

Introduction

UPDATE EFFECTIVE JUNE 1, 2021

The information contained in this handbook is subject to change when it is deemed necessary and acted on by the Executive Council of the [New York Institute of Technology College of Osteopathic Medicine](#) (NYITCOM). Students are advised to check the NYIT College of Osteopathic Medicine website, [Student Resources](#) section frequently for posted policy changes and addendums.

This Student Handbook provides you with information about the official policies and regulations of the NYIT College of Osteopathic Medicine for the 2021–2022 academic year. All students should familiarize themselves with its contents and should follow the policies and procedures outlined in this handbook.

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

Mission

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

Vision

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

Outcomes

NYITCOM is proud to share our outcomes data. We consistently perform well in national licensing examinations administered by the National Board of Osteopathic Medical Examiners. For more information, please see [Outcomes Data](#).

Academic Calendar

CLASS OF 2025 (1ST YEAR)

Orientation	Tuesday, August 3, 2021 – Thursday, August 5, 2021
First Day of Classes	Monday, August 9, 2021
Labor Day (no classes)	Monday, September 6, 2021
Fall Holiday (no classes)	Monday, October 11, 2021
Thanksgiving Break (no classes)	Wednesday, November 24, 2021 – Sunday, November 28, 2021
Winter Break (no classes)	Saturday, December 18, 2021 – Thursday, January 6, 2022
White Coat Ceremony (New York Campus)	TBA
White Coat Ceremony (Arkansas Campus)	TBA
Martin Luther King Jr. Day (no classes)	Monday, January 17, 2022

Presidents' Day (no classes)	Monday, February 21, 2022
Spring Break (no classes)	Saturday, March 19, 2022 – Sunday, March 27, 2022
Memorial Day (no classes)	Monday, May 30, 2022
Last Day of Classes	Friday, June 10, 2022

CLASS OF 2024 (2ND YEAR)

First Day of Classes	Monday, August 9, 2021
Labor Day (no classes)	Monday, September 6, 2021
Fall Holiday (no classes)	Monday, October 11, 2021
Thanksgiving Break (no classes)	Wednesday, November 24, 2021 – Sunday, November 28, 2021
Winter Break (no classes)	Saturday, December 18, 2021 – Thursday, January 6, 2022
Martin Luther King Jr. Day (no classes)	Monday, January 17, 2022
President's Day (no classes)	Monday, February 21, 2022
Spring Break (no classes)	Saturday, March 19, 2022 – Sunday, March 27, 2022
Last Day of Classes	Friday, May 13, 2022

CLASS OF 2023 (3RD YEAR)

First Day of Classes Thursday, July 1, 2021

First Day of Third-Year Clerkships* Monday, July 26, 2021

Last Day of Classes Sunday, May 15, 2022

Students are expected to take COMLEX-USA Level 1 prior to beginning third-year classes, unless otherwise approved.

CLASS OF 2022 (4TH YEAR)

First Day of Classes Monday, May 31, 2021

Last Day of Classes Sunday, May 1, 2022

NYIT College of Osteopathic Medicine Graduation** TBA

NYIT College of Osteopathic Medicine Hooding Ceremony (Arkansas Campus) TBA

NYIT College of Osteopathic Medicine Hooding Ceremony (New York Campus) TBA

Students are required to pass COMLEX-USA Level 1 and COMLEX-USA Level 2 CE as a requirement for graduation.

Non-Discrimination Policy: NYITCOM

PLEASE REFER TO NYIT'S UNIVERSITY-WIDE POLICY ON NON-DISCRIMINATION >

Drug and Alcohol Abuse Prevention Policy: NYITCOM

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

Please note:

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

If a student refuses to submit to such drug testing, or if such drug testing indicates a positive result (not based upon that student's legally obtained prescription drugs), the student, pending the 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; and (ii) will be immediately withdrawn from any current or pending 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 of Student Administration/Student Services in either campus who will attempt to find a solution to the problem.

2. If a satisfactory solution cannot be achieved, the student should then submit a written request for an Information Meeting to the Assistant Dean of Student Administration/Student Services in either campus outlining details of the general grievance.
3. The Assistant Dean will forward the written grievance to the Associate Dean of Student Administration who will schedule a meeting and notify the student of the date and time of the meeting. Please refer to the section in this handbook on [Judicial Bodies](#).
4. Following the meeting, the student will receive written notification of the final solution of the general grievance.

[ACCREDITATION STANDARDS COMPLAINT POLICY >](#)

Accreditation Standards Complaint Policy

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

The American Osteopathic Association
Department of Accreditation
142 East Ontario Street
Chicago, IL 60611
312.202.8174
predoc@osteopathic.org

Family Educational Rights and Privacy Act (FERPA) Annual Notification Policy: NYITCOM

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

Student Criminal Background Checks

All applicants to NYIT College of Osteopathic Medicine will be required to complete a criminal background check as part of the application process.

In addition criminal background checks will be conducted on a need basis during the student's enrollment at the college.

Students applying to or enrolled in the NYIT College of Osteopathic Medicine will also be required to self-report information on any convictions for a felony or misdemeanor, or an outstanding arrest prior to determination on the following forms:

1. AACOMAS application for felony or misdemeanor convictions
2. NYITCOM Supplemental Admissions Application
3. Annual Registration Form, and report these incidents "in-person" to the Associate Dean of Student Administration (for the Long Island campus) or the Assistant Dean of Student Administration (for the Arkansas campus)

Failure of an enrolled student to authorize consent for any required background checks, or failure to provide required information to the college, or submission of false information will be considered a violation of the [Student Code of Conduct](#) and will result in appropriate disciplinary action.

Second Year Student Criminal Background Check Report Requirement: In addition to the initial criminal background check report required for admission to NYIT College of Osteopathic Medicine, all second year students are required to obtain an updated criminal background check report during the second year of medical school. This process (and the timing of the process) will be initiated and paid for by NYIT College of Osteopathic Medicine.

Note: After being contacted by NYITCOM (via email) to initiate the updated criminal background check report process in the student's second year, each student is then required to complete the required background check report initiation process within the time frame outlined by the college. Failure to do so within the required time frame may result in disciplinary action, and the student being required to pay for the updated criminal background check report.

Gender-Based Misconduct Policy: NYITCOM

New York Institute of Technology is committed to providing an educational environment that is free from Gender-Based Misconduct. No form of Gender-Based Misconduct will be tolerated by students, employees, or visitors at NYITCOM.

Gender-Based Misconduct includes sexual assault, sexual harassment, and other forms of nonconsensual sexual activity, as well as stalking and relationship violence. Students have rights and obligations which they should be aware of regarding Gender-Based Misconduct. New York Institute of Technology's [Gender-Based Misconduct Policy](#) applies to all NYITCOM students and is incorporated by reference into this handbook.

Financial Aid

The NYIT Board of Trustees has established the following annual schedule of tuition and fees for 2021–2022:

	CLASS OF 2025 FIRST YEAR	CLASS OF 2024 SECOND YEAR	CLASS OF 2023 THIRD YEAR	CLASS OF 2022 FOURTH YEAR
Tuition	\$60,450	\$60,450	\$60,450	\$60,450
Student Activity Fee	250	250	250	250
Lab Fee	175	175	-0-	-0-
New Technology Fee	375	375	375	375
Simulated Patient Lab Fee	600	600	525	375

Health Care Fee	100	100	100	100
Life/Disability Insurance (variable/annually)	116	126	126	126
Graduation Fee	-0-	-0-	-0-	475
Totals	\$62,066	\$62,076	\$61,826	\$62,151

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

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

M.S. in Academic Medicine: \$685 per credit for applicable cost-bearing courses (Please contact the Office of Pre-Doctoral Academic Medicine Scholarship Program)

Global Health Certificate: \$475 per credit (please contact the Office of Global Health or the Bursar for more information).

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

CLASS OF 2025	CLASS OF 2024	CLASS OF 2023	CLASS OF 2022
FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR

Medical/Dental Insurance \$TBD

\$TBD

\$TBD

\$TBD

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

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

Note: Fees are neither refundable nor transferable.

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

The student must agree to the following:

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

of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Tuition Payment Schedule Policy

GRAD YEAR	FIRST HALF	SECOND HALF
Class of 2022	04/16/2021	11/01/2021
Class of 2023	04/16/2021	11/01/2021
Class of 2024	04/16/2021	11/01/2021
Class of 2025	04/16/2021	11/01/2021

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

There are payment plan agreements available my.nyit.edu. We encourage students to apply for financial aid by March 1.

Students applying for financial aid must complete a FAFSA. You may complete the FAFSA online by visiting studentaid.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 email at bursarow@nyit.edu. Office hours are Monday–Friday, 9 a.m.–5 p.m.

Tuition Refund Policy

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

1. Withdrawal, suspension or dismissal at any time from the date of the student's registration to the day before the first scheduled day of the first half or the second half of the year: 100% refund on the tuition and fees for the billing period.
2. Withdrawal, suspension or dismissal at any time during the first week of the first half or second half of the year: 75% refund of tuition only for the billing period.
3. Withdrawal, suspension or dismissal at any time during the second week of the first half or second half of the year: 50% refund of tuition only for the billing period.
4. Withdrawal, suspension or dismissal at any time during the third week of the first half or second half of the year: 25% refund of tuition only for the billing period.
5. Withdrawal, suspension or dismissal at any time after the start of the fourth week of the first half or second half of the year: no refund.

Fees as outlined in [NYIT College of Osteopathic Medicine Catalog](#) (including \$1500 Enrollment Confirmation Deposit) are not refundable and must be paid.

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

Refunds

If the total amount of Federal Student Aid credited to your student account is greater than your bill, a refund will be automatically generated in 14 days in compliance with federal regulations. All other refunds can be obtained by completing a refund request form obtained online through the Student Service **HUB** or in the Bursar office. Students have an option to sign up for direct deposit, an ATM card, or a manual check at: my.nyit.edu. If no option is chosen the refund will default to a check and will be mailed to the student. It is the student's responsibility to ensure his/her address is updated in the Registrar's Office.

