYN I	Obstetrics/Gynecology
MTOM 712	An Osteopathic Approach to Care of Patients	OMM
MTPE 710	Clinical Clerkship: Pediatrics	Pediatrics

MTPS 710	Clinical Clerkship: Psychiatry	Psychiatry
MTSU 710	Clinical Clerkship: Surgery	Surgery

Students who fail their initial COMAT exam(s) within one or more disciplines and who have otherwise successfully completed the corresponding course(s), will receive a grade of Unsatisfactory (U) for the corresponding course(s) and must retake the COMAT exam(s) (as administered by the NBOME) on the dates designated by the Office of Academic Affairs. For each repeat COMAT examination that a student passes, the grade of U for the corresponding course will be changed to Pass (P).

Students who fail their repeat COMAT exam (as administered by the NBOME) within the same discipline(s) will be required to participate in a two-week remediation for each of the corresponding discipline(s) after all required third-year rotations have been completed. At the end of the two-week remediation, the student will be required to complete a departmental reassessment exam(s). If the student passes the departmental reassessment exam(s) and has otherwise successfully completed the corresponding course(s), the grade of U for the corresponding course(s) will be changed to a grade of P. If the student fails the departmental reassessment exam, the grade of U will change to a grade of Failure (F) for the rotation associated with that discipline. The student may be appeal to the Student Progress Committee for permission to repeat the failed rotation. If more than one discipline is being remediated, students will be required to complete the remediation of the disciplines consecutively.

Depending on the number of COMAT failures(s) and the time such occurs in the student's rotation cycle, the student's future rotation scheduling and graduation date may be affected.

Academic Support for Two-Tier System

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I. FIRST TIER

Students who fail one exam or one course are required to participate in the Academic Support process. Staff involved include: Academic Enrichment Specialists, Associate Director of Counseling and Wellness, and faculty.

- 1 Students who fail an exam or course are required to meet with the Academic Enrichment Specialists for:

Help with study skills, test taking skills, etc.

< li>Referrals to faculty for areas identified as weaknesses by Exam Soft analysis (A student who fail an exam or course is required to contact Academic Enrichment Specialists. If not contacted by an identified student within 72 hours of scores being posted, the Academic Enrichment Specialist will contact the student and request a meeting. If there is no response from the student within 48 hours of request, the student is subject to a charge of Failure to Comply.)

Referrals to the Associate Director of Counseling and Wellness.

- 2 Paperwork must be maintained by Academic Enrichment Specialists and faculty. Monthly reports from Academic Enrichment Specialists are given to the Assistant Dean of Pre-Clinical Education at the Old Westbury site and the Assistant Dean of Academic Affairs at the Jonesboro site.

II. SECOND TIER

Students repeating a year, or failing a COMLEX exam will receive assistance from the Associate Director of Counseling and Wellness and a physician advisor

- 1 Students repeating a year must meet with and follow up monthly with the Associate Director of Counseling and Wellness, and a physician advisor to address learning plans. If the physician advisor determines that specific content support is needed, the student will be referred to the department faculty for the respective content. Paperwork must be maintained by the Associate Director of Counseling and Wellness and Physician advisor.
- 2 COMLEX failures: as part of the COMLEX Leave of Absence requirements, students who fail COMLEX are required to follow up with the Associate Director of Counseling and Wellness 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 Associate Director and physician advisor.

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

Pre-Doctoral Academic Medicine Scholarship

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Master of Science in Neuromusculoskeletal Sciences

The Pre-Doctoral Academic Medicine Scholarship Program is designed to prepare outstanding medical students for careers in academic medicine, including medical education, research, and clinical practice in an academic health care setting.

This five-year program allows a College of Osteopathic Medicine student to obtain two degrees—Doctor of Osteopathic Medicine and a Master's in Neuromusculoskeletal Sciences. The Master's Degree will meet a need for dually trained professionals in both Osteopathic Medicine and Academic Medicine who can bring both backgrounds to bear in the classroom and the research laboratory.

The Program is open to Osteopathic Medical Students and individuals who have already achieved a D.O. or terminal degree in related health care field (e.g. M.D.).

