This is the first edition of the 2014 - 2015 Student Handbook (July 1, 2014) as the information contained in this handbook is subject to change when it is deemed necessary and acted on by the Councils of Deans and Chairs of the NYIT College of Osteopathic Medicine. Students are advised to check the NYIT College of Osteopathic Medicine website, Student Resources section frequently for policy changes. Policy change addendums will be posted at http://www.nyit.edu/medicine/students/resources/
INTRODUCTION
This Student Handbook provides you with information about the official policies and regulations of the NYIT College of Osteopathic Medicine for the 2014 - 2015 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 Division 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.
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# NYIT College of Osteopathic Medicine

## Academic Calendar 2014 - 2015

### Class of 2018 (1st year)

- **Orientation**
  - Monday, August 4, 2014 and Tuesday, August 5, 2014
- **First Day of Class**
  - Wednesday, August 6, 2014
- **Labor Day (no classes)**
  - Monday, September 1, 2014
- **Convocation**
  - TBA
- **Columbus Day (no classes)**
  - Monday, October 13, 2014
- **Thanksgiving Break (no classes)**
  - Wednesday, November 26 through Friday, November 28, 2014
- **Winter Break (no classes)**
  - Friday, December 19, 2014 through Friday, January 2, 2015
- **Martin Luther King Jr. Day (no classes)**
  - Monday, January 19, 2015
- **President’s Day (no classes)**
  - Monday, February 16, 2015
- **Spring Break (no classes)**
  - Saturday, March 28, 2015 through Sunday April 5, 2015
- **Last Day of School**
  - Friday, June 12, 2015

### Class of 2017 (2nd year)

- **Orientation and First Day of Class**
  - Monday, August 11, 2014
- **Labor Day (no classes)**
  - Monday, September 1, 2014
- **Columbus Day (no classes)**
  - Monday, October 13, 2014
- **Thanksgiving Break (no classes)**
  - Wednesday, November 26 through Friday, November 28, 2014
- **Winter Break (no classes)**
  - Friday, December 19, 2014 through Friday, January 2, 2015
- **Martin Luther King Jr. Day (no classes)**
  - Monday, January 19, 2015
- **President’s Day (no classes)**
  - Monday, February 16, 2015
- **Spring Break (no classes)**
  - Saturday, March 28, 2015 through Sunday April 5, 2015
- **Last Day of Classes**
  - Thursday, May 14, 2015

**COMLEX Level I – computerized; must be passed prior to beginning clerkships**
NYIT COLLEGE OF OSTEOPATHIC MEDICINE
Academic Calendar 2014 - 2015

Class of 2016 (3rd year)

First Day of 3rd year “Introduction to Clinical Medicine” Course Tuesday, July 1, 2014
First Day of 3rd year Clerkships Monday, August 4, 2014
On Campus – Comprehensive Osteopathic Medical Achievement Tests (COMAT) Friday, September 5, 2014
On Campus – COMAT Friday, October 10, 2014
On Campus – COMAT Friday, November 14, 2014
On Campus – PACT & Residency Planning Retreat Friday, November 7, 2014
(4th year orientation)
On Campus – COMAT Friday, December 19, 2014
On Campus – COMAT Friday, February 6, 2015
On Campus – COMAT Monday, March 13, 2015
On Campus – COMAT Friday, April 17, 2015
On Campus – COMAT Friday, May 8, 2015
On Campus – COMAT Friday, May 22, 2015
Last Day of Core Clerkships Sunday, May 24, 2015
Memorial Day (no clerkships) Monday, May 25, 2015
Begin 3rd year Selective Clerkship Tuesday, May 26, 2015
On Campus – COMAT (Make-up) Friday, June 19, 2015
End of 3rd year Selective Clerkship Sunday, June 21, 2015
Academic Pause Monday, June 22, 2015 through Tuesday, June 30, 2015

Students are required to pass:
- COMLEX Level 1 prior to beginning 3rd year Clinical Clerkships (August 4, 2014)
- COMLEX Level 2, CE and PE, as a requirement for graduation

Class of 2016

Three (3) year Accelerated Program

First Day of Class Monday, June 2, 2014
Labor Day (no classes) Monday, September 1, 2014
Columbus Day (no classes) Monday, October 13, 2014
Thanksgiving Break (no classes) Wednesday, November 26 through Friday, November 28, 2014
Winter Break (no classes) Friday, December 19, 2014 through Friday, January 2, 2015
Martin Luther King Jr. Day (no classes) Monday, January 19, 2015
President’s Day (no classes) Monday, February 16, 2015
Spring Break (no classes) Saturday, March 28, 2015 through Sunday April 5, 2015
Last Day of Classes Thursday, May 14, 2015
NYIT COLLEGE OF OSTEOPATHIC MEDICINE  
Academic Calendar 2014 - 2015

Class of 2015 (4th year)

First Day of 4th year Clerkships  
Tuesday, July 1, 2014

Last Day of Clerkships  
Sunday, May 3, 2015

NYIT College of

Osteopathic Medicine Graduation, Class of 2015  
Sunday, May 17, 2015

NYIT College of

Osteopathic Medicine Hooding Ceremony, Class of 2015  
Monday, May 18, 2015

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

Class of 2015

Three (3) year Accelerated Program

First Day of Clerkships  
Monday, June 2, 2014

Last Day of Clerkships  
May 3, 2015

NYIT College of

Osteopathic Medicine Graduation, Class of 2015  
Sunday, May 17, 2015

Osteopathic Medicine Hooding Ceremony, Class of 2015  
Monday, May 18, 2015

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

The NYIT College of Osteopathic Medicine community is one of diversity, which is a hallmark of all academic environments. NYIT College of Osteopathic Medicine is committed to the recognition and preservation of each individual's human rights and does not discriminate on the basis of gender, race, color, religion or creed, marital status, age, sexual orientation, political beliefs, disability, citizenship and national or ethnic origin 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.

SEXUAL MISCONDUCT POLICY

No form of Sexual 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. Sexual Misconduct, as more particularly defined below, includes sexual harassment, sexual violence, and sexual assault, including rape, acquaintance rape, and other forms of nonconsensual sexual activity.

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

No Retaliation

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

Confidentiality

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

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

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

Specific forms of Sexual Misconduct include but are not limited to:

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

- **Sexual Exploitation**: Taking abusive or non-consensual sexual advantage of another. Examples include:
  - 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.
  - 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.

- **Sexual or Gender-based harassment**, which includes
  - Unwelcome sexual advances, requests for sexual favors, and other nonverbal, expressive or physical conduct of a sexual nature; and
  - 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:

- Unwanted flirtation, advances, or propositions of a sexual nature.
- 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.
- Unwelcome comments of a sexual nature about an individual’s body or clothing.
- Physically threatening a person because of his or her gender identity or expression or sexual orientation.

**Definition of Consent**

Consent means the active, knowing, and voluntary agreement to engage in a sexual activity without coercion or fear or threat of harm. Consent may be shown by words or through clear, unambiguous actions. There is no consent where:

- A person is coerced to participate through force or threats of force.
- A person is unable to consent for reasons including but not limited to:
the person’s physical or mental inability to make an informed, rational judgment due to the person’s use of alcohol or other drugs

- the person’s physical or mental disability or other incapacitation
- the person’s age (being under age 17, the legal age of consent in New York)

Lack of consent will be found where the accused student knew, or a reasonable person in the position of the accused student should have known, of the other person’s incapacitation.

The accused student’s impairment does not diminish that student’s responsibility to obtain consent. The fact that a person has consented to one form of sexual activity does not mean that he or she consents to all forms of sexual activity. Furthermore, the fact that a person has given consent to a sexual activity in the past does not mean he or she consents to the activity in the future.

**Student Resources**

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

**Title IX Coordinator**

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

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

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

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

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

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

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

Gail Wasmus  
Assistant to the Athletic Director/Volleyball Coach  
Sports Complex, Room 104  
Old Westbury, NY 11568  
Phone: 516.686.7447  
Email: gwasmus@nyit.edu

Other resources available to you include:

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

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

**Old Westbury** - 516.686.7789  
**Manhattan** - 212.261.1536  
**Central Islip** - 631.348.3333

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

**Old Westbury**  
Harry Schure Hall  
Room 208  
516.686.7976
DRUG AND ALCOHOL ABUSE PREVENTION POLICY
The NYIT College of Osteopathic Medicine follows the policy of New York Institute of Technology concerning drug and alcohol abuse prevention as outlined in the NYIT handbook “Policy on Drug and Alcohol Abuse Prevention”, which is available at:

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

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

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

ACCREDITATION STANDARDS COMPLAINT POLICY
NYIT College of Osteopathic Medicine, established in 1977, is fully accredited by the New York State Board of Regents and the American Osteopathic Association Commission on Osteopathic College Accreditation, which is the national accrediting agency for colleges educating osteopathic medical student physicians. Any student who has a complaint related to the accreditation standards and procedures should file a written complaint and send it to the following two addresses: 1) American Osteopathic Association, 142 East Ontario Street,
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION POLICY

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

http://www.nyit.edu/managing_your_classes/resources/resources_privacy/

CRIMINAL BACKGROUND CHECKS MEDICAL STUDENTS

NYIT College of Osteopathic Medicine will request information on a student’s criminal background through the following processes:

1) The AACOMAS Application and the NYIT College of Osteopathic Medicine Supplemental Admission Application will request information on any charges, arrests or convictions for any felony, misdemeanor or violation as well as any adverse issues involving a professional licensing board prior to the student’s completion of the applications.

2) An enrolled student is required to annually report any charges, arrests, or convictions for any felony, misdemeanor or violation as well as any adverse issues involving a professional licensing board on the NYIT College of Osteopathic Medicine Registration Form and to the Associate Dean of Student Administration.

3) NYIT College of Osteopathic Medicine will conduct a criminal background check through an outside agency during the second year for the class of 2017 and on a need basis during the student’s enrollment period at the College. Beginning with the Class of 2018, criminal background checks will be included in the application process and on a need basis during the student’s enrollment at the College.

Failure to authorize consent to the required background check will result in NYIT College of Osteopathic Medicine’s non-assignment of clerkships or dismissal.