Refunds of Unearned Funds to Direct Loans

In the event of a withdrawal, suspension or dismissal, the student may have not earned all of his/her Title IV funding. If the total amount of Title IV funding assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal,

suspension or dismissal date, the difference between the two amounts will be returned within 30 days to the Title IV programs in the following order:

1. Federal Unsubsidized Direct Loans
2. Federal Direct Grad Plus Loan

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

Satisfactory Academic Progress (SAP) Standards for Title IV Funding For Medical Students

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

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

Unsatisfactory Academic Progress and the Appeal Process

If a student does not meet the SAP standards that are reviewed each academic year, the student will be temporarily suspended prior to dismissal from the NYIT College of Osteopathic Medicine to give the student an opportunity to appeal the suspension/dismissal 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.

The Registrar's Office will notify the Financial Aid Office of the final determination of the student's status:

- The Student Progress Committee (SPC) supports the student's petition, and the Dean decides 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.

- If the student Progress Committee and the Dean do not support the student's petition to return to repeat the academic year, the student is permanently dismissed from the COM. The Financial Aid Office will cancel all future aid and will complete the exit interview process.

Attendance (for SPC purposes) is mandatory for:

1. All activities that require manual or verbal skill development as part of the learning process, such as:
 - anatomy dissection,
 - osteopathic manipulative medicine laboratory sessions,
 - patient interviewing and physical examination skills,
 - other workshop activities, and
2. Learning activities based on group engagement that require all group members to contribute to the learning process, such as:
 - small group case discussions, and team-based learning, and
3. Learning activities that involve patients who are invited to the class to contribute to the educational program, and
4. Other events or activities for which prior notification informs the student of mandatory attendance

Attendance is highly encouraged for all lectures.

Please refer to "[Unsatisfactory Academic Performance in a D.O. Course or Clerkship](#)" for more information.

Student Administration Information

All non-academic aspects of the student experience are coordinated by the NYIT College of Osteopathic Medicine Office of Student Administration. The following offices are part of this unit: Admissions; Financial Aid; Student Life; Student Professionalism-Hearings-Special Projects & Reporting; Student Counseling and Wellness; Equity/Opportunity Programs; Medical Student Performance Evaluation (MSPE); Residency Services and Career Advising; and Registrar.

General Registration:

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

Registration for Elective Courses (Year 1 and 2) for D.O. Students:

- Students registering for elective courses (Year 1 and 2) must complete drop/add forms and submit them to the Office of the Registrar. No additions may be made after the first day of the elective course. Elective courses dropped during the first two weeks of the elective course will be deleted from the student's record.
- Students may withdraw from an elective course up to the midpoint of the course. An elective course from which a student withdraws will be indicated as a W grade on a transcript.

NOTE: You must officially withdraw from an elective course to avoid receiving a failing grade. If you just stop attending the elective course without following the necessary procedure, you will be given a failing grade.

Diploma Application:

- Toward the conclusion of the 3rd year, students will complete a diploma application form specifying the name that will appear on the graduate's diploma. In the 4th year, students are electronically sent a Graduate/Alumni Form, where they will provide the address where the diploma is to be mailed. If a student's name should change at some point during the graduation year at NYIT College of Osteopathic Medicine, all required paperwork must be completed and submitted to the NYITCOM Office of the Registrar no

later than April 30 of the anticipated graduation year. In addition, for a name change to be included in the graduation programs, all required paperwork must be completed and submitted no later than February 28 of the graduation year. If a student has opted out of FERPA directory information and wishes to have his/her name listed in graduation programs, he/she must notify the NYITCOM Office of the Registrar no later than February 28 of the anticipated graduation year.

Photo Release

REVISED ON MAY 28, 2020

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

Change of Campus Location

A student cannot change campus location after their initial enrollment to NYITCOM without approval of the campus dean based on exceptional, hardship circumstances.

Leave of Absence Programs

A student who is attending classes/clerkships and needs to spend a period of time away from NYIT College of Osteopathic Medicine may apply for a Leave of Absence under one of the following three programs: medical/military leave of absence, COMLEX Level I leave of absence, or COMLEX level II leave of absence. The student must be able to return to NYIT College of Osteopathic Medicine in 180 days or less and must be able to resume his or her education at the same point in the academic program that he or she began the LOA. If a student cannot return in 180 days at the same point in the academic program that he or she began the LOA, the student must withdraw. For financial aid purposes, the LOA student is considered to be in

school. Failure to return from the leave by the end of the 180 day period will result in a status of withdrawal, with the first day of the LOA as the date of withdrawal. There is a possibility that the student may owe tuition and fees. In addition, it is required that all health insurance fees for the Leave period be paid prior to the start of the LOA. Prior to the student returning to classes at the end of the LOA period, all outstanding balances must be paid.

Grading

The student will receive grades of W (if passing at the time of Leave approval), WF (if not passing at the time of Leave approval) for the courses/clerkships in progress.

- Note 1: any student granted a Leave of Absence from NYIT College of Osteopathic Medicine cannot take any other graduate courses during the leave period.
- Note 2: if a student qualifies for a Leave of Absence and is on Academic Warning/Probation or any disciplinary status at the time of the request for Medical/Military Leave of Absence, when the student returns to NYIT College of Osteopathic Medicine, he/she will return on Academic Warning/Probation or any disciplinary status.

COMLEX LEVEL I LEAVE OF ABSENCE

It is anticipated that most students will complete COMLEX Level I prior to the start of the third year Introduction to Clinical Medicine Course. Students who do not demonstrate readiness for the COMLEX Level I prior to the start of the third year Introduction to Clinical Medicine Course or who are not successful in passing COMLEX Level I may need to take a Leave of Absence (LOA) to prepare for the next COMLEX exam.

COMLEX LEVEL II LEAVE OF ABSENCE

Students who do not demonstrate readiness for, or who are not successful in passing COMLEX Level II, may need to take a Leave of Absence (LOA) to prepare for the next COMLEX Level II exam.

Applying for a COMLEX Leave of Absence

1. The Student must complete and sign the appropriate Request for a Leave of Absence form (available from the Assistant Dean of Student Administration in either campus). For

a medical/military leave of absence, supporting documentation, such as a letter from the physician (including diagnosis, prognosis, treatment plan and expected leave period including date of return) for medical leaves, must accompany the request form. NYIT College of Osteopathic Medicine may also request a medical assessment by a physician chosen by NYIT College of Osteopathic Medicine prior to approving the leave. The completed request form including the appropriate departmental signatures must be submitted in person on the NYIT College of Osteopathic Medicine campus for approval to the Assistant Dean of Student Administration in either campus. The student will receive notification of the decision to approve or deny the Leave of Absence request.

2. Before a student will be reinstated from any leave, a Request to Return from a Leave of Absence form, which can be obtained from the Assistant Dean of Student Administration in either campus, must be completed with all the appropriate departmental signatures and submitted to the Assistant Dean of Student Administration prior to the scheduled return date. The student will be scheduled for a meeting with the Student Progress Committee. For a medical leave of absence, the student must submit medical clearance from the physician. NYIT College of Osteopathic Medicine may also request a medical clearance from a physician chosen by NYIT College of Osteopathic Medicine prior to approving the Return from a Leave of Absence form.

Please note:

- A student's Request for a Leave of Absence form will not be approved and processed until any pending grade has been posted.
- Any student on a Leave of Absence is considered enrolled not attending for Insurance purposes.
- A Leave of Absence cannot exceed six months in any academic year for financial aid purposes.

Applying for Medical/Military Leave of Absences

Students who need to spend time away from their medical studies for documented medical/military reasons may apply for an Official Medical/Military Leave of Absence (LOA).

1. The Student must complete and sign a Request for a Leave of Absence form (available from the Assistant Dean of Student Administration in either campus). Supporting documentation, such as a letter from the physician (including diagnosis, prognosis, treatment plan and expected leave period including date of return) for medical leaves, must accompany the request form. NYIT College of Osteopathic Medicine may also request a medical assessment by a physician chosen by NYIT College of Osteopathic Medicine prior to approving the leave. The completed request form including the appropriate departmental signatures must be submitted in person on the NYIT College of Osteopathic Medicine campus for approval to the Assistant Dean of Student Administration in either campus. The student will receive notification of the decision to approve or deny the Leave of Absence request.
2. Before a student will be reinstated from any leave, a Request to Return from a Leave of Absence form, which can be obtained from the Assistant Dean of Student Administration in either campus, must be completed with all the appropriate departmental signatures and submitted to the Assistant Dean of Student Administration prior to the scheduled return date. The student will be scheduled for a meeting with the Student Progress Committee. For a medical leave of absence, the student must submit medical clearance from the physician. NYIT College of Osteopathic Medicine may also request a medical clearance from a physician chosen by NYIT College of Osteopathic Medicine prior to approving the Return from a Leave of Absence form.

Please note:

- A student's Request for a Leave of Absence form will not be approved and processed until any pending grade has been posted.
- Any student on a Leave of Absence is considered enrolled not attending for Insurance purposes.
- A Leave of Absence cannot exceed six months in any academic year for financial aid purposes.

Withdrawal 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 Administration at either campus. The official date of withdrawal is the date the form is submitted to the Office of the Registrar. Depending upon the date of withdrawal, the student may be required to repay all or some of the financial aid received. Please consult a financial aid officer for additional information. If all coursework in a particular course is completed and the final exam taken, the student cannot withdraw until the grade for that course is posted.

Reinstatement into NYIT College of Osteopathic Medicine

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). If the withdrawal was for medical reasons, a medical clearance to return is also required.

The Assistant Dean of Student Administration in either campus will notify the student of the decision of the SPC. The student is reinstated on the same academic and disciplinary status that the student was on at the time of withdrawal. A student who has an F grade and/or a WF grade is not eligible for reinstatement unless the withdrawal is based on medical documentation.

Re-Admission to NYIT College of Osteopathic Medicine D.O. Program

If a year has passed since the student's withdrawal, the student may apply for re-admission. At that time, the student must complete and submit an [Application for Re-admission](#), to begin at the start of the next academic year, to the Office of Admissions following the procedures and meeting the eligibility criteria as outlined in the NYIT College of Osteopathic Medicine catalog effective at the time of re-application.