Osteopathic Medical Students can apply for the program during their second year of medical school. Applications are due November 1, 2017.

Those students interested in this Neuromusculoskeletal Sciences, M.S. program, please contact the Office of Pre-Doctoral Academic Medicine Scholarship Program. This program is only offered at the OW campus.

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](#).

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, gender, marital status, sexual orientation, national or ethnic origin, age, disability, creed or religion, or veteran status. I have the right to be challenged with a rigorous medical curriculum but not to be abused or humiliated.

I will not tolerate discrimination on the basis of race, color, ethnicity, sex, gender, marital status, sexual orientation, national or ethnic origin, age, disability, creed or religion, veteran status, pregnancy, or socioeconomic status.

Student Academic Freedom

NYITCOM students have the right to 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, color, ethnicity, sex, gender, marital status, sexual orientation, national or ethnic origin, age, disability, creed or religion, veteran status, pregnancy, or socioeconomic 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

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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 at 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.

Judicial Authority and Jurisdiction

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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 Judicial Bodies and Judicial Hearings below 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.

Offenses

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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](#).

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](#)).

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, color, ethnicity, sex, gender, marital status, sexual

orientation, national or ethnic origin, age, disability, creed or religion, or veteran status.

[Bias/Hate crime](#), according to Title Y, NYS Hate Crime Act 2000, Article 485 of the New York State penal Law.

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 or sanction imposed.

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.

Required Disclosure: If a medical student is arrested by law enforcement for any reason, he/she is required to notify the Office of the Associate Dean of Student Administration within 30 days from the date of the original arrest.

L. RELATIONSHIP VIOLENCE

Interpersonal violence, domestic violence, intimate partner violence.

M. GENDER-BASED MISCONDUCT

Please refer to the [Gender-Based Misconduct Policy](#) above.

N. SMOKING

Please refer to [Facilities Information](#) below.

O. HIPAA VIOLATIONS

Discussion of patients, or the sharing of patient information and photos, as well as "friending" patients on any social media platform.

P. 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:

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.

Q. THEFT AND TRESPASS

Stealing or possession, without authorization.

Unauthorized entrance into any building, office, laboratory, room, or area of NYIT or clinical site.

R. VANDALISM

Intentionally damaging of property, or acting in such a 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, chukka sticks, or container of noxious material or any other thing that in any way could be construed as a weapon. Items 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

Reporting Violations of the Student Code of Conduct

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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, or a third party who has seen or received information) is expected to report alleged violations of the Code to the Associate Dean of Student Administration (for the Old Westbury campus), and initially to the Assistant Dean of Student Administration (for the NYITCOM at A-State campus).

Review Process for Violations of the Student Code of Conduct

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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, or the designee, 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, or the designee, 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. After the student's Information Meeting, the student has the right to send the Student Compliance Manager of Student Administration a written response to the charges within 24 hours of the Information Meeting.

However, in cases of violations of the [Gender-Based Misconduct Policy](#), a more substantial investigation may be necessary. In such cases, the accused student will receive notice of the allegations and of the commencement of an investigation within 5 business days of receipt of the complaint. But the student's information meeting will not occur until after a more formal interview and investigative process, which will be conducted as expeditiously as possible, and during which time the accused student will have the opportunity to respond to the charges. The accused student will be informed in writing of the date, time, location, factual allegations, specific code of conduct violations and possible sanctions prior to the Information Meeting. Within 5 business days of the completion of the investigation, the accused student will be notified of their entitlement

to an Information Meeting.

At the conclusion of either process, 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. Both complainants and accused students will receive notice of all meeting and hearing dates associated with the disciplinary process.

Judicial Bodies and Forums

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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 Administration/Student Services at either campus location. 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.

Judicial Hearings (formal)

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STUDENT RIGHTS

Accused students have the following rights:

To have 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. The advisor shall be entitled to be present during every stage of the proceedings up to the time of the board's final deliberations.

A fair and impartial hearing.

The 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 will determine the relevance of all evidence and witnesses to a student disciplinary hearing.