IMPORTANT: Matriculation and continued enrollment is contingent upon acceptable background check results. Any identified discrepancy between the criminal background check and the responses on the AACOMAS application; the NYIT College of Osteopathic Medicine Supplemental Application and/or annual Registration Forms will constitute a violation of the NYIT College of Osteopathic Medicine Code of Conduct and may be grounds for dismissal.
SECTION II - FINANCIAL INFORMATION

TUITION AND FEES
The Board of Trustees has established the following annual schedule of tuition and fees for 2014-2015:

TUITION AND FEES
ACADEMIC YEAR 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>Class of 2018 First Year</th>
<th>Class of 2017 Second Year</th>
<th>Class of 2016 Third Year</th>
<th>Class of 2015 Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$ 52,430</td>
<td>$ 52,430</td>
<td>$ 52,430</td>
<td>$ 52,430</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>125</td>
<td>125</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>New Technology Fee</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Simulated Patient Lab</td>
<td>500</td>
<td>500</td>
<td>475</td>
<td>375</td>
</tr>
<tr>
<td>Health Care Fee*</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Life/Disability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>105</td>
<td>126</td>
<td>126</td>
<td>126</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>400</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 53,760</strong></td>
<td><strong>$ 53,781</strong></td>
<td><strong>$ 53,631</strong></td>
<td><strong>$ 53,931</strong></td>
</tr>
</tbody>
</table>

There is a $500 fee for all remediation programs. The remediation fee cannot be covered by financial aid. **Note:** Any student approved to repeat an academic year will be charged 50% of the normal tuition charges of any repeated billing period of the year that they had already paid 100% of that billing period in the prior year. The student will pay full fees in the repeated year.

M.S. in Neuromusculoskeletal Sciences: $575 per credit for applicable tuition bearing courses (Please contact the Office of Academic Medicine Scholarship Program)

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

Master of Science in Medical/Health Care Simulation: for tuition information, please see Section XI of this handbook

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

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

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

**Note:** Fees are neither refundable nor transferable.
Students whose tuition and/or fees are unpaid and who have not received an official deferment may be barred from classes until their accounts are cleared by the Bursar's Office. The college reserves the right to withhold all student records and transcripts until all financial obligations to the college have been satisfied.

Collection Agency Fees: The student shall be responsible for the payment to NYIT of the principal sums due plus all costs, including but not limited to 33% collection agency fees, 50% legal fees, interest on the outstanding balance at the maximum legal rate, and any and all court costs, filing fees, interest and judgment execution costs associated with the collection of delinquent amounts. All collection matters shall be governed by New York law and the courts of New York shall have jurisdiction in these matters.

TUITION PAYMENT SCHEDULE POLICY
Tuition and fees due dates for the first billing period:
First-year and Second-year students: July 15
Third- and Fourth-year students: July 1
Tuition and fees due date for the second billing period is January 2nd for all students.

The first 50% of tuition and medical insurance fees is due on the above referenced dates. The dental insurance will be billed in full in the first term. Students will be billed for the second half of tuition and the second half of medical insurance fee in November. All other college fees will be billed on the first billing period.

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

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

TUITION REFUND POLICY
A student who withdraws or is suspended or dismissed will be granted a refund or reduction of liability in accordance with the following schedule:
1. Withdrawal, suspension or dismissal at any time from the date of the student’s registration to the day before the first scheduled day of the first half of the year: 100% refund on the tuition and fees for the billing period.
2. Withdrawal, suspension or dismissal at any time during the first week of the first half or second half of the year: 75% refund of tuition only for the billing period.
3. Withdrawal, suspension or dismissal at any time during the second week of the first half or second half of the year: 50% refund of tuition only for the billing period.
4. Withdrawal, suspension or dismissal at any time during the third week of the first half or second half of the year: 25% refund of tuition only for the billing period.
5. Withdrawal, suspension or dismissal at any time after the start of the fourth week of the first half or second half of the year: no refund.
Fees as outlined in catalog (including $1500 Enrollment Confirmation Deposit) are not refundable and must be paid.

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

**ENDORsing student loans checks (does not include EFT disbursements)**

Bursar will send mail/email notification of loan checks to be endorsed by students. Student has 30 days to endorse any check. Failure to endorse the check will result in interest charges.

**Refunds**

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

**Refunds of unearned funds to direct loans**

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

- Federal Unsubsidized Direct Loans
- Federal Subsidized Stafford Loans
- Federal Perkins Loan
- Federal Direct Grad Plus Loan

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

**Satisfactory academic progress (SAP) standards for Title IV funding for Medical Students**

I. In order to retain Title IV Financial Aid funding, students must meet NYIT College of Osteopathic Medicine’s SAP standards:
   - successfully complete all of their courses/clerkships/(no course failures)
   - complete their degree requirements within 6 years (150% of the standard 4 years) of enrollment following first day of attendance. Exceptions may be made for periods when the student may be withdrawn from the College.

II. Unsatisfactory Academic Progress and the Appeal Process

If a student does not meet the SAP standards which are reviewed continuously throughout the year at the end of each course or clerkship, the student is suspended from NYIT College of Osteopathic Medicine. The student may appeal the suspension status by submitting a written letter petitioning to repeat the year to the Associate Dean of Student Administration by the date in the suspension letter. A hearing will be scheduled to address the student’s petition. If the Committee supports the
student’s petition, the Dean can decide to allow the student to repeat the current curriculum on an academic probation status. During the probation period, the student is eligible to receive financial aid. If the student successfully completes the probation period, the student is permitted to continue at NYIT College of Osteopathic Medicine and remains eligible to receive Title IV Financial Aid. Failure to successfully complete the probation period results in a final (no appeal) dismissal from NYIT College of Osteopathic Medicine. (Please refer to Section IV Academic Affairs Information, Unsatisfactory Academic Student Performance in this Handbook.)
SECTION III – STUDENT ADMINISTRATION INFORMATION
All non-academic aspects of the student experience are coordinated by the NYIT College of Osteopathic Medicine Division of Student Administration. The following offices are part of the division: Admissions; Financial Aid; Student Life, Institutional Research & Compliance; Events Planning, Student Services and Alumni Affairs; Equity and Opportunity Programs; Medical Student Performance Evaluation, Electronic Residency Application Service (ERAS), Graduate Programs and Registrar.

REGISTRATION
Incoming D.O. Students
All first year incoming students will receive the registration form in the mail that must be completed and sent electronically to the Office of the Registrar prior to the Orientation Program.

Continuing D.O. Students
Second year students will register in the spring prior to the beginning of the 2nd academic year. Second year student’s coursework is predetermined and is the same for most students. Registration will involve verifying address and other demographic information and is mandatory. Registration for elective courses will start two weeks before the course begins and end after the first-class meeting.
Third and Fourth year students will register in the spring prior to the beginning of the academic year. Registration will involve verifying address and other demographic information and is mandatory. Changes to your clerkship schedule must be made at least one month prior to the start of the clerkship and cannot be made without approval from the Office of Clinical Education. Students are expected to update their clerkships on E*Value.

Registration for Elective Courses for D.O. Students
Students registering for elective courses must complete a drop/add form and submit it 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 your record. Students may withdraw from an elective course up to the midpoint of the course. An elective course from which a student withdraws will be indicated as a “W” grade on a transcript. NOTE: You must officially withdraw from an elective course to avoid receiving a failing grade. If you just stop attending the elective course without following the necessary procedure, you will be given a failing grade.

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

LEAVE OF ABSENCE PROGRAMS FOR MEDICAL STUDENTS ONLY
In order to be eligible to apply for a Leave of Absence, a student must be an active (attending classes) student.
Medical/Military Leave of Absences
A student who is attending classes/clerkships and needs to spend a period of time away from NYIT College of Osteopathic Medicine for documented medical reasons or military service may apply for an Official Medical/Military Leave of Absence. The student must be able to return to NYIT College of Osteopathic Medicine in 180 days or less. If a student cannot return in 180 days, the student must withdraw. For Financial Aid purposes, the LOA student is considered to be in school. Failure to return from the leave by the end of the 180 day period will result in a status of withdrawal utilizing the original LOA date as the date of withdrawal. There is a possibility that the student may owe tuition, fees and health insurance. Upon returning from the LOA, any outstanding balances must be paid. In addition, it is advisable 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 health insurance fees and any 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 and the final grades for all completed courses/clerkships.

Please note: Any student granted a Medical/Military Leave of Absence from NYIT College of Osteopathic Medicine cannot take any other graduate courses during the leave period.

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

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

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

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

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

Please note: a Leave of Absence cannot exceed 6 months in any academic year for financial aid purposes. In addition, combined months for all Leaves of Absence cannot exceed 18 months for the duration of the completion of the D.O. degree.
WITHDRAWING FROM THE D.O. PROGRAM
A student must complete and submit a Request for Withdrawal Form in person at the NYIT College of Osteopathic Medicine’s Office of the Registrar in order to be entitled to an official withdrawal. The form requires approval of the Assistant Dean of Student Services. The official date of withdrawal is the date the form is submitted to the Office of the Registrar. Depending upon the date of withdrawal, the student may be required to repay all or some of the financial aid received. Please consult a financial aid officer for additional information. If all coursework in a particular course is completed and the final exam taken, the student cannot withdraw until the grade for that course is posted.

REINSTATEMENT TO NYIT COLLEGE OF OSTEOPATHIC MEDICINE D.O. PROGRAM
A student who has withdrawn may apply for reinstatement within one year of the date of withdrawal. The student must complete a Request for Reinstatement Form which is available in the Office of the Registrar and requires approval of the Student Progress Committee (SPC). The Assistant Dean of Student Services will notify the student of the decision of the SPC. The student is reinstated on the same academic and disciplinary status that the student was on at the time of withdrawal. A student who has an F grade (changed from a U grade) in a completed course during the withdrawal year and/or a WF grade in the course which was in progress at the time of withdrawal is not eligible for reinstatement unless the withdrawal is based on medical documentation.