Transferring to Another Medical School

A student may apply to transfer to another medical school by submitting a letter of request accompanied by supporting documentation to the Associate Dean of Academic Affairs, which clearly explains the extraordinary circumstances warranting a transfer. A personal interview with the Associate Dean of Academic Affairs will be scheduled to review the request. If the request is

supported, the student and the medical school into which the student wishes to transfer will receive a formal letter of support from the Associate Dean of Academic Affairs, following direct communication with the Dean of the medical school into which the student is transferring.

Request for Verification of Enrollment/Good Standing

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

Transcripts

Transcripts may be ordered online through the National Student Clearinghouse (NSC). Log in to the Student Service **HUB** via the [MyNYIT Portal](#) to order a transcript or, if you do not have access to the Portal you may order transcripts directly through NSC at getmytranscript.com.

Only unofficial transcripts can be released directly to students. In order for a transcript to be official, it must be sent directly to a third party. If a student has a balance due, the transcript(s) will be withheld. Exceptions due to special circumstances will be made at the discretion of the Office of the Registrar on a case-by-case basis.

Mental Health Initiative

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

A) COUNSELING SERVICES

1. Long Island campus: NYITCOM provides mental health counseling services from licensed professional counselors. Students can schedule appointments directly through the Associate Directors of Counseling and Wellness Services, Kylie Pernice, at 516.686.1328 or kscore@nyit.edu, or Sadia Halim, at 516.686.7636 or shalim@nyit.edu. Their offices are located in the Student Activity Center, Rooms 308 and 309.

2. Long Island campus: NYIT Office of Counseling and Wellness Services has licensed professional counselors to assist students in developing greater self-understanding, as well as strategies for effective problem solving to enhance personal development and academic success. The Office of Counseling and Wellness Services is located on the Long Island campus, Student Activity Center, Room 303, 516.686.7683.

3. Arkansas campus: NYITCOM provides mental health counseling services from a licensed professional counselor. Students can schedule appointments directly through the Associate Director of Wellness Services and Counseling, Tracy Mosbey, at 870.680.8836 or tmosbey@nyit.edu. The counseling office is located in Wilson Hall, Room 414. If a student needs to speak with a counselor after business hours, call the Arkansas State University Police Department at 870.972.2093 and ask them to contact a counselor.

4. Referrals, off campus:

- NYITCOM has a psychiatrist and psychologists available with the Center for Behavioral Health at the Riland Academic Health Care Center (Old Westbury, NY). Students can schedule an appointment with the Center for Behavioral Health by calling Riland Academic Health Care Center at 516.686.1300. Both the Long Island and Arkansas campuses can provide support for referrals to psychiatrists and mental health counselors in the area. Please check with the offices of Student Administration on either campus, or contact the Associate Director of Counseling and Wellness at your campus using the contact information listed above.
- NYITCOM-Long Island is a partner school with the Northwell Zucker Hillside Hospital Behavioral Health College Partnership (BHCP) in Glen Oaks, N.Y. General number: 718.470.8100.

- NYITCOM-Arkansas is a partner school with St. Bernard's Healthcare Hospital in Jonesboro, AR. General number: 870.207.7300. These programs work closely with affiliated colleges to address behavioral health issues impacting students. Inpatient and out-patient services are available at both locations.

B) ADDITIONAL MENTAL HEALTH SERVICES

1. The Standard Life, Accidental Death and Disability Insurance Plans provides the following 24/7 confidential services:

- Telephonic consultation with a Student Assistance Counselor
- Three free sessions with a local counselor
- Website with information on wellness and more

2. Any interested student should contact the Standard EAP by calling 888.293.6948. A counselor will work with the student to assess the initial needs and direct the student to an appropriate, local mental health provider.

3. The [NYITCOM Help Is Here](#) website provides 24/7 mental health resources for students including local hotlines. This mobile friendly site puts vital information and support options at your fingertips, and provides potentially life-saving information to NYITCOM students.

Joint Behavioral Intervention Team (BIT): To support the student Mental Health Initiatives, NYIT College of Osteopathic Medicine has established a Joint Behavioral Intervention Team (BIT) for both the Long Island and Arkansas campuses which meets to track patterns, trends and disturbances of student behavior. The team requests reports from all members of the NYIT College of Osteopathic Medicine community of disrupting or concerning behavior of any student of our community. Please submit all reports to the Associate Dean of Student Administration (maachtzi@nyit.edu) for the Long Island campus, and the Assistant Dean of Student Administration for the NYITCOM-Arkansas campus (kristin.cohen@nyit.edu).

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

Shadowing/Mentoring Experiences

It is a violation of the law and against the policy of the college for any unlicensed person to attempt to engage in the professional practice of medicine or any healthcare related activity. 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 enrolled and participating in a program approved or sponsored by the college.

Student Activities and SGA

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

Student Government Association and 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), and 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 44 student organizations and Student Collective 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 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 and Student Collective.

Office of Student Life Policies

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

Prior approval of the Office of Student Life is needed for an organization to commit the college to participate in a conference, workshop or other program. A written request from the organization must be submitted to the office at least 30 days prior to the event.

Any student wishing to give an extracurricular presentation at an organization meeting must have the permission of the advisor as well as the Office of Student Life. The student must possess a degree in the topic to be presented as well as have a faculty mentor who will assist with and be present at the presentation.

An organization cannot use credit card applications as criteria for membership nor will a credit card be offered by an SGA organization.

Any organization wishing to include financial programming as part of their activities must have such programming approved by the Office of Student Life and the Office of Financial Aid.

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

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

Housing

The NYIT College of Osteopathic Medicine Office of Student Life maintains listings of available housing off-campus (and also on the Arkansas State University campus for NYITCOM-Arkansas students). Housing list requests can be made to the Office of Student Life. All students living in Arkansas State University housing must abide by the policies and regulations as stated in the [NYIT Student Handbook](#), and additionally, relevant policies contained in the [Arkansas State University Handbook](#).

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

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

1. AOA Conference: NYIT College of Osteopathic Medicine will support second year students attending the AOA Conference to provide the students with exposure to the osteopathic profession's annual conference. As such, second year classes will not be scheduled for two days in order to encourage attendance. Applications and financial support for housing will be managed by the SGA and the Office of Student Life.
2. AAO Convention: NYIT College of Osteopathic Medicine will support students attending the AAO Convention as a curricular enhancement by providing additional education in, and exposure to, Osteopathic Manipulative Medicine.
3. New York State Conference: NYIT College of Osteopathic Medicine will support students to attend the New York State Osteopathic Medical Society/Eastern Regional Osteopathic

Conference (EROC) to provide exposure to the New York State Osteopathic Medical Society.

4. Funding provided by the SGA is approved by the Assistant Dean of Student Administration.
5. 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/Office of Student Life Director and the Assistant Dean of Student Administration in either campus prior to finalizing and announcing plans for the trip or event.

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 a short history of the student's performance through three full years of medical school. The MSPE includes both the student's academic performance and professional attributes. MSPE's are composed for each student during the student's third year. The process begins in November of the student's third year and continues until October of the student's fourth year.

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

The Office of Student Services will have all letters completed by the end of September of a student's fourth year in order for letters to be scanned and uploaded for ERAS for the upcoming match. No changes to content will be accepted after July of the student's fourth year. Students are permitted to review and edit letters in the office before transmittal. Appointments to review letters can be made by contacting the Assistant Director for students attending the Long Island campus and the Senior Career Advisor for students attending the Arkansas campus. 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 Zoom appointments.

Residency and Career Services

Residency and Career Services helps each and every medical student achieve success. Through multiple resources, we guide students from first year orientation to graduation with the belief they will excel in residency and beyond. Your achievements will be our reward!

Career Advising

NYITCOM provides career advising to provide students with functional skills and knowledge to assist them in choosing a career specialty to ultimately obtain the residency of their choice. Advisors meet in person and via telephone or Zoom meetings to address topics such as, but not limited to, writing a personal statement, drafting a CV, preparing for residency interviews and the residency application, letters of recommendation, parallel plans, timelines and deadlines, ERAS, specialty requirements, scores for competitive residencies, early matches (ophthalmology, urology and military), and the ACGME Match, SOAP, and scramble processes. In addition, Careers in Medicine (CiM) programs will be offered throughout all four years to assist students in assessing their interests, learning details about the 120+ specialties, comparing their qualifications and positioning themselves to be more competitive to match to a residency.

Students meet with counselors during both day and evening hours for individual counseling and group workshops, some of which are run by practicing physicians representing different specialties. Students who are at risk for potentially not matching due to academic reasons are referred to the academic deans in the COM.

Programs

Residency and Career Services sponsors programs throughout the year for all students—from first year through fourth year. Some of these include: *Getting Involved on Campus*, *Finding the Right Fit*, *Professional Communication*, *Establishing a Professional Identity*, *A Day in the Life of*

*a *** Resident, Military Residency Workshop, Couples Matching Workshop, and a Virtual Residency Fair.*

Electronic Residency Application Service (ERAS)

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

ERAS consists of five components: the web-based site for applicants (called MyERAS), the Dean's Office Work Station (DWS), the Program Director's Work Station (PDWS), the Letter of Recommendation Portal (LoR Portal) and the ERAS Post Office (ERAS PO). ERAS opens in June and can be accessed through the AAMC website. A Token Number is required to access MyERAS for the first time. NYIT College of Osteopathic Medicine students will be sent a Token Number in February so they can access the Personal Information page and the LoR Portal. Once the system opens in June, students can log onto MyERAS using any web browser and begin working on the Application/Worksheet and Personal Statement.

Students are responsible for attaching their ERAS Application, Personal Statement and photo to ERAS, requesting their USMLE and/or COMLEX transcripts and finalizing their letters of recommendation so they can be uploaded by the letter authors. The Office of Student Administration/Residency and Career Services is responsible for attaching supporting documentation (Medical Student Performance Evaluation/MSPE, NYIT College of Osteopathic Medicine transcript) to ERAS. Once received, the supporting documentation is scanned into the student's application and transmitted to the ERAS Post Office. Residency programs are able to download this information by connecting to the ERAS Post Office using their Program Director's Work Station. Program Directors can review, sort and print applications using criteria established by their program.