To hear and question the statements of complainants and adverse witnesses, unless the chair determines that this right may result in undue repercussions to the complainant or witness and that the accused student's ability to respond to the charges is not unduly limited by foregoing such right. The format for questioning will be determined by the chair who will also be responsible for determining the relevancy of all questions. In most cases, the accused student will be directed to submit questions to the chair for consideration and if deemed relevant, the board will pose such questions to the complainant or witness. 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).

To have the board only consider evidence presented at the disciplinary hearing in determining whether the student has violated a rule of conduct.

For cases involving alleged Gender-Based Misconduct, the right to exclude their own prior sexual history with persons other than the complainant and their own mental health diagnosis and/or treatment. However, past findings of Gender-Based Misconduct by the accused student may be admissible in the sanctions phase.

To be present throughout the entire hearing.

To be notified of the disciplinary hearing outcome, reasons for the outcome, right to appeal, and appeals outcome.

To appeal the hearing decision in accordance with the procedures outlined in Section X.

COMPLAINANTS' RIGHTS

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

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

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 shall be entitled to be present during every stage of the proceedings up to the time of the board's final deliberations.

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 accused student is found guilty of the charge(s).

To remain anonymous, to the extent possible. 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 accused student, and that the college may have an obligation to proceed without the complainant's involvement if there is a threat to the college community. In certain cases where it is determined that the complainant's active participation in a hearing may result in undue repercussions and the accused student's ability to respond is not unduly limited, the complainant may be granted the opportunity by the chair to remain anonymous in the hearing process; in such cases, an NYIT College of Osteopathic Medicine 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.

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 or otherwise respond to the charges against him/her. Determination will be made by the chair.

To have unrelated past behavior excluded from the hearing. The chair will decide if such information is unrelated. For cases involving alleged Gender-Based Misconduct, this includes

the right to exclude their own prior sexual history with persons other than the accused student and their own mental health diagnosis and/or treatment.

To submit questions and present relevant evidence and information to the hearing body in a format determined by the chair. The chair will also determine the relevancy of any evidence and questions submitted by the complainant.

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

To be notified of the disciplinary hearing outcome, reasons for the outcome, the right to appeal, and the appeals outcome.

To appeal the hearing decision in accordance with the procedures outlined in Section X.

In cases which involve Gender Based Misconduct, complainants have additional rights as set forth in the Gender Based Misconduct Policy in this handbook.

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 simultaneously, 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 letter will include notice of the parties' right to appeal the 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 simultaneously to the individual who filed the charges and the student found guilty of the charges within 10 business days from the final decision. The letter will include the rationale for the sanctions and notice of the parties' right to appeal the 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 above-referenced exceptions for student advisors in certain cases. Additionally, at the request of the Student Discipline Review Board, the Title IX Coordinator may attend the hearing and deliberations in cases of Gender Based Misconduct.

Formal hearings may only be recorded by NYITCOM, and will be recorded at the sole discretion of the chair.

Sanctions

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

- 1** 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.
- 2** 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 does not go into the student's permanent records.
- 3** 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.
- 4** 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.
- 5** 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.

Appellate Review

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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:

- 1** 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.

- 2 Failure to follow the disciplinary hearing process as outlined in the Student Handbook
- 3 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.

Student Records

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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 NYITCOM's 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.

Privacy and Confidentiality

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

Interim and Emergency Suspension

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- 1 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, classrooms, and clinical sites, 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.
- 2 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, classrooms, and clinical sites, 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.
- 3** A student under interim or emergency suspension is not allowed on any NYIT campus, property, or clinical site 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.

Technology

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

Instructional Resources

The Academic Website: serves as a repository of academic content and instructional materials. 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: Available resources include Textbooks, Professional Journals, Medical One Search, and Health Sciences Databases. Additional services and assistance are available for researchers and students upon request.

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 and are expected to check the NYITCOM email account daily. Only the NYITCOM email address should be used when communicating with the school.

NYITCOM recognizes the rapidly changing technologies in the medical communities and within the learning environment. Students use tablets as a primary instructional tool, and all students are provided access to extensive video streaming resources. In addition, many other online resources are available through the tablets.

Incoming students receive an Apple iPad (128 GB, WiFi capable) during orientation week. Medical students, through apps, are able to notate instructional materials, and receive assessment results and feedback from computerized testing using the iPad.