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

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

REQUEST FOR VERIFICATION OF ENROLLMENT / GOOD STANDING
All requests by students for verification of their enrollment or academic standing must be made in writing to the Registrar. All requests will be mailed directly to a third-party. Exceptions due to special circumstances will be made at the discretion of the Registrar on a case-by-case basis. If the verification letter must be mailed with accompanying materials, those materials should be included with the verification request. If there is a form from a third party that must be completed, please include that form with your request. If a particular account or reference number or any other specific information should be indicated in the verification letter, be sure to include it on the request. Letters of “Good Standing” will only be written for students who are in good academic standing and have no academic or disciplinary proceedings in progress or financial obligations to the College.
TRANSCRIPTS
Requests for academic transcripts can be made online through the following two sites:
2. http://www.nyit.edu/medicine/students/resources/
Go to the bottom under Forms: NYIT College of Osteopathic Medicine Transcript Request form. Print it out and either fax it or mail it to the address on the bottom of the form. Payment with this form can be made by money order or credit card. There will be a $10.00 processing fee for each official or unofficial transcript requested. Payment can be made by 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. 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 COUNSELING
Confidential mental health professional counseling is available to all NYIT College of Osteopathic Medicine students to assist them in coping with the stresses of medical school. Counseling services include:

a) On Campus services available:
   1. NYIT College of Osteopathic Medicine’s Academic Health Centers provide mental health counseling services from a psychologist. Students can schedule appointments at the Academic Health Center in the Riland Building – Tele # 516-686-1300 or at the Family Health Care Center of Central Islip – Tele# 631-348-3254.
   2. The NYIT Counseling and Wellness Center provides mental health counseling from mental health counselors, MSW’s and psychiatrists to NYIT College of Osteopathic Medicine students on the Old Westbury campus, Harry Schure Hall – Room 208, Tele # 516-686-7976.

b) North Shore – LIJ Behavioral Health College Partnership (BHCP) at the Zucker Hillside Hospital, 75-59 263rd Street, Ambulatory Care Pavilion, Glen Oaks, NY 11004, Tele# 718-470-8100. When you are connected, please press option 2 and inform the Intake Coordinator that you are a student at NYIT College of Osteopathic Medicine.

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

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

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

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

STUDENT ACTIVITIES
The Office of Student Life works with student organizations to help develop extracurricular activities. Participation in these activities constitutes an integral part of the total educational experience and provides a background of valuable experience for personal development. 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 six (26) student organizations including professional, special interest, and social groups that all contribute to the academic and co-curricular environment of the medical college, the community, and the osteopathic profession. All SGA Officers, Class Officers, Committee Members and Organization E-board members begin their terms July 1.

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

Students and or student organizations wishing to sponsor extracurricular activities which include speakers must submit the proposal for the project to the Director of Student Life to receive permission to schedule a speaker. No SGA organizations can commit the College to conferences, programs or workshops without permission of the Director of Student Life which must be requested in writing to the Director at least 30 days in advance of the event. No student may give an extra curricula lecture without the permission of the Director of Student Life and the student must select a mentor (a staff or faculty member) as well as possess a degree in the lecture subject. No SGA recognized national or local organization on campus can use credit card applications as criteria for membership nor will a credit card be offered in the context of a SGA recognized organization. All financial programming from national affiliations/organizations must be reviewed with the Office of Student Life and the Office of Financial Aid to determine the validity of the program.

Note: Solicitation of the College, faculty, staff, student organization or individual student is prohibited without the approval of the College Dean and/or the Associate Dean of Student Administration.

VOTER REGISTRATION (How and Where to Register To Vote)

You have the following choices:

1. Register in person at the Nassau County board of elections or at any New York State Agency-Based voter registration center: [http://www.elections.ny.gov/](http://www.elections.ny.gov/) or call the 1-800-FOR-VOTE hotline to request a voter application
2. Download a PDF version of the New York State Voter Registration Form through the following link: [http://www.nassaucountyny.gov/agencies/BOE/documents/voteform_enterable_4_000.pdf](http://www.nassaucountyny.gov/agencies/BOE/documents/voteform_enterable_4_000.pdf)
3. Print the form, complete and sign it, and mail it to the following address:
   
   Nassau County Board of Elections
   400 County Seat Drive
   Mineola, NY 11501-4800

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

POLICY ON MEDICAL STUDENT ATTENDANCE AT CONFERENCES/ CONVENTIONS AND OFF CAMPUS EVENTS

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

A. AOA Conference -- NYIT College of Osteopathic Medicine will support second year students attending the AOA Conference to provide the students with exposure to the osteopathic profession’s annual conference. As such, second year classes will not be scheduled for two days in order to encourage attendance. Applications and financial support for housing will be managed by the SGA and the Director of Student Life.

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

C. New York State Conference -- NYIT College of Osteopathic Medicine will support students to attend the New York State Osteopathic Medical Society/ Eastern Regional Osteopathic Conference (EROC) to provide exposure to our State osteopathic membership organization. Afternoon Pre-Clinical classes will not be
scheduled on the Friday of the Conference and funding will be provided for food at the event. Applications to attend the Conference will be available from and approved by the Assistant Dean of Student Services.

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

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

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

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

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

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

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

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

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

Workshops and individual consultations are available to students beginning in the 3rd year to facilitate their application process to AOA and ACGME Accredited Internship/Residency Programs.

Note: Acceptance into the medical school does not guarantee placement in a residency program.

**ALUMNI ASSOCIATION**
The NYIT College of Osteopathic Medicine Alumni Association was formally established in 1993. The Alumni Association has continued to grow and develop along with the College. NYIT College of Osteopathic Medicine has over 6,300 (as of May 2014) alumni practicing throughout the United States and in Thailand, Japan, Israel, Scotland, Haiti, Singapore, United Arab Emirates, Canada, Guam, Honduras, Vietnam and England 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.
A. ACADEMIC POLICIES

1. ACADEMIC INTEGRITY/HONESTY POLICY

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

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

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

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

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

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

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

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

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

2. MEDICAL STUDENT TEST-TAKING ENVIRONMENT POLICY

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

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

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

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

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

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

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

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

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

h. Food/fluids will not be allowed in the examination room; this includes water bottles and other fluid and food containers.

i. Cell phones are strictly prohibited in the seating areas of the examination room.

j. Students may not bring calculators to examinations.

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

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

3. LAPTOP BORROWING POLICY FOR MEDICAL SCHOOL EXAMS

All NYIT College of Osteopathic Medicine students are expected to own a laptop. These laptops are professional tools and should be maintained in good working order and will be used at NYIT College of Osteopathic Medicine administered testing (library laptops should not be used for exams). In the event of unexpected technical problems with your computer, NYIT College of Osteopathic Medicine will provide laptops to borrow for the purpose of taking exams.

A student may only borrow a laptop only occasionally or may be subject to an investigation on why the condition continues.

4. ANATOMY LAB POLICY FOR STUDENTS WHO ARE PREGNANT OR NURSING

In the anatomy lab at NYIT College of Osteopathic Medicine, formaldehyde and phenol occur in minute concentrations that are below OSHA’s permissible exposure limits.
Because there is only limited information available regarding the effects of organic solvents on fetal development and neonatal health, NYIT College of Osteopathic Medicine has adopted the following policies regarding students who are pregnant or breast feeding.

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

a. The student may participate in lab activities and exams by submitting a Waiver and Release form stating that she understands and assumes the risks of participation. The form will also require a signature by the student’s physician acknowledging that the physician has discussed the risks with the student. At the student’s request, additional accommodations may be provided, if reasonably feasible, in consultation with the Office of Academic Affairs and the Anatomy and/or Biomedical Science Departments.
b. The student may elect not to continue in the main curriculum and participate instead in an alternative series of exercises in place of dissection and other lab activities. These exercises are conducted outside of the anatomy lab area. The remainder of the curriculum (lectures, etc.) remains unchanged.
c. If the student meets the requirements for a medical leave of absence, she may apply for one (Please see pages 17 and 18 for information regarding general medical leaves of absence).

5. ATTENDANCE POLICIES FOR THE D.O. PROGRAM
NYIT College of Osteopathic Medicine has mandatory attendance policies. Specific details of the current attendance policies are published as follows:

a) The Pre-Clinical Education attendance policy will be posted on the Pre-Clinical Education website/Akila at the beginning of the academic year.
b) The Clinical Education policy is included in the Third and Fourth Year Clinical Clerkship Manuals. Students are expected to review and comply with these published policies.
c) No more than 10 consecutive days of excused absences are permitted. Following that period of time, the student must withdraw or take a leave of absence.

6. D.O. PRE-CLINICAL EDUCATION DRESS CODE POLICIES FOR OSTEOPATHIC MANIPULATIVE MEDICINE (OMM) LABORATORY, DOCTOR PATIENT RELATIONSHIPS (DPR), ANATOMY LABORATORY, AND INSTITUTE FOR CLINICAL COMPETENCE (ICC)

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

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

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

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

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

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

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

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

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

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

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

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

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

8. ACADEMIC ADVISEMENT/TUTORING SERVICES
NYIT College of Osteopathic Medicine Learning Specialists and members of the faculty are readily available on an appointment basis for academic advisement.
- Students are encouraged to consult with faculty and learning specialists to establish effective personal learning plans.
- Students experiencing academic difficulty should seek assistance from a learning specialist.
- Any student identified by the College as an at-risk student will be required to participate in academic support programs as directed.

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

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

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

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

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

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

**Once the documentation is received, recommendations for accommodations and support services will be considered on a case-by-case basis by the Accommodations Committee.**
Student Code of Conduct and Academic Integrity
All students must adhere to the NYIT College of Osteopathic Medicine Student Code of Conduct as well as the Academic Integrity Policy of the college. Sanctions for student conduct or academic honesty violations and guidelines for procedures must be equally applied without regard to a student’s disability.

Formal Grievance Procedure

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

Procedure for Disability Related Complaints at the College of Medicine

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the law or regulations. Address complaints to the Assistant Dean of Pre-Clinical Education, New York Institute of Technology College of Osteopathic Medicine, Office of Academic Affairs, Serota Building, Room 225, P.O. Box 8000, Old Westbury, New York 11568. Phone (516) 686-1446.

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

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

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

5. The Assistant Dean of Pre-Clinical Education of the Division of Academic Affairs shall maintain the files and records relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 workdays to the Associate Dean of Academic Affairs, Serota Building, Room 228, phone (516) 686-3839. 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 Pre-Clinical Education of the Division of Academic Affairs, the ADA Grievance Procedure is followed except the complaint should be filed with the
Associate Dean of Academic Affairs and the request for reconsideration should be filed with the Dean of the Medical School.

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

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

IMPORTANT:


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

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

For further information, contact the Associate Dean of Research.

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

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

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

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

1. Doctor of Osteopathic Medicine Degree

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Honors (top 10% of each class)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawn, Administratively</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, Passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn, Failing</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>CR</td>
<td>Assessment Credit</td>
</tr>
</tbody>
</table>

Please note: (1) The Honors grade (H) does not apply to the 800 level courses. (2) The “I” and “U” grades are interim grades and must be resolved before the start of the next academic year. The interim grades of “I” and “U” shall change to a failing (F) grade if the student does not complete all work by the end of the allotted time.