National Residency Matching Program

NRMP, the Main Residency Match, provides a uniform time for both applicants and programs to make their training selections without pressure. Through the Main Residency Match, applicants may be *matched* to programs using the certified rank order lists (ROL) of the applicants and program directors, or they may obtain one of the available unfilled positions during the Match Week Supplemental Offer and Acceptance Program®. In other words, this determines the final placement into residency programs.

Alumni Association

The NYIT College of Osteopathic Medicine Alumni Association was formally established in 1993. The Alumni Association has continued to grow and develop along with the college. NYIT College of Osteopathic Medicine has over 8,300 (as of May 2021) alumni practicing throughout the United States and in Bermuda, Canada, Grand Cayman Islands, Haiti, Honduras, Israel, Japan, New Zealand, Nigeria, Thailand, and United Arab Emirates, in all areas of medicine.

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

Academic Affairs Information: Academic Policies

Academic Integrity/Honesty Policy: NYITCOM

The foundation of academic work, as well as professional healthcare, is intellectual integrity, credibility, and trust. Academic integrity is a basic guiding principle for all academic activity at NYIT College of Osteopathic Medicine and all members of the college community are expected

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

The NYITCOM academic community endorses the following precepts:

All members of the community shall refrain from...

1. Providing false information for college records, forging or altering college records, or submitting fraudulent documents to the college for admission, enrollment, assessment, evaluation, promotion or graduation purposes.
2. Offering as original effort any report or other written assignment prepared by or purchased from anyone else or used for another course.
3. Committing plagiarism by appropriating all or part of the literary composition of someone else and offering it as their own writing, ideas, or language.
4. Cheating in any form to obtain credit on any assessment, examination, or evaluation related to any college course.

In particular, the following behaviors must be scrupulously avoided:

1. Looking at another student's exam or collaborating on an exam unless expressly permitted.
2. Writing on desks, clothing, body parts, papers (other than paper explicitly provided to students for writing purposes), or any other object during an exam.
3. Possessing or using unauthorized notes, texts, or other aids during an examination, quiz, or other assignment.
4. Discussing, recording or disseminating information related to test items or clinical assessments.

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

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 school and licensing board examinations. Issues such as test security and examinee comfort and safety are high on the list of priorities and are continually under review in order to create a desirable testing environment. The responsibility for minimizing interruptions (e.g. late arrivals) and unnecessary distractions (e.g. noises, constant movement, whispering) ultimately rests with the members of the group taking the test. Professionals are expected to demonstrate respect for the welfare of their colleagues and the established procedures of the institution.

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

ON-SITE EXAMINATIONS

Students are expected to abide by the following:

- 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 by the appropriate academic official and reviewed by an academic dean. The student may be given a score of zero on any exam due to late arrival.
- Students shall bring (to their seats during an examination) only items that they are explicitly directed to bring, such as a laptop or tablet computer and pencil.
- Upon entering the examination room, students must take their seats quickly and quietly. Students may not begin the exam until instructed to do so.
- Prior to beginning specific computerized exams, each student may be provided with a piece of scrap paper with their name on it for use during the exam. The student may not

begin writing on the scrap paper until after they have formally begun to take the computerized exam. This paper must be returned to a proctor when the exam is completed.

- Coats/hats will not be allowed in the seating areas of the examination room. Accommodations will be given for religious headwear.
- In the event that students are taking an examination that makes use of Scantron score sheets, students must ensure that they have filled in their names and their passwords on the Scantron sheets if this information is not preprinted. Students should make sure that they allow time to "bubble in" their answers prior to the end of the exam. When students are told that the exam has ended, they must put down their pencils and hand in their papers as instructed.
- For computerized examinations that require an access code, authorized test-takers will be provided with the code at an appropriate time. Unless explicitly stated otherwise, it is forbidden to share this access code with anyone else, regardless of their status as a member of the class.
- Accommodations approved through the accommodations committee will be provided.
- Food will not be allowed in any examination room. Fluids may be allowed for any examination of four hours or longer.
- Cell phones, smart watches, and other wearable devices are strictly prohibited in the examination room, even if the student has finished taking the exam.
- Students may not bring calculators to examinations.
- The use of personal headphones/ear devices is prohibited during examinations. Earplugs will be made available for students' use.
- To respect and protect the test-taking environment, students who remain in the testing environment for whatever reason after finishing the exam must refrain from engaging in any conversations as long as others are still working on the exam.
- After leaving an examination room, students should not participate in conversations in the immediate area outside the examination room while an examination is in progress.
- Students shall not discuss details of any exam with classmates.

OFF-SITE EXAMINATIONS

Students are expected to take their exams in an environment similar to an on-site examination and to abide by the following:

- Students are required to begin exams at the designated start-time for examinations. Start times are monitored and infractions will be addressed by the Office of Academic Affairs. The student may be given a score of zero on any exam due to a late start of the examination.
- Students shall only use items that they are explicitly directed to utilize, such as a laptop or tablet computer and pencil.
- For computerized examinations that require an access code, authorized test-takers will be provided with the code at an appropriate time. Unless explicitly stated otherwise, it is forbidden to share this access code with anyone else, regardless of their status as a member of the class.
- Accommodations approved through the accommodations committee will be provided.
- Use of cell phones, smart watches, and other wearable devices are strictly prohibited during an examination, unless otherwise indicated.
- Students shall not discuss details of any exam with classmates.

Laptop Borrowing Policy for Medical School Exams

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

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 breastfeeding.

A student who is or expects to be pregnant or breastfeeding at the time of the student's scheduled participation in anatomy labs must inform the anatomy department. The student should consult with her physician before selecting one of the following three options:

1. The student may participate in lab activities and exams by submitting a Waiver and Release Form stating that she understands and assumes the risks of participation. The form will also require a signature by the student's physician acknowledging that the physician has discussed the risks with the student. At the student's request, additional accommodations may be provided, if reasonably feasible, in consultation with the Office of Academic Affairs and the anatomy department.
2. The student may elect not to continue in the main curriculum and participate instead in a faculty-approved alternative series of exercises in place of dissection and other lab activities. These exercises are conducted outside of the anatomy lab area. All other curriculum requirements (lectures, etc.) remain unchanged.
3. The student may apply for a [medical leave of absence](#).

Attendance Policies for the D.O. Program

Attendance is mandatory for:

1. All activities that require manual or verbal skill development as part of the learning process, such as:
 - Anatomy dissection/prosection
 - Osteopathic manipulative medicine laboratory sessions
 - Patient interviewing and physical examination skills
 - Other workshop activities
2. Learning activities based on group engagement that require all group members to contribute to the learning process, such as:
 - Small group case discussions
 - Team-based learning
3. Learning activities that involve patients who are invited to the class to contribute to the educational program

4. Other events or activities for which prior notification informs the student of mandatory attendance

D.O. Dress Code and Professional Behavior

Osteopathic Medical Students are expected to dress and act in a professional manner. To optimize the learning experience and develop diagnostic and therapeutic manipulative skills, students must dress and behave according to the guidelines prescribed by the following technical standards for appropriate attire for a variety of laboratory sessions whether in person or in a virtual setting. Adherence to this policy is mandatory; failure to adhere to this policy may result in disciplinary action. Professional demeanor includes arriving for scheduled events on time, following directions, and treating others with respect and dignity. Students are expected to adhere to proper hygiene habits. NYITCOM faculty may deny participation in the learning exercise or examination if the student's attire is deemed inappropriate or in violation of the following policies.

A. OMM LABORATORY DRESS CODE POLICY

- Students must wear clothing that allows skin exposure of the neck, abdomen, spine, posterior superior iliac spine (PSIS), knees, ankles, and feet.
- It is expected that undergarments will be worn under 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 as to not impair palpation or cause discomfort or injury to peers and patients. Additionally, artificial nails should not be worn as these may contribute to the transmission of certain healthcare-associated pathogens.
- 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, or another appropriate covering.
- The dress code applies to all OMM laboratory sessions and examinations.
- Students are not to chew gum, eat candy or bring any food or drinks to the laboratory.

B. DPR LABORATORY DRESS CODE POLICY

- Students are required to adhere to the OMM dress code policy above, and are required to wear their white coats. In addition, students may be required to provide access to additional regions of the body for examination and practice of physical examination skills.

C. ANATOMY LABORATORY DRESS CODE POLICY

Proper attire for the anatomy lab is defined as follows:

- A dedicated set of scrubs, to be worn only in the anatomy lab. These may be worn over warmer clothing if scrubs alone are not warm enough.
- Closed-toed shoes. Absolutely no open-toed shoes or sandals are permitted.
- Students shall confine long hair and secure loose clothing and jewelry before beginning lab.
- Because contact lenses and cosmetics can absorb chemical vapors, we recommend that they not be worn in the lab.

D. INSTITUTE FOR CLINICAL COMPETENCE (ICC) PROFESSIONAL DRESS CODE AND DEMEANOR POLICY

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

- **Dress Code for the Standardized Patient (SP) ICC Sessions:** Professional attire is required of students during their time in ICC events, whether in person or in a virtual setting. For these exercises and for evaluations, students must wear a white coat and dress in a manner that is appropriate and that is befitting a physician. Students will not be permitted to work with Standardized Patients in any ICC event if they are wearing jeans, street clothes, scrubs, sneakers, flip flops, sandals, etc. Students who present to

an activity, whether in person or virtual, without professional attire will be denied access to the session and may receive no academic credit for that activity.

- **Dress Code for the Robotic Simulator or 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. Students must wear closed-toed shoes.

Make-Up Examination/Quiz Policy

Students who are unable to sit for, or complete, a formally scheduled examination may appeal to the Assistant Dean for Education Operations (for Long Island campus students) or the Director for Academic Affairs (for NYITCOM-Arkansas campus students) for permission to take a make-up exam.

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

Students who repeatedly request make-up examination dates, may be subject to review by the Office of Academic Affairs.