FREQUENTLY ASKED QUESTIONS

This section may be updated with new questions. Please monitor this section for 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 for any iPad related issue. Your iPad includes 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.

Q. Will all tests be taken on the iPad?

A. The majority of exams will be taken using the iPad.

Members of D.O. Class 2021

Though not required, students may find it advantageous to have a laptop computer available for their use. The following specifications are only a guideline for purchasing.

Windows Laptops:

- Windows 10 or higher
- Approved antivirus
- Wireless Network Capability
- 13 or 15 Inch display
- Intel i5 processor
- 8GB or more memory

Apple Laptops:

- Recent OS X
- Approved antivirus
- Wireless Network Capability
- 13 or 15 inch Display
- Intel i5 Processor
- 8GB or more memory

Additional technology information may be found on the [Student Resources](#) page of the NYITCOM

website.

Technical support is available to students at specified hours (generally 12:00 p.m.–2:00 p.m. when classes are in session) through the [Academic Technologies Group](#), Room 301 in Rockefeller Building. Additionally, [NYIT's Service Central Helpdesk](#) is accessible at servicecentral@nyit.edu or via campus phone at 516.686.1400.

Medical Library Information

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Old Westbury Campus Library Hours: Monday-Friday: 8:00 a.m.-midnight; Saturday: 9:00 a.m.-midnight; Sunday: 9 a.m.- midnight. Library hours may be modified based upon holiday and vacation schedules.

NYITCOM at A-State Library Hours: Monday-Friday: 8:00 a.m.-10:00 p.m.; Saturday and Sunday: 12:00 p.m.-6:00 p.m. Library hours may be modified based upon holiday and vacation schedules.

In addition to the NYITCOM Medical Library located in Wilson Hall, students at NYITCOM at A-State will have access to the Arkansas State University [Dean B. Ellis Library](#).

General Rules:

In order to maintain security for access to the medical library 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.

No food or beverages are allowed in any part of the library at any time.

Do not re-shelve books or journals used within the library. Return them to the book truck at the circulation desk.

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.

When returning any material that has been checked out, be sure the staff member at the circulation desk is aware of the return.

Overdue books will bear a charge per day (per book). Please consult campus library staff for hourly fees.

Reference books do not circulate. They must be used within the confines of the library.

All journals do not circulate.

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. For the Old Westbury campus, money can be put on the card in the cafeteria in the Riland Building. For the NYITCOM at A-State campus, please check with the Office of Student Administration for the procedure to add funds to the card. Students can also use [NYIT OneCard](#) to add funds.

For the Old Westbury campus, reserve books for special assignments must be used within the library. Books may be checked out for 3 hours. Please consult campus library staff for hourly fees.

For the NYITCOM at A-State campus, there is a fine for overdue reserve books. Please consult campus library staff for hourly fees.

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.

For the Old Westbury campus, 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.

Campus Security

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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, 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

516.686.7789

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.

NYITCOM at A-State:

The University Police Department emerged from the General Assembly of the State of Arkansas, Act 328 of 1967. The Act authorizes state institutions to regulate traffic and other areas of institutional property. The department is to enforce all federal, state, and local laws of its jurisdiction. The University Police Department is staffed with twenty-two officers.

The office is open 24 hours a day, with four police radio dispatchers. There are university police officers on duty around the clock, 365 days a year. Arkansas State University has emergency telephones on campus that will connect directly to the Arkansas State University Police Department.

Each university police officer meets standards established by Act 452 of 1975 (compiled Ark. Stat. Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer.

The University Police Department conducts Crime Prevention classes and has free prevention literature. For more information call or e-mail at safe@astate.edu.

NYITCOM at A-State – Arkansas State University Police Department:

Physical Address:

503 Robinson St.

Jonesboro, AR 72401

Phone: 870.972.2093

Fax: 870.972.3866

Mailing Address:

P.O. Box 2767

State University, AR 72467

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:
 - 1 reporting criminal actions or other emergencies on campus
 - 2 security of and access to campus facilities
 - 3 campus law enforcement
 - 4 types of programs available for drug and alcohol abuse and sexual assault
 - 5 procedures to follow when a sex offense occurs
 - 6 the possession, use and sale of alcoholic beverages and illegal drugs.