2. Master of Science Degree

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<tr>
<td>B</td>
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</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn failing</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawn Administratively</td>
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<tr>
<td>TC</td>
<td>Transfer credit</td>
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<tr>
<td>CR</td>
<td>Assessment credit</td>
</tr>
<tr>
<td>R</td>
<td>Course repeated</td>
</tr>
</tbody>
</table>

3. Clinical Education Grading Policy

Students can receive the following grades:

(H) Honors (3rd Year Clerkships Only)
- Receiving an overall rating of “5” (out of a possible 7) or higher on the Student Performance Evaluation Form;
- Score within the Top 10% of the class on the Comprehensive Osteopathic Medical Achievement Test (COMAT);
- Submission of required on-line curriculum requirements;
- Submission of Clerkship Feedback Form;
- Submission of clerkship PELs & DEALs in the clerkship for which they are required.

Honors (H) can generally be obtained only when the COMAT Examination is taken during the period within which the Clerkship was completed. If an excused absence is granted, student’s performance will be reviewed by the Associate Dean of Academic Affairs for Honors consideration.

(P) Pass – Passing a Clerkship requires satisfactory performance in the Clinical Component, demonstrated by:
- Receiving an overall rating of “2” or higher on the Student Performance Evaluation Form;
- Submission of the Clerkship Feedback Form;
- Submission of required on-line curriculum requirements;
- Submission of Clerkship PELs & DEALs no later than two (2) days following the end of the Clerkship in clerkships for which they are required.

(I) Incomplete—Students who do not submit the required PELs and DEALs for clerkships for which they are required, and/or the required on-line curriculum assignments, will receive a grade of Incomplete (“I”) and will be required to correct the deficiency by submitting the required materials within four (4) weeks. A student may only receive a grade of “I” for these requirements for one (1) clerkship, per Academic Year. If this occurs more than once during an Academic Year, the student will receive a grade of “U” and be referred to the Student Progress Committee (SPC) to determine eligibility for continuation.

(U) Unsatisfactory—A grade of “U” (Unsatisfactory) is assigned in instances when the student is unsuccessful in passing the Clinical Component (i.e., an overall rating of “1” on the Student Performance Evaluation Form). The student must enroll in a remediation of the clerkship. This will involve assignment to a Hospital/Clinic selected by the Office of Clinical Education with the appropriate Clinical Chairperson. When a student earns an Unsatisfactory (“U”) final grade in a clerkship, that student will automatically be placed on Academic Warning until the clerkship has been passed.

(W) Withdrawal—Students who do not complete a clerkship, for medical, personal and/or other reasons, will receive a grade of “W”, and will be required to repeat the entire clerkship.

(F) Failure—If a student is unsuccessful in passing a remediated clerkship OR fails to successfully pass a second clerkship, the student will receive a Failure (F) in that clerkship, and will be subject to dismissal from the College. In this case, the original Unsatisfactory (U) grade from the first clerkship will be changed to a Failure (F).

NOTE:

a) Students with marginal evaluations (i.e., a grade of “3” or less on the Student Performance Evaluation Form) or negative comments regarding professional behavior
will be subject to review by the Offices of Academic Affairs and Clinical Education, and may result in being brought before the Student Progress Committee (SPC).

b) If a hospital/clinical clerkship site dismisses a student in the midst of a clinical clerkship, the student will be referred to the Student Progress Committee (SPC) for further determination of grade and continuation, as per policies, in the 2014-2015 Student Handbook.

4. GRADE APPEAL PROCEEDINGS FOR THE D.O. PROGRAM
   a. Initial Appeal
      1. Filing of Course Grade Appeal
         a. Any student may file a written course grade appeal of his/her course grade during an academic year with the Office of Pre-Clinical Education (first and second year students) or the Office of Clinical Education (third and fourth year students) explaining the reason for requesting a review of his/her grade within 10 business days of the posting a score or course grade.
         b. Following the receipt of the appeal letter, the appropriate Dean will meet with the student within 10 business days to examine the course grade appeal.
      b. Investigation of Course Grade Appeal
         1. The designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education will investigate the course grade appeal further by communicating with the appropriate department chair/course director and/or the appropriate hospital director of medical education to obtain the pertinent documentation.
         2. Upon acquiring the pertinent documentation, the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education will review the facts.
   c. Decision Determination
      1. After reviewing the pertinent documentation, the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education will render his/her decision to the student in writing within 10 business days.
      2. The designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education will notify the appropriate department chair/course director and/or the appropriate hospital director of medical education of the decision.
   d. Final Appeal
      1. If the student is dissatisfied with the decision of the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education, he/she can request a review of the decision by delivering a written request to the Associate Dean of Academic Affairs no later than 10 business days from the date of the initial decision letter.
      2. Upon receipt of the written request for review, the Associate Dean of Academic Affairs will request a summary from either the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.
      3. The Associate Dean of Academic Affairs may invite the student to a session to discuss the decision.
      4. The Associate Dean of Academic Affairs shall make one of the following determinations in regard to the appeal:
         a. Affirm the decision of the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.
         b. Overturn the decision of the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education.
e. The Associate Dean of Academic Affairs shall deliver the decision in writing to the student as well as the designated dean of the Office of Pre-Clinical Education or the designated dean of the Office of Clinical Education within 10 business days.

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

a. **UNSATISFACTORY ACADEMIC STUDENT PERFORMANCE IN A PRE-CLINICAL LDB COURSE OR CLERKSHIP**

When a student earns an Unsatisfactory (U) final grade in any one Pre-Clinical LDB 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 first and second year students will be notified in writing of the decision by the Assistant Dean of Pre-Clinical Education and the third and fourth year students will be notified by the Associate Dean of Clinical Education.

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

1. **Remediation Policy**

Students who have earned an unsatisfactory final grade in a LDB pre-clinical course (or part of the Nervous System and Behavior course) or clerkship may be approved to remediate that LDB pre-clinical course or clerkship in the scheduled remediation period.

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

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

2. **Academic Warning**

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

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

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

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

b. STUDENT PETITION (PRE-CLINICAL LDB AND CLINICAL) FOR REINSTATEMENT AFTER ACADEMIC
SUSPENSION

1. The Petition Process
A student on academic suspension has the right to petition to be reinstated to repeat the
academic year. The petition process includes the Student Progress Committee and the Dean.
An academically suspended student, who does not elect to petition for reinstatement, will be
dismissed from the college. In this case, the student will receive a letter of dismissal from the
Dean effective the date of the original suspension letter.
A student petitioning for reinstatement should follow the directions in the Dean’s letter of
academic suspension and submit a letter of petition to the Associate Dean of Student
Administration. The request for reinstatement should include the nature and degree of the
problems encountered that has resulted in the academic suspension and the steps or plans
taken or proposed to alleviate the situation.

2. The Hearing/Determination Process
a. After receiving the letter of petition, the Associate Dean of Student Administration will
schedule a hearing for the student with the Student Progress Committee. Following the
hearing, the Student Progress Committee will recommend to the Dean either that the
petition should be approved and the student should be allowed to remain on academic
suspension and repeat the current curriculum on probation as a member of the following
year’s class or the petition should be denied and as a result the student should be dismissed
from the College.
Note: Only the student and the committee members can attend a Student Progress Committee Hearing. Formal hearings are recorded by NYIT COM only via audio (at the sole discretion of the chair), and the recording will act as the official record of the hearing.

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

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 normal tuition charges of any repeated billing period of the year that they had already paid 100% of that billing period in the year of the dismissal. The student will pay full fees in the repeated 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 repeated academic year, a student who has been placed on academic probation is required to meet with a Learning Specialist to arrange an academic enrichment plan. Earning an Unsatisfactory (U) grade in any LDB Preclinical course (or part of the Nervous System and Behavior course), failure to meet the minimum standards (as described below) in a DPC Preclinical course or earning an Unsatisfactory (U) grade in a clerkship during the probation period will result in immediate dismissal from the College. After the student successfully completes all the required courses/clerkships during the probationary year, the student will be returned to good academic standing. In addition, during the probation period, the student may not participate in any off campus school sponsored conferences, workshops or trips; may not run for or hold an officer’s position in any national or local College related organization (must resign any position held) and may not be elected to an honorary organization.

4. ACADEMIC DISMISSAL
Academic dismissal is the permanent termination of a student’s academic enrollment. The student will receive a letter of dismissal from the Dean.

This decision of the Dean constitutes the final institutional action on behalf of the NYIT College of Osteopathic Medicine.

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

When a student earns an Unsatisfactory (U) final grade in any one Pre-Clinical DPC 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 first and second year students will be notified in writing of the decision by the Director of the Doctor Patient Continuum, and the third and fourth year students will be notified by the Associate Dean of Clinical Education.

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, suspension or dismissal by the Dean.

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

1. Reassessment Policy

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

Biopsychosocial Sciences Courses: DPC students, who earn an overall yearly average of less than 70% in the Biopsychosocial Sciences courses and/or an overall yearly average of less than 65% for their content exams for the academic year, will be awarded a grade of Incomplete (I). DPC students may petition the Associate Dean for Academic Affairs for permission to sit for a comprehensive reassessment examination. If permission is granted, and if the comprehensive reassessment exam is passed, the Incomplete (I) grade will be changed to Pass (P) for both terms. If permission to take the comprehensive reassessment examination is denied, or if the student is unsuccessful in passing the comprehensive reassessment exam, the Incomplete (I) will be changed to a grade of Failure (F) for both terms, and the student will be subject to academic suspension with the right to petition for reinstatement. The student will be notified of the academic suspension in writing in a letter from the Dean. 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 (SPC) 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 during the repeated year.

2. Remediation Policy

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

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

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

3. Academic Warning

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

4. Academic Suspension

DPC Pre-Clinical students who have earned an unsatisfactory final grade in a DPC Clinical Sciences course may be approved to remediate that DPC Clinical Science course at the end of the academic year. If a student is unsuccessful in remediating the DPC Clinical Sciences course or it not approved to remediate the course, the Unsatisfactory (U) will change to a grade of Failure (F), and the student will be subject to academic suspension with the right to petition for reinstatement. A student has the right to petition to repeat a year only once during their academic program. The student will be notified of the academic suspension in writing in a letter from the Dean. Effective the date of the suspension letter, the student is no longer permitted to attend classes, laboratories, examinations or other college related activities.