Academic Advisement

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

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

Additionally, each student is assigned a faculty member who will serve as their advisor and mentor through training at NYIT College of Osteopathic Medicine.

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, she/he may participate in research and other programs leading to articles which are acceptable for publication. Students are subject to the same rules and expectations as the faculty regarding scientific ethics and honesty in the publication of such material.

For further information, contact the Office of Research.

D.O. Program Research/Enrichment Hiatus

A student who chooses to spend a period of time away from NYIT College of Osteopathic Medicine to complete an approved research project or graduate program may apply for a NYITCOM research/enrichment hiatus. The hiatus will be granted only at the end of a specific year of study. The student's participation in the research or graduate program must not exceed one academic year.

Research Hiatus

The student must be accepted into a research program that is approved by the Office of Research. The letter of application must list:

1. The specific dates of the time period the student will be absent from the educational program (date of beginning and anticipated date of return to NYITCOM from research hiatus)
2. The name of the research project's Principal Investigator (PI)
3. The location where the research project is located

The student must also submit a research proposal. The proposal for a research hiatus should be in the format of a grant application: Specific Aims (1 page), Background (2–3 pages),

Preliminary Data (if any; 1–2 pages) and Experimental Approach (3–5 pages). Please contact the Office of Research to obtain further guidance in writing the research proposal.

NOTE: Submission of an initial draft of the research proposal for requesting a research hiatus must be received by the Associate Dean of Research no less than two (2) months prior to the end of that academic year preceding the proposed research hiatus. The final research proposal for requesting a research hiatus must be received and approved by the Associate Dean of Research no less than one (1) month prior to the end of that academic year preceding the proposed research hiatus. The process from initial to final proposal typically requires 1—3 months so please start the process early.

ENRICHMENT HIATUS

The letter of application must list:

- The specific graduate degree program and institution offering the degree program
- Verification that the program can be completed during the hiatus year
- Reason for applying to enroll in that graduate program

Application Process

Applications for a research or enrichment hiatus must be submitted to the Associate Dean of Student Administration and approved by the Student Progress Committee (SPC). The Committee will meet with the student, review all submitted documentation as well as the students' academic record at NYITCOM before making a decision regarding approval. The student must be in good standing and must have successfully completed all courses and associated exams up to and including the date of filing the letter of application. In order to have a meeting scheduled with the Student Progress Committee, the student must submit the letter of application with required documentation at least four months prior to the beginning of the requested hiatus period.

NOTE: Students applying for a research/enrichment hiatus between Years 2 and 3 must have taken COMLEX I before receiving approval. Students applying for a hiatus between Years 3 and 4 may take COMLEX II CE either before beginning the hiatus period or after returning in Year 4.

Return from a Hiatus Process

At least 60 days prior to the anticipated time of readmission to the regularly scheduled NYITCOM academic program, the student must submit a letter to the Associate Dean of Student Administration for the NYITCOM Student Progress Committee declaring his/her intent to return and the anticipated date of return. At the conclusion of the research hiatus, the student must submit written verification of participation for the year in the approved program from the administrator of the research facility and proof of a research project. The student must also submit to the Office of Research a final report in the form of a proposed manuscript: Abstract (1 page), Introduction (1 page), Materials and Methods (2 pages), Results (2–4 pages) Discussion (1–3 pages). At the conclusion of the enrichment hiatus the student must submit proof of the successful completion of the graduate degree program

For financial aid purposes during the research/enrichment hiatus period, the student's status will be listed as "Withdrawn" and the student will not be eligible to receive any type of financial aid from NYITCOM.

Reasonable Accommodations and Documentation: NYITCOM

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

Role of the Disability Services Coordinator:

- Serve as an advocate for students with disabilities to ensure equal access
- Represent the interest of students on relevant campus committees

- Provide information to students about disability services available on campus and how to access them
- Maintain confidential records that document the disability and the plan for the provision of appropriate accommodation
- Assist and encourage students to assume the role of self-advocate
- Coordinate and oversee appropriate accommodations and delivery of these accommodations

Definition of an Individual with a Disability:

As defined by the Americans with a Disability Act, an individual with a disability is:

- A person who has a physical or mental impairment which substantially limits one or more major life activities
- A person who has a record of such impairment
- A person who is regarded as having such an impairment

Admission Requirements

Admission requirements for students with disabilities are the same as for all other students. It must be understood that accommodations for disabilities are meant to facilitate educational opportunities. Admission to the college and accommodations do not guarantee success. NYIT does not offer students with disabilities the following:

- Diagnostic evaluation for disabilities
- Special classes
- A reduced standard for academic performance
- Exemption from graduation requirements
- Credit for effort in place of demonstrated competence in the content

Animal Assistance

Please refer to NYIT's university-wide [Assistance Animal Policy](#).

Eligibility for Services

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

Cheryl Newman is the Disability Services Coordinator. You may contact her at cnewma02@nyit.edu or at 516.686.1446.

Students enrolled at the Arkansas site may receive guidance on the accommodations process from Amy Moody-Qualls by contacting her at amoodyqu@nyit.edu or at 870.680.8836.

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. The review of new accommodations requests takes place once per month. Documentation must be received by the Disability Services Coordinator at least five business days prior to the scheduled monthly review date for the request to be considered during that month's review (see Disability Services Coordinator for upcoming monthly review dates). Only in cases where there has been a new diagnosis will a new request be considered outside this schedule.

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

A complaint concerning alleged discrimination or harassment by employees, students or third parties may be made orally or in writing, and should include the complainant's name and address, and briefly describe the alleged violation of NYIT policy or law. Address complaints to:

Tiffani Blake
Deputy Title IX Coordinator
Assistant Provost, Student Engagement and Development
New York Institute of Technology
Student Activity Center, Room 205
Old Westbury, NY 11568
516.686.1488
tblake@nyit.edu

A complaint should be submitted within 14 calendar days after the complainant becomes aware of the alleged violation.

An investigation will be conducted, as may be appropriate, by the Assistant Dean of Educational Operations on the Long Island campus or the Assistant Dean of Student Administration on the Arkansas campus. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to present witnesses and evidence relevant to the complaint.

The relevant assistant dean will make a written determination as to the validity of the complaint and a description of the resolution, if reasonably possible within 14 calendar days after receipt of complainant's submission. The determination will be sent to the complainant and the respondent.

The Assistant Dean of Educational Operations shall maintain the files and records relating to the complaints filed on the Long Island campus and the Assistant Dean of Student Administration for the Arkansas campus shall maintain the files and records relating to the complaints filed on the Arkansas campus.

The complainant and respondent can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 5 calendar days to the Associate Dean of Academic Affairs, Serota Building, Room 234, 516.686.1276. A written determination shall be issued by the Associate Dean of Academic Affairs, and forwarded to the complainant and the respondent within 10 calendar days after the request for reconsideration.

If a grievance is against the Assistant Dean of Educational Operations of the Office of Academic Affairs, or the Assistant Dean of Student Administration for the Arkansas campus, this grievance procedure is followed except the complaint should be submitted to the Associate Dean of Academic Affairs and the request for reconsideration should be submitted to the Dean of the Medical School or his/her designee.

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

New York Institute of Technology College of Osteopathic Medicine will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on complainants and others, if appropriate.

This grievance procedure 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 Osteopathic Medicine complies with applicable regulations.

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

Important:

Grievants not enrolled in the College of Osteopathic Medicine must follow the procedure contained in the [New York Tech Student Handbook: U.S. Edition](#) as the above procedure applies only to students actively enrolled in the College of Osteopathic Medicine.

Grading System and Policies

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

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

1. Successfully complete all their courses/clerkships/required seminars each year;
2. Complete the D.O. degree requirements within six years (150% of the standard four years) of the first day of attendance. Exceptions may be made for periods when the student may be withdrawn from the College.

Grades for Doctor of Osteopathic Medicine Degree

H – Honors

HP – High Pass

P – Pass

F – Fail

I – Incomplete

S – Satisfactory

U – Unsatisfactory

WA – Withdrawn, Administratively

W – Withdrawn, Passing

WF – Withdrawn, Failing

TC – Transfer Credit

AC – Assessment Credit

Definitions

***(H) Honors** – Awarded to students whose performance is determined to be in the top 10% of the cohort of students enrolled in the course for 500-level and 600-level courses (or as otherwise specified in the course syllabus); Awarded to students who attain a minimum COMAT standard score of 115 and a minimum Overall Student Performance Evaluation Score of 6 in 700-level courses (or as otherwise specified in the course syllabus).

***(HP) High Pass** – Awarded to students who attain a COMAT standard score between 110 and 114 and a minimum Overall Student Performance Evaluation of 6 in 700-level clerkship courses (or as otherwise specified in the course syllabus).

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

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

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

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

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

Grade Notation

The grades of I (Incomplete) and U (Unsatisfactory) are interim grades and change to a grade of P (Pass) when the requirements for passing are successfully completed within the allotted time frame or to a grade of F (Fail) if the student is unable to successfully complete the requirements for passing within the allotted time frame. Grades of I and U will be automatically changed to a grade of F (Fail) if the student does not complete the work before the start of the academic year following the assignment of the I or U grade. In some instances, a grade of I (Incomplete) may also change to a grade of H (Honors) or HP (High Pass) as a result of completed assignments/activities meeting the corresponding grade standards (unless otherwise specified in the course syllabus).

All students are expected to adhere to the professionalism standards set forth by NYITCOM at all times. Failure to do so may result in unsatisfactory academic progress.

*Note: The Honors grade (H) and High Pass grade (HP) do not apply to the 800-level courses unless otherwise specified in the course syllabus. In addition, High Pass grade (HP) does not apply to 500 and 600 - level courses.

Therapeutic Relationship and Grading

Any health professional providing health services via a therapeutic relationship, must recuse themselves from the academic assessment or promotion of the student receiving those services.

Any student who is being assessed by a clinical faculty member who is also their healthcare provider, and the faculty has not already recused themselves, will be granted an alternative pathway for completing the assessment where no conflict of interest exists, by making a formal request to the Associate Dean of Academic Affairs.