For NYITCOM at A-State: please also refer to the [Arkansas State University Clery Report](#).

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 be obtained from the Director of Security or from the [United States Department of Education's web site for campus crime statistics](#).

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 links to access the [Campus Parking and Vehicle Policies](#):

[Old Westbury Campus](#)

[NYITCOM at A-State](#)

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 p.m.. Lost ID cards will be replaced at the student's expense at a cost of \$10 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.

NYITCOM at A-State: Students must obtain and carry (on their person) at all times an NYITCOM photo identification card. ID Cards can be obtained at the A-State Campus Card Center in the Reng Student Union between 8:00 a.m.–5:00 p.m., Monday–Friday. Students are to wear their ID card at all times while in Wilson Hall. The student ID card also serves as the student access card to the side doors of Wilson Hall during normal building hours and to all doors after hours. The ID Card replacement fee is \$20. This fee is to be paid to the Arkansas State University Cashier's window located in the Student Union. The receipt issued to the student is then taken to the ID Card Center on campus.

Video Cameras

In order to provide an enhanced educational experience and for security purposes, NYIT College of Osteopathic Medicine students, 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:

- 1 to the operation of these video cameras;
- 2 to the viewing of the resulting video images by NYIT College of Osteopathic Medicine or NYIT representatives, or by law enforcement authorities; and
- 3 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.

Facilities Information

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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 Office of Student Life or the Office 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

Building hours may be modified based upon holiday and vacation schedules. Exceptions to the 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 for the Old Westbury campus and Assistant Dean for Planning and Operations for the NYITCOM at A-State campus.

OLD WESTBURY CAMPUS

Nelson A. Rockefeller Academic Center (NYIT College of Osteopathic Medicine I): Monday–Friday 7:00 a.m. – midnight; Saturday 9:00 a.m. – Midnight; Sunday 1:00 p.m. – midnight

W. Kenneth Riland D.O. Academic Health Care Center (NYIT College of Osteopathic Medicine II): Monday–Friday 7:00 a.m. – 2:00 a.m.; Saturday 9:00 a.m. – 2:00 a.m.; Sunday 1:00 p.m.–2:00 a.m.

Serota Academic Center (NYIT College of Osteopathic Medicine III): Monday–Friday 7:00 a.m. – 7:00 p.m; Saturday & Sunday by ID card only

NYITCOM AT A-STATE CAMPUS

Wilson Hall (NYITCOM at A-State): Monday–Friday 6:30 a.m. – 6:30 p.m.; all other days and times by ID card access only.

College Property

All college property must remain in its assigned location.

Student Lockers

Old Westbury campus lockers are available for student use in the basement level of the Serota Building. NYITCOM at A-State campus lockers are available for student use in Wilson Hall. 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 at the library for both campus locations. Your NYIT College of Osteopathic Medicine ID card is your copy card. Funds can be added to your ID card as needed. Please check with the Office of Student Administration at either campus, for additional information on this process.

Cancellation of Class

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For the Old Westbury campus, in case of inclement weather, please tune in to local radio stations such as WCBS, WINS, or WWOR for announcement of school closings, or you may either call 516.686.1010 or visit [NYIT Alerts](#), 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.

Many factors are involved in determining whether the NYITCOM at A-State campus will be open,

closed, close at an earlier time, or open at a delayed time. The NYITCOM at A-State campus generally follows the Arkansas State University (ASU) inclement weather policy in terms of when the campus would be closed due to inclement weather. That information is sent out via local television (KAIT channel 8) and radio (The Fox 104.9). That being said, there will be times when the decision will differ from that of ASU. NYITCOM at A-State will communicate the status of the campus to students, faculty, and staff via NYIT email, NYITCOM at A-State Twitter, NYITCOM at A-State Facebook, and NYITCOM at A-State Instagram. Academic Affairs will send out information regarding lectures and/or labs that would be affected in the event there is a change in the regular campus schedule or the campus is closed. Likewise, the office of Student Administration and the office of Clinical Education will send out information regarding any scheduled events being hosted by that office. Information regarding other non-curricular events that are scheduled when the campus schedule is altered will be communicated to you directly by the administrator or staff member over the scheduled event.