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

1. The Petition Process

A student on academic suspension has the right to petition to be reinstated to repeat the academic year. The petition process includes the Student Progress Committee and the Dean. An academically suspended student, who does not elect to petition for reinstatement, will be dismissed from the College. In this case, the student will receive a letter of dismissal from the Dean effective the date of the original suspension letter.

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

2. The Hearing/Determination Process

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

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

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

Note #2: A student approved to repeat an academic year will be charged 50% of the normal tuition charges of any repeated billing period of the year that they had already paid 100% of that billing period in the year of the dismissal. The student will pay full fees in the repeated year.

3. DPC Academic Probation

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

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

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

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

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

c. DPC students repeating the second year:
   If a DPC student is approved to repeat the second year, the student will be allowed to repeat the second year curriculum as a member of the following year’s DPC class.

   Students repeating the second year will/may be familiar with cases discussed in the small group sessions during the previous year. Therefore, so as not to interfere with the learning experience of students naive to the case, the repeating student’s participation in small group meetings will be limited to the discussion of learning issues and wrap-up; the student is not to reveal any information about current and/or future cases to other members of the small group (or class). The repeating student will have the following restrictions imposed as to avoid any unintentional influence or biasing of the group’s clinical problem solving and learning experience:
   - The student may not participate in the role of doctor, patient or scribe.
   - The student may not participate in the discussion related to the case, specifically including :
     - The formulation and discussion of the differential diagnosis and problem lists
     - The ordering and interpretation of lab tests or diagnostic imaging
     - The formulation and selection of learning issues

4. Academic Dismissal
   Academic dismissal is the permanent termination of a student’s academic enrollment. The student will receive a letter of dismissal from the Dean. This decision of the Dean constitutes the final institutional action on behalf of the NYIT College of Osteopathic Medicine.
6. UNSATISFACTORY ACADEMIC PERFORMANCE IN A COMLEX EXAMINATION

a. COMLEX LEVEL I

Students are required to take COMLEX Level I prior to enrolling in the third year Introduction to Medicine Course and pass COMLEX Level I prior to beginning third year clerkships. Students who are remediating a course may not take COMLEX Level I until the remediation is completed and passed, but no later than September 10th following the completion of the remediation. If a student has not passed the COMLEX Level I Examination prior to the beginning of clerkships, the student may petition to receive a COMLEX Level I Leave of Absence by completing the COMLEX Leave of Absence form and submitting the form to the Assistant Dean of Student Services. The COMLEX Level I leave approval process is a two part approval process. The first approval to take the exam for a second time, will follow a meeting with the Assistant Dean of Student Services (as a member of the Student Progress Committee or another SPC member) who will review the application and will notify the student in writing if the leave has been approved to allow the student to take COMLEX I for a second time. The second part of the approval process involves the student who does not pass the second attempt at passing COMLEX I. That student will be scheduled for a formal hearing with the Student Progress Committee in order to receive approval to take the test for the third and final time. The Assistant Dean of Student Services will notify the student in writing of the decision of the SPC. COMLEX Level I Leaves of Absence cannot exceed 180 days in length.

Students will have three opportunities\(^1\) to take and pass the COMLEX Level I examination or be subject to dismissal without the right to petition for reinstatement/readmission. A student who is on a COMLEX Level I Leave of Absence may not participate in any off campus school sponsored conferences. If a student holds a leadership position at the college and fails COMLEX I, the student may: 1) after the first failure, retain but not function in the position, 2) after the second failure they must resign the position.

Following passage of COMLEX Level I, the student will return from the COMLEX Level I Leave of Absence by completing the necessary paperwork with the Assistant Dean of Student Services and must resume clerkships by the next scheduled start date of clerkships. If the student does not pass COMLEX Level I or NYIT College of Osteopathic Medicine has not received official notification of a passing score within the 180 day period, the student will be dismissed from NYIT College of Osteopathic Medicine with no right to petition for reinstatement/readmission.

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

In order for students in the Accelerated D.O./Family Medicine Residency Continuum program to begin clerkships, they are required to be in good academic standing as well as pass the COMLEX Level I exam on the first attempt.

b. COMLEX LEVEL II POLICY

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

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\(^1\) If a student fails COMLEX Level I a second time, the student will need the approval of the Student Progress Committee and the Dean to be able to take the Exam for the third and final time.
COMLEX LEVEL II CE AND PE

All students are required to take both COMLEX Level II CE and PE at least one time prior to the expected graduation date. The exams must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the end of the student’s last clerkship. If a student has not passed either or both COMLEX Level II CE and PE following the completion of the last clerkship, the student will be scheduled for a Directed Study course. The student must complete the course (P grade) or pass the COMLEX exam during the course (WP grade) in order to graduate. The student is expected to take COMLEX II CE or PE or both as necessary during the period of the Directed Study course. If the student passes the required exam(s), the student will graduate at the next scheduled graduation date following the completion of the course or passage of the exam. If the student does not pass the required COMLEX II exam(s) taken during the duration of the Directed Study course, the student will be notified by the Assistant Dean of Student Services that he/she is entitled to petition for a COMLEX Level II CE/PE Leave of Absence. If a student does not take both COMLEX Level II CE and PE prior to the expected graduation date and has not completed the Directed Study course, the student is not eligible for a COMLEX Level II CE/PE Leave of Absence. In that case, the student will be dismissed from NYIT College of Osteopathic Medicine.

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

COMLEX Level II CE and PE Leave of Absences cannot exceed 180 days in length. The student must abide by the policies and procedures designated by the NBOME in relation to the number of times the exam can be taken and within what designated timeframe. The student should refer to the NBOME Bulletin of Information available on-line at http://www.nbome.org/ for such information.

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

When the student passes the COMLEX Level II CE and/or PE, the student will return from the leave of absence after completing the necessary paperwork with the Assistant Dean of Student Services and will graduate at the next scheduled graduation date. If the student does not pass COMLEX Level II CE and/or PE or NYIT College of Osteopathic Medicine does not receive official notification of a passing score within the 180 day period, the student will be dismissed from NYIT College of Osteopathic Medicine and will not have the right to apply for reinstatement/readmission.

For financial aid purposes, the student will be considered withdrawn from NYIT College of Osteopathic Medicine and is not entitled to receive any type of financial aid or health insurance. Students must complete their degree requirements within six years of enrollment following the first day of attendance. Eligibility for all or part of the 180 day maximum leave will be dependent upon completion of degree requirements within six years. COMLEX Level II PE and CE Leaves cannot exceed a total of
180 days. Any student who has taken a COMLEX Level II CE Leave of Absence for 180 days is not eligible for a COMLEX Level II PE NYIT College of Osteopathic Medicine Leave.

7. UNSATISFACTORY ACADEMIC PERFORMANCE ON POST CLERKSHIP WRITTEN EXAMS

POST-CLERKSHIP WRITTEN EXAM POLICIES:
At the present time, COMAT Examinations are utilized as the Post-Clerkship Exams for the CORE 3rd Year Clerkships.

a. Failure in the Initial Post-Clerkship Written Examination (COMAT)

The student will be required to participate in a Tutorial in the relevant subject, directed by the clinical chairperson of the relevant discipline. The objective of this tutorial is successfully passing the re-exam.

1. Initial Meeting: Student will be assigned to the chairperson of the relevant clinical department or designee appointed by the chairperson. There will be an initial mandatory in person meeting with the chairperson or designee. This session will focus on the following:
   a. Student’s self-assessment as to reasons for failure;
   b. Review of student’s personal COMAT Exam Profile;
   c. Review of sub-topics from the COMAT Item Analysis;
   d. Review of COMAT Blueprint in relevant discipline; and,
   e. Selection of targeted readings in relevant topics, and assist in the identification of study questions.

2. Following the initial meeting, the student must submit a “Study Plan” to the clinical chairperson or designee for approval;
3. Follow-up academic review sessions, customized to student needs, will be conducted either in person or through electronic communication, as determined by the chairperson or designee;
4. Prior to clearance for a re-exam, the student will submit to the clinical chairperson or designee and the Office of Clinical Education, documentation of their learning activities conducted during the tutorial; and,
5. The chair or designee will communicate with the Office of Clinical Education that the Tutorial is complete, and the student is eligible for a COMAT re-examination at the next available COMAT administration.

b. Failure in the Post-Tutorial Written Exam (Following 2nd COMAT Failure)

Following the failure of a Post-Tutorial Written Exam (2nd COMAT failure), the student will appear before the College’s Student Progress Committee and/or Sub-Committee. If Remediation is recommended, the following will be implemented:

1. Initial Meeting: Student will be assigned to the chairperson of the relevant clinical department or designee appointed by the chairperson. There will be an initial mandatory “face-to-face” meeting with the chairperson or designee. This session will focus on the following:
   a. Student’s self-assessment as to reasons for failure;
   b. Review of student’s personal COMAT Exam Profile;
   c. Review of sub-topics from the COMAT “Item Analysis”;
d. Review of COMAT “Blueprint” in relevant discipline; and,
e. Selection of targeted readings in relevant topics, and assist in the identification of study questions.

2. Follow-up academic review sessions, customized to student needs, will be conducted either “face-to-face” or through electronic communication, as determined by chairperson or designee;

3. The student will be assigned to a REMEDIAL Four (4) week Clerkship at a designated NYIT College of Osteopathic Medicine Clinical Campus—approved by the chair and the Office of Clinical Education;

4. The student will not receive credit toward their graduation requirements (i.e., ten 4th year clerkships) from the remediation clerkship;

5. Until the remediation is successfully completed: 1) the student may not participate in any off campus school sponsored conferences and 2) the student may retain a leadership position but not function in the position.

6. Passing the remediation requires: a) the successful completion of the clerkship component, and b) successfully passing a written or oral exam prepared by the clinical chair (or his/her designee) in the relevant discipline.