Any clinical faculty who is a member of the Student Progress Committee, Behavioral Intervention Team, and/or Student Professionalism and Ethics Board, and the healthcare provider to a student the committee is assessing must recuse themselves from all deliberations related to that student.

Clinical Rotation Policies

Attendance

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

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

Students **MUST** attend the first day of the clinical rotation. Any exceptions to this requirement due to extenuating circumstances must be approved by the Assistant Dean for Clinical Education or the Office of Academic Affairs.

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

PLANNED ABSENCES

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

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

1. Sit for/participate in a COMLEX-USA Level I and Level II CE exam
2. NYITCOM scheduled OSCE
3. Residency program interviews
4. Any other event required by NYITCOM

CLINIC

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

ABSENCES FOR COMLEX-USA LEVEL I AND LEVEL II EXAMINATIONS

Students are permitted to be absent one day of a rotation to take the COMLEX-USA Level I and the COMLEX-USA Level II-CE. All absences must be cleared through the hospital or preceptor.

ABSENCES FOR RESIDENCY INTERVIEWS

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

HOLIDAYS

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

CALL SCHEDULES

Students are expected to take calls as specified for the clerkship. Calls should be no more frequent than every third night; however, at the same time, it is important to try to maintain the continuity of the team on the ward.

Students on sub-internships should plan to rotate with the team on the same schedule as interns and residents. Calls should be equivalent to that of applicable house-staff, and no more frequent than every third night. Days off for residency interviews during a sub-internship are at the discretion of the hospital.

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

Clinical Rotation Dress Code

- Students are to wear clean, white NYITCOM clinic jackets with a name tag, and otherwise dress in a manner befitting a physician. Some affiliate hospitals may have additional dress codes, and NYITCOM students are expected to conform to these general hospital policies.
- Scrub suits are provided by the hospitals for services that require such attire.

- Students are to wear, prominently displayed, identification badges/cards in accordance with hospital rules—clearly indicating their status as students.
- In all patient interactions, students should introduce themselves as "Student Physician (Name)."

Scheduling of Rotations

For the 2021–2022 academic year, all third-year core rotations are scheduled by the Office of Academic Affairs. Please refer to the clerkship manual for details regarding requirements within these rotations and all other curricular requirements within the third year. Any change to a student's clerkship schedule must be approved by the Assistant Dean for Clinical Education (for the Long Island campus) or the Director of Clinical Education (for the Arkansas campus).

Fourth-year requirements include the following:

1. The first block rotation of fourth year for all students will be an independent study block. Those students who wish to opt out of that rotation must first gain approval through the Office of Academic Affairs.
2. Students are required to complete all assignments related to the Osteopathic Principles and Practice curriculum.
3. One (1) four-week rotation in Ambulatory Primary Care (if not completed in Year 3) with an approved physician must be in an office, clinic, or affiliated site from the list posted on Akila.
4. One (1) four-week rotation in Emergency Medicine (if not completed in Year 3) which must be done at a hospital that has an emergency medicine department.
5. Eight (8) elective rotations* may be done in any field, including, but not limited to the specialties listed below, at an approved hospital, doctor's office, ambulatory site, clinic, or NYITCOM affiliate site. (** Eight elective rotations if prior approval was received to complete both Emergency Medicine and Ambulatory Care rotations in Year 4*)
 - One (1) four-week selective may be used as an abroad rotation. This must be approved by the Director of the Center for Global Health.
 - Two (2) four-week selectives may be used as research rotations. Please contact the Office of Research for information about the application process and requirements for completion of the research rotation(s).

6. Pairs of Two Week Rotations: A maximum of two pairs of two-week rotations (8 weeks in total), are permitted to complete two of the nine elective requirements, provided that this meets the following requirements:
 - Each pair must be done consecutively, but not necessarily at the same site.
 - Each pair must be in a related field of medicine.
 - Upon completing one pair of two-week rotations (four weeks in total), students will receive a final grade that reflects an average of the two overall scores.
7. If students do not have a pair of two-week rotations (four weeks in total) confirmed 30 days in advance of the next rotation start date, they will be required to withdraw from the scheduled two-week rotation or use that time as their "Pause." If a pause is not available, their graduation may be delayed.

ONE CREDIT, THREE CREDIT, AND FIVE CREDIT ROTATIONS

There are opportunities for students to complete clerkships that are not the traditional four weeks in length. With the approval of the Assistant Dean for Clinical Education (Long Island Campus) or the Director of Clinical Education (Arkansas Campus), students will be able to complete one-week, three-week, and/or five-week clerkships. Students must consult with the Office of Clinical Education if they are interested in pursuing these rotations.

Osteopathic Manipulative Medicine: OMM is integrated throughout the third and fourth year. Details are provided in the respective Clinical Clerkship manuals.

TYPES OF SCHEDULING

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

1. **Affiliated Sites/Hospitals:** Depending on the site, scheduling may be done by the student or by NYITCOM.
 - Student Scheduled: The student will schedule rotations directly with the site. The student may contact the hospital by phone or email (please check for contact information on Akila or online at the Institution's site). This can be done to satisfy one or more Elective Rotation requirements or the Ambulatory Care or Emergency Medicine requirement. The first step is to confirm with the hospital/site that the rotation(s) is available. Once the rotation(s) is confirmed, the student will send a completed Rotation Confirmation Form (available on

Akila) by email to comacademics2022@nyit.edu informing NYITCOM the name, location and dates of the rotation. The student will be required to obtain and send any required supporting documents to the rotation site, including the Letter of Good Standing which will also be posted on Akila. Once NYITCOM receives a completed Rotation Confirmation Form from the student, the rotation is confirmed. The student must verify all rotation requirements with the rotation site. Students may change their schedule provided that they adhere to the 30-day cancellation policy.

- NYITCOM Scheduled Long Island Campus Affiliated sites: Please see the list of NYITCOM scheduled affiliated sites listed in Akila in the Affiliated Clinical Sites section.

2. **Outside Preceptor Rotations:** The student may choose to complete a rotation with a Doctor's Office to satisfy an Elective rotation requirement and/or the Ambulatory Care rotation: In order to complete an outside rotation with a doctor's office for ELECTIVE credit, first confirm the doctor's availability for the entire four-week period. Once the doctor accepts the student, the student will send a Letter of Good Standing (found on Akila) to the Doctor's Office. Once the Doctor's Office has received both the signed Letter of Good Standing and a Rotation Confirmation Form, (found on Akila), the doctor signs off on the rotation confirmation and returns the form to NYITCOM, Office of Clinical Education. Once the signed Rotation Confirmation Form is received, the rotation is confirmed. In order to complete an outside rotation with a doctor's office for AMBULATORY CARE ROTATION credit, students must use a physician on the approved list posted on Akila. Students may change their schedule provided that they adhere to the 30-day cancellation policy.
3. **Outside Rotations: Non-Affiliated Non-VSLO (Visiting Student Learning Opportunities Program):** Students may choose to complete a rotation with a non-affiliated hospital that is not a part of the VSLO system in order to satisfy one or more Elective Rotation Requirements or the Emergency Medicine requirement. Students will apply directly with the hospital of choice. The student should start by contacting the hospital to make sure there is availability. If there is, please submit the needed documents including the Letter of Good Standing, malpractice insurance certificate, and any required hospital application. Once the rotation is confirmed by the hospital, please submit a completed signed Rotation Confirmation form to comacademics2022@nyit.edu. Upon confirmation

of a specific Non-VSLO rotation, students MUST email comacademics2022@nyit.edu to notify NYITCOM, Office of Clinical Education of the schedule update. Students may change their schedule provided that they adhere to the 30-day cancellation policy.

- Please note that hospitals may require the school to complete portions of the application. If this is the case, please send the application, along with specific instructions to comacademics2022@nyit.edu. Please allow at least 10 business days for processing of the forms.
- Additionally, NYITCOM must have a contractual agreement with the outside hospital. If contracting is needed, please have the facility email comacademics2022@nyit.edu. Contract completion will require at least 30 days and up to 90 days to complete.

4. **VSLO (Visiting Student Learning Opportunities Program) Applications:** Students may choose to complete a rotation with a VSLO hospital to satisfy one or more elective rotation requirements and/or the Emergency Medicine requirement. To apply to a hospital that uses VSLO, the student must first upload all required documents to the VSLO system. Students are responsible for submitting all their certifications for verifications. NYITCOM does not keep track of updated documents. If students update a particular document, they must notify NYITCOM as the school is unable to track this. Upon confirmation of a specific VSLO rotation, students MUST email comacademics2022@nyit.edu to notify NYITCOM of the schedule update. Students may change their schedule provided that they adhere to the 30-day cancellation policy.
- Please see the VSLO Handout on Akila and the VSLO instructional information for specific required documents. NYITCOM will verify student status and upload documents, once a student submits their first VSLO application. NYITCOM will not release an application in an already scheduled/accepted rotation slot.

SCHEDULING RESPONSIBILITY

It is the student's responsibility to:

1. Make all arrangements and confirm specific dates with individual preceptors and/or clinical training sites as detailed in this manual; and
2. Complete the necessary scheduling paperwork for Clinical Electives and time off; and
3. Confirm that all rotations are four weeks in length, where applicable.

Note:

- Students MAY NOT do more than one rotation with the same physician unless approved by the Office of Clinical Education 30 days in advance of the rotation.
- Students must communicate their slot intention NO less than 10 business days before the rotation start date.

SCHEDULE CHANGES

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

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

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

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

Clinical Education Responsibilities

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

1. Students must adhere to the site's requirements related to any medical documentation, including Electronic Medical Records (EMR);
2. Under direct supervision of a licensed healthcare professional, medical students may take histories and/or perform physical examinations and enter their findings in the patient's chart; in accordance with training institution policy;
3. Students may perform procedures under direct supervision of a licensed health care professional in accordance with criteria established by the training institution;
4. The histories and physicals done by the clinical clerks should be reviewed by the attending and/or supervising physician and, as an educational modality, be reviewed with the clinical clerk for constructive feedback;
5. It is encouraged that the physical examinations performed by the student include an osteopathic structural evaluation of the patient;
6. Clinical clerks shall not write any patient orders, prescriptions for medications and/or devices, or anything requiring the authority of a physician;
7. Clinical clerks are to abide by all specific departmental regulations of the training institution; and
8. If permitted by the training institution, progress notes may be written by the clinical clerks under direction of the attending or supervising physician and in accordance with the policies and procedures of the training institution.