Smoking Policy: NYITCOM

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(Old Westbury and Manhattan Campuses) 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 Street 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.

NYITCOM at A-State: The Arkansas Clean Air on Campus Act of 2009 prohibits smoking on each campus of state-supported institutions of higher education in Arkansas beginning August 1, 2010. Smoking on all Arkansas State University properties is thus prohibited.

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.

Health Services Information

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Student health services are for all students at the Academic Health Centers, the Academic Health Care Center in Old Westbury, N.Y, and the Family Health Care Center in Central Islip, N.Y. For students at NYITCOM at A-State, please refer to the below listed information for the Arkansas State University Health Center.

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. 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, Neurology, Sports Medicine.

Hours: Monday–Friday, 8 a.m.–5 p.m.

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, N.Y., 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, 8 a.m.–5 p.m.

Phone: 631.348.3254

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

NYITCOM at A-State: A-State's Student Health Center (SHC) provides quality health care to students in an unbiased and friendly environment that promotes student and community wellness. Services provided include management of chronic health conditions, acute illnesses, minor injuries, physicals, specific female and male exams, and immunizations. The Student Health Center maintains strict HIPAA guidelines. All information obtained from students is confidential. Patient information will not be given to parents, teachers, etc. without prior consent and authorization from the student. For any questions or concerns, please contact the Student Health Center.

Eligibility and General Information: All registered students of NYITCOM at A-State on the Jonesboro campus are eligible to use the services offered. In order to serve you better, please contact the center at 870.972.2054 to make an appointment. To be prepared for your visit to the Student Health Center you should:

- Bring your Student ID & Health Insurance Card
- Know all medications & doses you are currently taking
- Know your medication allergies & sensitivities

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.

Mandatory Health, Life, and Disability Insurance for Students

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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 [United Healthcare Student Resources](#) (PPO plan), and Dental (PPO plan) will be provided by [The Guardian](#). 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; or
- 2 Student is covered under a spouse's group insurance; or
- 3 Student is covered by Medicaid; or
- 4 Student is covered by Military/VA.

Individually purchased Medical and/or Dental plans, Affordable Care Act and/or COBRA are NOT acceptable. Students may not waiver out of the Life and Disability plans.

Life and Disability insurance will be provided by the [AMA Med Plus Advantage Plan](#) for all students. Students may not waive out of Life, Disability, and AD&D 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.
- 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 [HSAC](#).
- 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 [HSAC](#) 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, 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 [HSAC](#) 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:

- 1** The student (or dependent) was covered under a group health plan or health insurance coverage at the time coverage was offered; and,
- 2** 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,
- 3** 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,
- 4** 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.

Directory Information: NYITCOM

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[VIEW FULL STAFF LISTINGS FOR THE COLLEGE >](#)

[VIEW FACULTY LISTINGS FOR THE COLLEGE >](#)

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Additional Student Resources (Library, Meal Plans, Bookstore)

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Library

Medical Library (Old Westbury, NY)

Jeanne Strausman, MLS
Medical Librarian
Rockefeller Building, 1st Floor
Phone: 516.686.3779
Fax: 516.686.3709

Medical Library (NYITCOM at A-State)

Sloane Kelley, M.S.
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Wilson Hall, Medical Library
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* In addition to the NYITCOM Medical Library at Wilson Hall, NYITCOM at A-State students will have access to the Dean B. Ellis Library.

Meal Plans

(NYITCOM at A-State Only)

Contact the NYITCOM at A-State Office of Student Life for more information about meal plans at 870.680.8807 or in Wilson Hall 220B.

Bookstores

NYIT Bookstore (Old Westbury, NY)

Salton Hall, Lower Level
Phone: 516.686.7584
Fax: 516.686.6777

Bookstore (NYITCOM at A-State)

Arkansas State University Bookstore
Reng Student Services Building
870.972.2058
arkstate@bkstr.com

* The NYITCOM at A-State campus bookstore does not currently stock medical supplies for NYITCOM students; however, general supplies, such as notebooks, pens, etc. are available at this location.

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