7. Failure of the REMEDIATION course will subject the student to dismissal.

C. PROMOTION AND GRADUATION REQUIREMENTS

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

2. REQUIREMENTS FOR GRADUATION FOR THE D.O. PROGRAM
   NYIT College of Osteopathic Medicine’s official graduation dates are the traditional May graduation, June 30, July 27, September 30 and December 31, with the commencement and hooding ceremonies taking place in May. Students graduating in May, June, July, September, and December will be invited to participate in the commencement and hooding ceremonies. The Student Progress Committee will serve as the faculty/ administrative board charged with recommending students for graduation. In order to be eligible for the degree of Doctor of Osteopathic Medicine, each student shall:
   a. Be at least twenty-one years of age.
   b. Have exhibited professional conduct and excellent moral and ethical behavior.
   c. Have satisfactorily passed prescribed examinations.
   d. Have satisfactorily completed the program of study required by the degree.
   e. All students must meet the graduation requirements for their program as listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the initial scheduled graduation date, the student must meet the graduation requirements for the class with whom the student graduates.
f. Have satisfactorily discharged all financial obligations to the College.
g. Have been in residence at an AOA or LCME accredited college of Medicine, the last two years of which must have been at NYIT College of Osteopathic Medicine.
h. Have passed the COMLEX Level I, COMLEX Level II CE and PE of the National Board of Osteopathic Medical Examiners. (Please note: COMLEX II CE and PE scores must be received by NYIT College of Osteopathic Medicine prior to the graduation date.)
i. Attend in person the NYIT College of Osteopathic Medicine Hooding Ceremony which includes the administration of the Osteopathic Oath and hooding with the osteopathic medical doctorate hood.
SECTION V - PROFESSIONALISM
INTRODUCTION
The primary purpose of the educational program of the NYIT College of Osteopathic Medicine is the education of Osteopathic Physicians. With the privilege of an osteopathic medical education comes the responsibility to uphold the highest social, behavioral, and academic standards of ethics and professionalism. Students of the NYIT College of Osteopathic Medicine will be held to the highest standards of professionalism, in accordance with the expectations of the osteopathic medical profession and the societal responsibilities inherent upon becoming a physician. Throughout their medical education and training, NYIT College of Osteopathic Medicine students are subject to the requirements of a well-defined academic program and assume extraordinary and progressively increasing responsibility for the health and well-being of others. Accordingly, the NYIT College of Osteopathic Medicine has adopted the following statement of principles on professionalism to guide students throughout their medical education. Upon accepting the responsibility of studying osteopathic medicine at NYIT College of Osteopathic Medicine, students are required to uphold both the spirit and the letter of this statement on professionalism, including the description of medical student professional attitudes, Medical Student Honor Code and Medical Student Code of Conduct that follow. By signing this statement, students are given the opportunity to show their commitment to professionalism in all aspects of their medical education.

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

- A genuine recognition and appreciation of the responsibility that begins with the first year of medical school and continues onward throughout one’s medical education and career
- A commitment and willingness to acquire, exhibit and advance an altruistic demeanor that places the needs of others above one’s own - in the presence of peers, faculty, colleagues and patients
- A responsibility to fully immerse oneself in academic studies, to cultivate an appreciation for the scientific principles guiding the practice of medicine, and to continuously assimilate and apply one’s obtained knowledge in a methodological, holistic and compassionate manner
- A commitment to appropriate conduct, appearance, communication, and interpersonal interactions becoming of a physician
- A commitment to upholding and fostering an environment of academic discussion, including but not limited to abiding by the attendance policy and/or guidelines set forth throughout one’s medical education and career and striving to be punctual and reliable in one’s responsibilities
- A willingness to recognize errors in judgments if need be and the integrity to take the appropriate steps to improve the situation or take responsibility for one’s actions
- Interaction and collaboration actively supports an environment conducive to learning, research and clinical practice
Create 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 such opportunities, that 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 exude the utmost respect and concern for patients’ health while considering their rights to privacy, confidentiality and social and cultural values. Treating patients and their families with dignity both in their presence and in discussions with members of a health care team is imperative to providing culturally competent medical care.

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

MEDICAL STUDENT HONOR CODE PREAMBLE
One of the primary goals of the NYIT College of Osteopathic Medicine is to create an environment that encourages students to act with honor and integrity at all times throughout medical education and beyond. To promote honesty, integrity and individual responsibility for one’s actions, a Student Honor Code is an intrinsic and necessary part of the curriculum. The purpose of the Medical Student Honor Code is to:

- Promote ethical and professional standards of personal conduct in all academic endeavors at the school
- Establish in students the qualities that will bring honor to the Osteopathic profession, before and after graduation

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

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

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

MEDICAL STUDENT RIGHTS/ EXPECTATIONS OF FACULTY AND STAFF
• I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty
• I cannot be compelled to perform procedures or examinations which I feel are unethical or beyond the level or scope of my training
• I have the right not to be harassed and not to be subjected to financial, romantic or sexual overtures from those who are supervising my work
• I have the right not to be discriminated against or treated differently because of my gender, age, race, religion, sexual orientation, pregnancy, or socioeconomic and veteran status.
• I have the right to be challenged with a rigorous medical curriculum but not to be abused or humiliated

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

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

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

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

II. Judicial Authority and Jurisdiction
The President of New York Institute of Technology is ultimately responsible for the administration of the Student Code of Conduct and all judicial processes for the students at NYIT College of Osteopathic Medicine. Administrative authority and responsibility for disciplinary policies and procedures is delegated to the Associate Dean of Student Administration who serves as the chief judicial officer at NYIT College of Osteopathic Medicine (see sections VI Judicial Bodies and VII Judicial Hearings for details). Students will be considered for disciplinary action whenever conduct that may be in violation of the Student Code of Conduct occurs on the NYIT College of Osteopathic Medicine campus or related facilities and/or conduct adversely affects the NYIT College of Osteopathic Medicine community. For violations that do not occur on NYIT College of Osteopathic Medicine campuses or related facilities, action will be considered if NYIT College of Osteopathic Medicine officials decide that institutional interests are involved or the violation constitutes a violation of the federal or state law or city ordinances when the act is contrary to NYIT College of Osteopathic Medicine interests.

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

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

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

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

D. Computer Misuse
Unauthorized access, alteration or degradation of a computer, or computer system or network; use of NYIT College of Osteopathic Medicine computer resources for commercial purposes or personal or financial gain, even if the user is using his or her own personal computer; piracy of intellectual and commercial properties; posting any message which is libelous or defamatory; posting or transmitting any message, data, image or program which is indecent, obscene or pornographic; threaten, harass, stalk, abuse or otherwise violate the legal rights of others; use profane language; sharing, discussing, disseminating, and/or furnishing all or part of the contents of the COMLEX and USMLE exams.
Please note: NYIT College of Osteopathic Medicine has implemented a monitored board, and the College reserves the right to refuse to post, at any time, a message that violates NYIT College of
Osteopathic Medicine policy. In cases where a user violates any of the terms of this policy, the college may, in addition to established Code penalties, temporarily or permanently deny access to any and all NYIT College of Osteopathic Medicine computing resources.

E. Discrimination
- Discrimination on the basis of race, gender, religion, sexual orientation, age, disability, pregnancy or socioeconomic and veteran status
- Bias/Hate crime, according to Title Y, NYS Hate Crime Act 2000, Article 485 of the New York State Penal Law (http://www.nyit.edu/images/uploads/campus_life/bias-hate-crimes.pdf)

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

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

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

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

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

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

M. Relationship Violence
Interpersonal violence, domestic violence, intimate partner violence
N. Sexual Misconduct (Please refer to the Sexual Misconduct Policy description on page 7)

O. Smoking (Please refer to Section IX – Facilities Information, page 62)

P. Social Media

NYIT College of Osteopathic Medicine recognizes the integral role of various social media platforms (Facebook, Twitter, MySpace, online blogs, etc.) as a means of communication and dissemination of information with individuals within and outside of the institution. As future physicians, NYIT College of Osteopathic Medicine students are expected to act with honesty and integrity in all their interactions and must respect the rights, privacy, and property of others. Improper behavior on social media platforms may be subject to disciplinary action under the NYIT College of Osteopathic Medicine Student Code of Conduct. Offenses include the following prohibited forms of conduct:

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

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

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

Q. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress. Stalking involves repeated and continued harassment against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face, telephone calls, voice messages, electronic messages, web based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
R. Theft and Trespass
- Stealing or possessing, without authorization, either college property or the personal property of any other member of the college community
- Unauthorized entrance into any building, office, laboratory, room, or areas of the college

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

T. Weapons, Firearms, Explosives
Using, displaying, possessing, or distributing any weapon of any type, including a firearm, knife, blackjack “chukka” stick, or container of noxious material or any other thing that in any way could be construed as a weapon as well as the storage of any item that falls within the category of a weapon in a vehicle on University property.
Items used for academic activities, such as dissection kits, lab equipment, multi-purpose tools etc. must be used solely for the purpose for which they were intended and not as a weapon of any kind.

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

V. Domestic Violence
The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards (a) a current or former spouse or intimate partner; (b) a person with whom one shares a child; or (c) anyone who is protected from the respondent’s acts under the domestic or family violence laws of New York. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships.

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

IV. Reporting Violations of the Student Code of Conduct
Students, faculty and staff share in the responsibility for upholding the Student Code of Conduct. Every member of the NYIT College of Osteopathic Medicine community (whether directly involved, a knowledgeable third party or the College serving as a third party) is expected to report alleged violations of the code to the Associate Dean of Student Administration.
Please note: Failure of a student to report a violation constitutes a violation on that student’s part.
V. Review Process for Violations of the Student Code of Conduct
Any member of the College community may report a possible violation to the Associate Dean of Student Administration setting forth specific charges that a student is in violation of any standard of this Code. The Associate Dean of Student Administration shall commence a preliminary investigation to be conducted by meeting with the complainant within 5 business days after receiving the report of charges. At the conclusion of the meeting, the Associate Dean of Student Administration will schedule an Information Meeting with the student accused of the violation within 5 business days of the meeting with the complainant, and provide him/her with a summary of the charges. After the student meeting, the student shall have the right to file a written response to the charges by the date agreed upon by the Associate Dean of Student Administration. At the conclusion of the investigation, the Associate Dean of Student Administration will determine if a hearing is required, and if appropriate, a hearing will be scheduled within 10 business days.

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

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

VII. Judicial Hearings (formal)
Student Rights: the accused student shall be entitled to be present during every stage of the proceedings up to the time of the Board’s final deliberations. The student shall be entitled to hear and question the statements of adverse witnesses. At the discretion of the Chair, a representative from the College may present the statement of a witness if the College has a written and signed statement from the witness (a statement from an official NYIT e-mail account may serve as a proxy signature). The Board shall not consider evidence not presented at the disciplinary hearing in determining whether the student has violated a rule of conduct.

Victims’ Rights: The victim in the cases of sexual misconduct, bullying, stalking, discrimination, endangerment, relationship violence or property theft or damage has a right to submit a victim’s impact statement, submit questions to the hearing board, and be present at the hearing if deemed appropriate by the board chair. The victim may provide a statement to judicial 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.