Osteopathic Manipulative Medicine

Clinical clerks are encouraged to participate in the utilization of osteopathic manipulative treatment when ordered. This treatment shall be applied under the direction of an attending or supervising physician (D.O. or M.D.).

Educational Accountability

Students encountering a problem during a clinical clerkship at a hospital or clinical site should immediately contact their direct supervisor and then follow up with the NYITCOM Office of

Academic Affairs. The appropriate NYITCOM institutional official may directly intervene or suggest appropriate hospital-based authorities to resolve the problem, as needed.

Evaluation

Each preceptor evaluates the student's progress and performance during clinical rotations. It is the student's responsibility to take the following steps:

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask the preceptor to complete and sign the Student Performance Evaluation Form.
3. Ask each preceptor to schedule an exit conference to discuss the completed Student Performance Evaluation Form at the end of a clinical rotation.
4. Ensure that each preceptor returns the Student Performance Evaluation Form to the NYITCOM Office of Academic Affairs within two weeks after the completion of every clinical rotation.

In addition, for Third Year Rotations, students must submit all other assignments including, but not limited to, OMM Logs, Technology Mediated Cases, (e.g. Aquifer etc.) for each clinical rotation as specified.

Student Performance Evaluation Forms

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

Only one official evaluation form should be completed by the designated clerkship preceptor or attending physician. If multiple individuals (attending physician, residents, interns,) were involved in the teaching/learning experience, the designated preceptor must complete and submit a "composite" evaluation that considers input from all contributing instructors. The completed form, with composite grade and comments should be sent to NYITCOM. This may be

done by submission through E*VALUE, fax or email. An official composite form completed by an intern or resident is not an acceptable substitute for the designated preceptor's evaluation.

The student must receive an overall passing score (a 4 or greater on the Student Performance Evaluation Form) from the preceptor in order to receive academic credit for the rotation, and meet all clinical clerkship attendance requirements.

Third-Year Rotation Exams

On the last Friday of each rotation listed below, the student must complete the NBOME Comprehensive Osteopathic Medical Achievement Test (COMAT), an online, 125-item, 150-minute post-rotation exam that covers the diagnosis, treatment, and prevention of diseases and conditions as noted on the [NBOME website](#). A separate OMM COMAT exam in the area of OPP/OMM will be scheduled by the Office of Clinical Education during the third year.

Post rotation exams are required for the following assigned rotations:

- Family Medicine (NBOME/COMAT)
- Internal Medicine (NBOME/COMAT)
- Surgery (NBOME/COMAT)
- Pediatrics (NBOME/COMAT)
- Obstetrics/Gynecology (NBOME/COMAT)
- Psychiatry (NBOME/COMAT)
- Emergency Medicine (NBOME/COMAT)*

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

*Recommended, but not required at the Long Island site

NOTES: (1) Under extenuating circumstances, the Associate Dean of Academic Affairs may approve alternate arrangements. (2) The COMAT STANDARD SCORE does not denote a **percentage score** (i.e. a score indicating the number of correct responses out of 100 potential questions). Rather, it is a **calculated score**, based upon the performance of all other exam participants. A standard score of 90 represents a performance score that is 1.0 standard deviations below the mean score for all candidates who took that particular examination.

Core Clinical Competencies Seminar III (CCC700): Completion of CCC700 is required for promotion to year 4.

Other Evaluation/Feedback Methods

HOSPITAL VISITS BY ACADEMIC AFFAIRS

Student feedback plays an important part in the overall assessment of the curriculum at NYITCOM. The designated institutional administrative staff will conduct periodic on-site visits to each NYITCOM Affiliated hospital to meet with students to:

1. Solicit information regarding the quality of clinical rotations and general clinical education experiences/opportunities;
2. Discuss the adequacy of available resources for implementing the overall Year 3 and Year 4 clinical and didactic program at each hospital;
3. Obtain feedback about the type of curricular changes needed to improve all components of the curriculum;
4. Provide an update about pertinent events happening at the college.

Information compiled from these meetings is shared with the Assistant Dean for Clinical Education, the Designated Institutional Officer, and the Associate Dean for Academic Affairs to be used for program improvement. Reports of these meetings may be shared with the NYITCOM Curriculum Committee.

Miscellaneous Clinical Education Policies

MEALS, PARKING, TOLLS, FEES

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

STUDENT HEALTH

To comply with the requirements of Section 405.3 of the New York Code of Rules and Regulations, the college requires each student to provide proof of physical examination, including updated immunizations and Quantiferon Gold test or PPD, prior to commencing clinical clerkships. **Some hospitals require additional blood and/or urine tests**, that may include drug screening, which can be performed at the NYITCOM Academic Health Care Center (AHCC). All students will be offered the opportunity by the college (free of charge) to be

vaccinated with a Hepatitis-B vaccine. Students who refuse the vaccine will be asked to sign a declination form.

Students should be aware that some hospitals will not allow students who decline recommended/required vaccinations to participate in their training programs.

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

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

ADVERSE CLINICAL INCIDENTS

It is the responsibility of the student to report all needle sticks or exposures immediately, but no later than 24 hours after the incident, to the Hospital Infection Control Coordinator or employee assistance program. All laboratory tests should be performed immediately after the incident at the hospital site. The hospital is entitled to reimbursement from students and/or their health insurance.

Ongoing diagnostic follow-up will likewise be required. If indicated, ongoing treatment may also be necessary.

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

All Adverse Clinical Incidents including, but not limited to needle sticks that occur at any rotation site must be reported to the Office of Academic Affairs to Shannon McCartan at smccarta@nyit.edu for the Long Island campus or Ben Woodruff at ben.woodruff@nyit.edu for the Arkansas campus, and NYIT's Director of Risk Management Jordan Thompson at

jordan.thompson@nyit.edu. Both the completed NYITCOM Adverse Incident Form and a copy of reports filed at the hospital or site on the day of the incident must be submitted within 24 hours.

MALPRACTICE INSURANCE

Each student officially enrolled in the NYITCOM training program and performing in a supervised clinical placement is covered by the college's Professional Liability Insurance, which provides for the following:

- Arkansas – Group coverage of \$1,000,000 per medical incident, subject to an annual aggregate limit of \$3,000,000
- Long Island – Group coverage of \$2,300,000 per medical incident, subject to an annual aggregate limit of \$10,000,000

Grade Appeal Proceedings for the D.O. Program

Filing of Course Grade Appeal

A. INITIAL APPEAL

1. Any student who feels their assigned grade for a NYITCOM course is incorrect or undeserved is encouraged to discuss the concern personally with the course or clerkship director or clinical preceptor, as applicable.
2. Reasons for questioning a course grade assignment are limited to evidence of the following:
 - inconsistent application of published requirements for achieving a passing grade
 - arbitrary or capricious assignment of the course grade
3. The student may, within five (5) business days of the posting a score or course grade, file with the Office of Academic Affairs (the Associate Dean for Academic Affairs, or the Assistant Dean for Clinical Education), a written course grade appeal identifying and explaining the reason for requesting a review of his/her grade.

4. Within five (5) business days of the receipt of the appeal letter, the appropriate dean (the Associate Dean for Academic Affairs or the Assistant Dean for Clinical Education) will meet with the student to examine the course grade appeal.

B. INVESTIGATION AND DELIBERATION

1. The designated academic official will investigate the course grade appeal further by communicating with the appropriate department chair or course/clerkship director, clinical preceptor and/or the appropriate hospital director of medical education to obtain the pertinent documentation.
2. After reviewing the pertinent documentation, the designated academic official will decide on one of the following courses of action:
 - deny the student's appeal for a grade change, and notify the student in writing of his/her decision within five (5) business days of the meeting with the student; OR
 - accept the student's appeal for a grade change and inform the appropriate site dean of this action
3. The designated academic official will notify the student in writing of his/her decision within five (5) business days of the meeting with the student.
4. The designated academic official will notify the appropriate department chair/course director, clinical preceptor and/or the appropriate hospital director of medical education of the decision.

Note: The designated academic official's decision must be based upon the two circumstances listed above, i.e.:

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

C. FINAL APPEAL

1. If the student is dissatisfied with the decision of the designated academic official, the student may request a review of the decision by delivering a written request to the appropriate site dean no later than five (5) business days from the date of the decision letter.

2. Upon receipt of the written request for review, the appropriate site's dean will request a summary from the academic office.
3. The appropriate site's dean may request the student to attend a session to discuss the decision.
4. The appropriate site's dean shall make one of the following determinations in regard to the appeal:
 - Affirm the decision of the designated dean
 - Overturn the decision of the designated dean and provide a new resolution

D. DECISION

The site's dean shall deliver the decision in writing to the student as well as the academic office, within ten (10) business days of the receipt of the written appeal request.

Unsatisfactory Academic Performance in a D.O. Course or Clerkship

Unsatisfactory Academic Performance in One Course or Clerkship in One Year

When a student earns an Unsatisfactory (U) final grade in any course or clerkship, the student will be scheduled for a meeting with the Student Progress Committee (SPC) to review the student's record and develop an appropriate academic plan so the student may continue in the academic program on academic warning and remediate the unsatisfactory course or clerkship in the remediation period. These students will be notified in writing of the status by the Dean of NYITCOM.

Note 1:

If a student does not initially pass the the Osteopathic Medical Knowledge (OMK) component of the Foundations of Osteopathic Medicine course, the student will automatically be assigned the grade of F (Fail), be placed on Academic Warning and not proceed into the following spring coursework but instead have the opportunity to enroll in an enrichment track of coursework. Upon successful completion of the enrichment track of coursework the student may be offered the opportunity to retake the Foundations of Osteopathic Medicine course the following year. If a student does not successfully complete each course within the enrichment track of coursework

the student will be placed on Academic Suspension pending a petition to the Student Progress Committee regarding requesting to repeat the first year. The dean will make the final determination of the student's disposition. Any student who chooses not to petition in regards to the ability to repeat the year will be automatically dismissed from the college.