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 both the individual who filed the charges and the student accused of the violation within 10 business days from the final decision.
- The student is found guilty based on preponderance of evidence standard: the Student Discipline Review Board will make the determination of guilt and of the appropriate penalty to be set forth in
writing by the Chair and delivered to the individual who filed the charges and the student found guilty of the charges within 10 business days from the final decision.

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

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

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

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

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

C. **Disciplinary Probation** – A specified period of time during which the student has the opportunity to demonstrate the ability to be a responsible member of the NYIT College of Osteopathic Medicine community. During that time the student is required to refrain from any further violation of the rules of conduct and any other requirements intended to rehabilitate the student. Any further violation of the Student Code of Conduct places the student’s status with the college in jeopardy. The student is prohibited from attending conferences, from running for or holding office (national or local) or being elected to any honorary organization during the probationary period. Disciplinary Probation becomes part of the student’s permanent record.

D. **Suspension** – Suspension from academic enrollment and revocation of other privileges or activities and from the privilege to enter on the campus premises or related facilities for a period of time not to exceed two years. Criteria for return if appropriate will be specifically outlined in writing. Suspension becomes part of the student’s permanent record.

E. **Recommendation for 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 recommendation of the Vice President of Health Sciences and Medical Affairs and approval of the President of NYIT. An order of expulsion
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.

IX. Appellate Review

The individual filing the complaint or the student accused of the violation may appeal a decision of the Student Discipline Review Board by submitting a written appeal within three days of the receipt of the written decision to the Dean of NYIT College of Osteopathic Medicine. The letter must include specific documentation of the grounds for the appeal. Both parties will be informed if an appeal is filed.

Appeal requests are limited to the following grounds:

a) To consider new evidence, unavailable during the original hearing that could impact the original finding or sanction. This is not a rehearing of the disciplinary case but rather a review of new evidence.

b) Failure to follow the disciplinary hearing process as outlined in the Student Handbook

The Dean will review the written appeal. If the Dean determines that the appeal is based on one of the permitted grounds, the Dean will meet with the relevant parties to discuss the appeal. The Dean will notify the person filing the complaint and the person being charged with the violation of the outcome of the reconsideration process within 10 business days of the receipt of the appeal. In the case of an appeal, the appeal 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.

X. Student Records

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

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

XI. Privacy Act and Confidentiality

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

XII. Institutional Privilege

The Institution reserves the right to dismiss, summarily and without recourse to any hearing or other procedure contained in the Student Handbook, Student Code Of Conduct, or otherwise, a student who in its judgment has failed to exhibit the good ethical, moral and personal character necessary for the continued study and practice of osteopathic medicine, or whose continuation in the school is detrimental to individuals or the NYIT COM community. Any such decision shall be made in writing by the Dean of NYIT College of Osteopathic Medicine, with the authorization of the Vice President of Health Sciences and Medical Affairs and the President of NYIT, and shall be final, binding, and unreviewable.
SECTION VI: ACADEMIC TECHNOLOGIES GROUP
The NYIT College of Osteopathic Medicine Academic Technologies Group, directed by the Chief Information Officer, provides leadership to all NYIT College of Osteopathic Medicine faculty, staff and students in the appropriate use of current technologies in the NYIT College of Osteopathic Medicine academic process.

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

B. All NYIT College of Osteopathic Medicine students are expected to own a recent Windows or Apple laptop in good, clean, malware free condition, and powerful enough for the tasks listed below. All students are also expected to own a basic printer for occasional use.

C. All NYIT College of Osteopathic Medicine students will have basic information access competencies including (but not limited to):
   - Secure use of computers
   - Connecting to wireless networks
   - Professional use of email and web resources
   - Access and create Word, PowerPoint and PDF documents
   - Access streaming video sources
   - Use computers for taking computer-based exams
   - Use mobile devices for organizational and information access/input
   - Use computers for accessing textbooks and other medical information databases
   - Perform Medline, Google Scholar and other medical information database searches

All students are expected to possess basic competency in these tools before they arrive on campus.

D. Some of the learning facilities supported by the Academic Technologies Group include:

1. The NYIT College of Osteopathic Medicine Network: a modern wireless network that covers the entire campus. All NYIT College of Osteopathic Medicine offices, classrooms and study rooms are connected to a fully switched Ethernet network.

2. Smart Auditoriums: All NYIT College of Osteopathic Medicine auditoriums and labs are wired to function as smart classrooms with up-to-date presentation and recording equipment. Audience Response Systems such are integrated into the smart classrooms.

3. Instructional resources:
   - The Academic website: Functions as a repository of academic content. This Moodle site contains materials used in the NYIT College of Osteopathic Medicine curricula. Most of the curriculum across the continuum is available to NYIT College of Osteopathic Medicine students for access anywhere, anytime over the web.
   - E-textbooks include many interactive features. Students may search the text, share notes, highlight, annotate, watch video, complete self-assessment activities, and join study communities with anywhere-anytime availability.
   - Secure exam software provides computerized testing, feedback, and assessment. Students’ laptops should be capable of running the testing software well.
• Interactive web forums serve as academic gathering places for faculty and students to discuss academic questions.

• Several subscription-based online medical databases are available through the NYIT College of Osteopathic Medicine Medical Library.

• Faculty-produced videos/learning modules introduce, supplement, and enhance the classroom experience.

• NYIT College of Osteopathic Medicine classes are recorded to streaming video and made available to students as video-on-demand for review and reinforcement. Thousands of hours of archived lectures have made this site a very powerful and popular NYIT College of Osteopathic Medicine academic resource.

• Course and Faculty Evaluations – effective and timely – are supported by web-based systems. Feedback from these evaluations is an essential component of course and curriculum management at NYIT College of Osteopathic Medicine.

• Mailing Lists and other E-mail Communication: Students, faculty, staff and administration routinely communicate through email. Students regularly receive information through mailing lists.

• The NYIT College of Osteopathic Medicine Videoconferencing Network: NYIT College of Osteopathic Medicine now has an expanding private videoconferencing network connecting NYIT College of Osteopathic Medicine and its major clinical campuses. The videoconferencing network complements the streaming video network.

E. 1. NYIT College of Osteopathic Medicine students have access to laptops in the library. This is a secondary facility meant for occasional use. The students’ primary computer is the laptop owned by the student.

2. NYIT College of Osteopathic Medicine students have access to printers in the library for limited use. Printing is controlled through the Pharos system. This is a secondary facility meant for occasional use. The students’ primary printer is the one owned by the student.

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

Hardware support should be obtained from vendors.

G. Recommended Minimum Configurations:

Windows Laptops:
• Windows 7 or higher
• Approved antivirus
• Wireless N
• 13 or 15 Inch display
• DVD drive
• Intel i5 processor
• 500 GB or larger drive
• 4GB or more memory
• Extended Warranty

Apple Laptops:
• Recent OS X: Mountain Lion or Mavericks
• Approved antivirus
• Wireless N
• 13 or 15 inch Display
• DVD Drive
• Intel i5 Processor
• 500GB or larger drive
• 4GB or more memory
• Extended warranty

Antivirus Software:

A list of approved antivirus software can be found at
SECTION VII – MEDICAL LIBRARY INFORMATION

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

GENERAL RULES
1. In order to maintain security for access to the Medical Library (Rockefeller Building), please be advised that, effective January 2013, you will be required to show your NYIT College of Osteopathic Medicine ID card to the Front Desk Personnel in order to enter the library.
2. No food or beverages are allowed in any part of the library at any time.
3. Do not re-shelve books or journals used within the library. Return them to the book truck at the circulation desk.
4. Books requested by a faculty member to be used for a particular assignment will be put on reserve at the circulation desk until the assignment is complete. Only faculty members may make a reserve request.
5. When returning any material that has been checked out, be sure the staff member at the circulation desk is aware of the return.
6. Overdue books will bear a charge of 15 cents per day per book.
7. Reference books do not circulate. They must be used only within the confines of the library.
8. All journals do not circulate.
9. Four photocopiers are located in the library for photocopy purposes that require copy cards instead of coins. Your NYIT College of Osteopathic Medicine ID card is your copy card. Money can be put on the card in the cafeteria in the Riland Building or going online to http://onecard.nyit.edu.
10. Reserve books for special assignments must be used within the library. Books may be charged out for 3 hours. There is a fine of $1.00 per hour for overdue reserve books.
11. Audio-visual materials must be used on the premises. They must be requested and checked out at the circulation desk. All materials can be checked out for 3 hours. All library materials must be returned and all overdue fines paid as a criterion for promotion and graduation.
12. Laptop computers may be checked out, similar to reserve materials, for 3 hours. A $5 fine per hour will be charged if the material is returned late.

LIBRARY STAFF
The staff of the library consists of a chief medical librarian, an inter-library loan librarian, an evening librarian, a serials clerk, a circulation clerk, and an evening circulation clerk. At all times, the staff functions as a team each cooperating in support of the borrowers and each other.

LIBRARY POLICY
The overall policy of the library is to provide the most current information in all medically related fields, in the most accessible form, with qualified, well trained, cooperative assistance where needed, in whatever formats are most appropriate. It is important for students to understand that the library is a reference library, not a quiet study area. As a reference library, conversations may be held by the librarians with each other or with students so that some noise is expected in the area.
SECTION VIII - CAMPUS SECURITY
Campus safety and security does not just happen. It takes the commitment and cooperation of every member of the college community, from students and faculty to staff and visitors. New York Institute of Technology takes very seriously the safety of those who study, live, and work on its campuses. Through the Office of Campus Security, the college strives to deter and respond to campus safety issues.

Old Westbury:
Anthony Repalone, Director of Security, Simonson House, Room 101
Telephone: 516.686.7789
E-mail: owsecurity@nyit.edu

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

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

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

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

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

1. Crime statistics for the three most recent years concerning the occurrences on campus;
2. A statement of current policies regarding:
   a. reporting criminal actions or other emergencies on campus
   b. security of and access to campus facilities
   c. campus law enforcement
   d. types of programs available for drug and alcohol abuse and sexual assault
e. procedures to follow when a sex offense occurs
f. the possession, use and sale of alcoholic beverages and illegal drugs.

You may obtain a copy of the security report at http://www.nyit.edu/security/security_reports/old_westbury.

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

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

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

VIDEO CAMERAS
In order to provide enhanced security for NYIT College of Osteopathic Medicine students, staff and visitors, NYIT College of Osteopathic Medicine operates video cameras in various common areas, classrooms, corridors, and staircases. Each person who applies for admission to NYIT College of Osteopathic Medicine, or who is accepted for admission by NYIT College of Osteopathic Medicine, is deemed to have consented
(a) to the operation of these video cameras;
(b) to the viewing of the resulting video images by NYIT College of Osteopathic Medicine or NYIT representatives, or by law enforcement authorities; and
(c) to the use of the resulting video images in NYIT College of Osteopathic Medicine disciplinary investigations or proceedings, or in connection with actions taken by law enforcement authorities.
SECTION IX – FACILITIES INFORMATION

BUILDING ACCESSIBILITY
Matriculated students are permitted in the NYIT College of Osteopathic Medicine buildings. Students must wear ID badges to be considered eligible to be in the buildings. If a student cannot show a badge, he/she will be asked to leave the building.

Non-matriculated students are not permitted in the buildings without the special permission of the Director of Student Life or the Director of Admissions. Visitors are not permitted in lectures, labs, or study rooms without special permission from the Assistant Dean of Pre-Clinical Education. (Exceptions: Permission cannot be granted for children to attend any classes, laboratory sessions or to be in the study areas or library at any time.)

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

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

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

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

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

PHOTOCOPYING
Photocopying machines that require copy cards are available for student use on the second level of the library. Your NYIT College of Osteopathic Medicine ID card is your copy card. Money can be put on the card in the cafeteria in the Riland Building (NYIT College of Osteopathic Medicine II).
CANCELLATION OF CLASS
In case of inclement weather, please tune in to local radio stations such as WCBS, WINS, or WOR for announcement of school closings or you may either call 516-686-1010 or consult the NYIT website at www.nyit.edu. The Academic Health Care Center will be closed when the school is closed. No other clinical duties will be cancelled due to weather.

SMOKING POLICY

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

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

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

Definitions

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

Compliance

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

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

At times, enforcement may be necessary to aid in the adoption of this new policy, and NYIT faculty, staff, and students who are found in violation 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 and NYIT Office of Campus Life will be responsible for issuing warnings and/or sanctions to repeat offenders for faculty/staff violations and student violations, respectively.
SECTION X – HEALTH SERVICES INFORMATION

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

The Academic Health Centers participate in most insurance plans. Every NYIT College of Osteopathic Medicine student is required to obtain and maintain health insurance that is acceptable in New York State. (Please see page 70). A copy of the insurance card is required to schedule an appointment. Students are encouraged to choose a primary care physician at one of the Academic Health Centers. All services will be billed to the student’s health insurance and students will be responsible for amounts not covered by insurance. Health care fees will cover any services related to clerkship requirements.

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

Hours: Monday – Friday 8AM TO 5PM
Phone: (516) 686-1300
Fax: (516) 686-7890

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

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

Hours: Monday, Friday 8AM to 5AM
Phone: (631) 348-3254
Fax: (631) 348-3031

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

**Family Health Care Center, 433 Uniondale Avenue, Uniondale** provides the following services: Family Medicine, Breast Health Services and Gynecology.

Hours: Monday, Tuesday, Wednesday and Friday 9-5. Thursday 10-6
Phone: (516) 483-8798
Fax: (516) 483-4169

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

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

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

The only acceptable reasons to waive the school’s Medical or Dental plans are:
1. Student is covered under a parent’s group insurance;
2. Student is covered under a spouse’s group insurance; or
3. Student is covered by Medicaid.

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

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

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

PROCEDURE TO ENROLL AFTER THE INITIAL ELIGIBILITY PERIOD
A student or dependent of a student, who is eligible for coverage but does not enroll when originally eligible, may enroll for coverage IF ALL the following conditions are met:
- The student (or dependent) was covered under a group health plan or health insurance coverage at the time coverage was offered; and,
- The student stated in writing (Waiver form) that coverage under a group health plan or health insurance coverage was the reason for declining coverage; and,
• The student’s or dependent’s coverage was terminated as a result of loss of eligibility for coverage (including loss of dependent status under a parent’s coverage, legal separation, divorce, death, or termination of employment); and,
• The student requests enrollment in the student sponsored plan not later than 30 days after the termination date of the loss of eligibility.

LOSS OF COVERAGE

• The student or dependent will have to provide proof of loss of other coverage in writing within the enrollment period (30 days).

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

A. ACADEMIC CALENDAR

FALL SEMESTER – 2014

Fall and Cycle A classes begin          September 3, 2014
Columbus Day – only evening classes scheduled October 13, 2014
Cycle A classes end                      October 23, 2014
Cycle B classes begin                    October 27, 2014
Thanksgiving Break (no classes)          November 26 through November 30, 2014
Fall and Cycle B classes resume         December 1, 2014
Fall and Cycle B classes end             December 20, 2014

SPRING SEMESTER – 2015

Spring and Cycle C classes begin          January 20, 2015
President’s Day (no classes)              February 16, 2015
Cycle C classes end                       March 12, 2015
Spring Recess (no classes)               March 14 through March 22, 2015
Cycle D classes begin; Spring semester resumes March 23, 2015
Cycle D classes end                       May 14, 2015
Spring classes end                        May 16, 2015
Commencement                              May 17, 2015

B. FINANCIAL INFORMATION

M.S. in Medical/Healthcare Simulation:
*Tuition, per credit: $1100

Fees

- Application fee: $50
- Tuition deposit: $500 (applied to first semester's tuition) (nonrefundable) due May 1; Students accepted after May 1 tuition deposit is due within two weeks of acceptance
- Late registration charged to continuing students only who register after the first day of classes (all programs): $320
- Late fee (per semester) for tuition payment received after the first of August 2014 and the first of January 2015: $290
- Maintaining matriculation, per semester: $80
- Service charge for unpaid check or credit card return: $95
- Transcript of record (certified check, bank check, money order only): $10

C. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR TITLE IV FUNDING FOR M.S. IN MEDICAL/HEALTHCARE SIMULATION STUDENTS:

This policy becomes effective with grades earned in the summer 2011 semester and for all subsequent semesters. The policy complies with updated federal regulations (CFR 668.34) that are effective July 1, 2011.
Introduction:
To receive Title IV Federal Financial Aid and Institutional Funds administered by the NYIT Office of Financial Aid, students must maintain measurable academic progress towards degree program completion. Federal regulations require evaluation of qualitative and quantitative measures, as well as completion of the degree objective within 150% of the normal published time frame.

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

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

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

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

Graduate Standard:
Graduate students must maintain a CGPA of 3.00 at all times. The required CGPA is based upon the total number of attempted and earned credits, with the exception of those stated elsewhere in this policy document.

Pace – (formerly referred to as the Quantitative Standard)
Students must meet a quantitative standard of academic progress measured as a completion rate percentage.
  o Students must successfully complete 67% of all attempted credits to graduate within 150% of the normal time frame
  o The calculation is made as follows:
    Earned Credits / Attempted Credits = Completion Rate (result rounded to the closest whole number; e.g. 17 / 27 = 70.8% or rounded to 71%)

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

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

**Consequences of Failure to Meet SAP**

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

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

**“Financial Aid Probation”:**
Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress, has successfully appealed and can meet minimum SAP standards by the end of the enrollment period. This student has had eligibility for aid reinstated and can receive financial aid for one enrollment period.

For students who have successfully appealed but cannot meet minimum SAP standards by the end of one enrollment period, an individual Academic Plan may be developed in conjunction with an Academic School Designee. These students will be evaluated and must demonstrate progress each period, as required, in a maximum of two enrollment periods (beyond the “warning” term).

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

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

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

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

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

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

D. REGISTRATION FOR MASTER’S PROGRAMS

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

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

To withdraw from a course, the student and the class instructor must complete a withdrawal form and the instructor with the Program Director’s approval must submit it to the NYIT College of Osteopathic Medicine’s Office of Graduate Education for forwarding to the Office of the Registrar.
A withdrawal (W) grade cannot be assigned without submission of the withdrawal form to the Registrar. Students cannot withdraw from classes during the final exam period. The type of withdrawal grade is determined by the date of withdrawal and is assigned as follows below.

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

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

**Withdrawal Schedule:**

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

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

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

The withdrawal period dates are listed in the NYIT [Academic Calendar](#).

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**F. REINSTATEMENT/READMISSION FOR THE M.S. IN MEDICAL/HEALTHCARE SIMULATION**

Students who were not in attendance during spring 2014 semester, attended NYIT College of Osteopathic Medicine within the last five years and did not attend another college will need to rematriculate in their program as follows:

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

Students who were not in attendance during spring 2014 semester, attended NYIT College of Osteopathic Medicine within the last five years or attended another college will need to contact the Office of Graduate Admissions and follow the instructions for rematriculation.

**G. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR THE M.S. IN MEDICAL/HEALTHCARE SIMULATION**

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

1. Maintain a CGPA of 3.00 at all times. The required CGPA is based upon the total number of attempted and earned credits, with the exception of those stated elsewhere in this policy document.
2. Successfully complete 67% of all attempted credits to graduate within 150% of the normal time frame.
H. GRADE APPEAL PROCEEDINGS/STUDENTS ENROLLED IN MASTERS DEGREE COURSES/PROGRAMS

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

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

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

4. Final Appeal
   a. If the student is dissatisfied with the decision of the Program Director, he/she can request a
      review of the decision by delivering a written request to the NYITCOM Associate Dean of
      Academic Affairs, no later than 10 business days following the date of the initial decision
      letter.
   b. Upon receipt of the written request for review, the Associate Dean of Academic Affairs will
      request a summary from the Program Director.
   c. The Associate Dean of Academic Affairs may invite the student to a session to discuss the
      decision.
   d. The Associate Dean of Academic Affairs shall make one of the following determinations in
      regard to the appeal:
      1. Affirm the decision of the Director of Graduate Education.
      2. Overturn the decision of the Director of Graduate Education.

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

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

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

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

M.S. in Medical/Healthcare Simulation students are responsible for ensuring that all degree requirements in effect on the date of their admission / readmission are fulfilled. Errors on degree maps or degree audit advisement records do not constitute a basis for waiving degree requirements. Discrepancies in documents will be addressed by the academic Dean responsible for the program.

The Program Director will review students’ academic records and recommend them for graduation by signing and submitting a degree audit evaluation. The NYIT College of Osteopathic Medicine’s Office of Graduate Education will audit the records of students recommended for graduation and notify the Deans, Chairs and students of the outcomes.

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

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

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

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

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

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

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

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Additional Student Resources
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NYIT BOOK STORE
Salton Hall
Phone: 516.686.7584 Fax: 516.686.6777