During the 2021–2022 Academic Year, students enrolled in the B.S./D.O. program may be exempted from this policy and their requirements are in line with their B.S./D.O. program's contract. Please note that NYIT B.S./D.O. students have different requirements in regard to this policy.

Students who have previously completed the Masters in Biomedical Science degree at NYIT and are not successful at initially completing the Osteopathic Medical Knowledge (OMK) component of the Foundations of Osteopathic Medicine course, may have course substitutions if needed.

Note 2: If a student is unable to complete a clerkship due to an unanticipated personal or family emergency, a grade of Withdrawal (W) will be assigned, and if approved by the Office of Academic Affairs, the student will later be reassigned to another clerkship.

Note 3: If a hospital or clinical clerkship site dismisses a student in the midst of a clerkship, a grade of Failure (F) will automatically be assigned and the student will be referred to the Student Progress Committee (SPC).

REMEDIATION POLICY

A student who has earned an unsatisfactory (U) final grade in a course or clerkship will be approved to remediate that course or clerkship in the scheduled remediation period.

A student may remediate only one course or clerkship per academic year. In such cases, the student will be placed on academic warning status. A grade of Unsatisfactory (U) will be recorded on the official transcript until the course or clerkship is successfully remediated, at which time the grade will be changed to Pass (P). If unsuccessful in remediating the course or clerkship the student will be referred to the SPC and may petition to repeat the year on academic probation or may be dismissed as of the date on the letter from the Dean of NYITCOM.

Students on academic probation status are not eligible to remediate a course or clerkship, as described in the following section on "Unsatisfactory Academic Performance in Two or More Courses or Clerkships or Remediation in One Year." In such cases, if the student earns an unsatisfactory final grade in a course or clerkship, the student will receive a grade of Failure (F) in that course or clerkship and will be subject to dismissal from the college.

Note: Please see [COMAT Policy](#) for information pertaining to course grades as they relate to COMAT exam failures.

ACADEMIC WARNING STATUS

A student who is allowed to continue and remediate must, within one week of being placed on academic warning, contact the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist regarding their academic warning status to establish an individualized enrichment plan. This plan may include attending tutorials as scheduled and, in certain cases, meeting with a health professional as suggested by the college. A second year student on academic warning may not take COMLEX Level I until they have successfully completed the remediation. Failure to meet with the Academic Enrichment Specialist or to comply with the terms of the enrichment plan may result in the student being dismissed. In addition, a student placed on academic warning status 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; not be elected to an honorary organization. If a student who qualifies for a leave of absence is on academic warning status at the time of the leave of absence, upon return to NYIT College of Osteopathic Medicine, the student will continue on the academic warning status.

Additionally, the Student Progress Committee may recommend to the Dean that a student be placed on or be removed from Academic Warning.

Unsatisfactory Academic Performance in Two or More Courses or Clerkships or Remediation in One Year

Pre-Clinical Courses:

If a student fails two preclinical courses in an academic year, the student will be referred to the SPC and may petition to repeat the year on academic probation, or the student may be dismissed effective from the date of the letter from the Dean of NYITCOM.

Note 1: A student will be permitted no more than 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 percent of the regular tuition charges for any billing period for which the student had already paid 100 percent in the prior year. The student will pay full fees in the repeat year.

Clinical Courses:

If a student fails two courses and/or clerkships in a clinical academic year, the student will be offered the option of petitioning the Student Progress Committee (SPC) and the Dean of NYITCOM to request approval to repeat the year on academic probation, or be dismissed effective the date of the letter from the Dean of NYITCOM.

Note 1: A clinical student will be suspended, pending the student's application to repeat in the following academic year.

Note 2: A student will be permitted no more than one opportunity to repeat a year at NYIT College of Osteopathic Medicine.

Note 3: A student approved to repeat an academic year will be charged 50 percent of the regular tuition charges for any billing period for which the student had already paid 100 percent in the prior year. The student will pay full fees in the repeat year.

ACADEMIC PROBATION STATUS

If a student is approved 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 the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to arrange an academic enrichment plan. This plan may include attending tutorials as

scheduled and, in certain cases, meeting with a health professional as suggested by the college.

After the student successfully completes all courses or clerkships during the probation status year, the student's probation status will be removed. 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. If the student does not successfully complete all courses or clerkships, the student will receive a grade of failure (F) in the course/clerkship which will result in immediate dismissal from the college.

Note: Please see [COMAT Policy](#) for information pertaining to COMAT exam failures.

ACADEMIC DISMISSAL STATUS

Academic Dismissal is the permanent termination of a student's academic enrollment. The student will receive a letter of dismissal from the Dean of NYITCOM.

A dismissed student is not eligible for reinstatement or readmission.

Promotion and Graduation Requirements

PROMOTION REQUIREMENTS FOR THE D.O. PROGRAM

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

1. Meeting satisfactory academic progress standards
2. Meeting all financial obligations to the college
3. Exhibiting professional conduct and excellent moral and ethical behavior
4. Students are expected to take COMLEX-USA, Level I prior to starting third-year rotations, and pass COMLEX-USA, Level I prior to promotion to fourth year.

REQUIREMENTS FOR GRADUATION FOR THE D.O. PROGRAM

NYIT College of Osteopathic Medicine's official graduation dates are traditionally May, June 30, July 31, September 30, and December 31, with the commencement and hooding ceremonies

taking place in May. Students graduating in May, June, July, September, and December are required to participate in the commencement and hooding ceremonies. The Student Progress Committee will serve as the faculty/administrative board charged with recommending students for graduation.

In order to be eligible for the degree of Doctor of Osteopathic Medicine, each student shall:

1. Be at least twenty-one years of age
2. Have exhibited professional conduct and excellent moral and ethical behavior
3. Have satisfactorily passed prescribed examinations
4. Have satisfactorily completed the program of study required by the degree
5. Have satisfactorily discharged all financial obligations to the college
6. Have been in residence at an AOA or LCME accredited college of medicine, the last two years of which must have been at NYIT College of Osteopathic Medicine.
7. Have passed the COMLEX-Level I and COMLEX-Level II CE of the National Board of Osteopathic Medical Examiners. Please note: COMLEX-Level II CE scores must be received by NYIT College of Osteopathic Medicine prior to the graduation date.
8. Attend the NYIT College of Osteopathic Medicine Hooding Ceremony which includes the administration of the Osteopathic Oath and hooding with the osteopathic medical doctorate hood

In addition, all students must meet the specific graduation requirements for their program as listed in the catalog of entry including any approved subsequent or additional program requirements. In the event of an extension beyond the initial scheduled graduation date, the student must meet the graduation requirements for the class with whom the student graduates.

Licensing Examinations – Performance in a COMLEX-USA Examination

A. COMLEX Requirements

Students must achieve a passing score on COMLEX-USA Level I and COMLEX-USA Level II CE in order to graduate, as mandated by the AOA's Commission on Osteopathic College Accreditation.

All students are expected to take COMLEX-USA Level I and COMLEX-USA Level II CE at least one time prior to the expected graduation date. The examination dates must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the student's scheduled graduation date.

Students who fail any single COMLEX-USA Level two times shall be referred to the Student Progress Committee and may be dismissed from NYITCOM for failure to progress. Students who fail any combination of COMLEX-USA Levels three times shall be referred to the Student Progress Committee and may be dismissed from NYITCOM for failure to progress.

Students must complete all degree requirements within a six year time frame. Failure to complete academic and COMLEX exam requirements within six years of the student's matriculation date will result in dismissal from NYITCOM.

B. COMLEX – Level I Policy

Students will complete a series of assessments to determine readiness for COMLEX-USA Level I prior to taking the exam. These assessments may include COMSAE exams, COMBank Practice Tests, FBS COMAT exams, and any other assessments determined by the COM academic leadership. Once a determination has been made that the student has demonstrated readiness for COMLEX-USA Level I the expectation is that the student takes the exam.

It is anticipated that most students will complete COMLEX-USA Level I prior to the start of the third year Introduction to Clinical Medicine Course.

Students who do not demonstrate readiness for the COMLEX-USA Level I prior to the start of third-year clinical rotations will meet with the Office of Academic Affairs to determine their plan for the exam. These plans will be individualized based upon assessment performance, course performance over the first two pre-clinical years, and personal circumstances. To prepare for the next COMLEX exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students who fail COMLEX-USA Level I must meet with the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to develop a plan for retaking the exam and may be required to present their plan to the Student Progress Committee for review. These

plans will be individualized based upon assessment performance, course performance over the first two pre-clinical years, and personal circumstances. To prepare for the next COMLEX exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students who do not take the COMLEX-USA Level 1 exam before the start of the Introduction to Clinical Medicine Course or have failed the examination will be placed on Academic Warning until a passing score on the examination is received.

C. COMLEX – Level II Policy

Students will be eligible to take COMLEX-USA Level II CE upon passing designated COMAT exams (see COMAT Policy).

Students who do not demonstrate readiness for the COMLEX-USA Level II CE will meet with the Office of Academic Affairs to determine their plan for the exam. These plans will be individualized based upon assessment performance, previous academic performance, COMAT performance, and personal circumstances. To prepare for the next COMLEX-USA exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students who fail COMLEX-USA Level II CE must meet with the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to develop a plan for retaking the exam and may be required to present their plan to the Student Progress Committee for review. These plans will be individualized based upon assessment performance, previous academic performance, COMAT performance, and personal circumstances. To prepare for the next COMLEX-USA exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students who fail the COMLEX-USA Level 2 CE exam will be placed on Academic Warning until a passing score on the examination is received.

C. COMLEX – Level III Policy

Temporary Alternate Pathway for COMLEX-USA Level III Attestation

The National Board of Osteopathic Medical Examiners (NBOME) requires attestation from the candidate's program director indicating that the candidate is in both good academic and professional standing. The NBOME has created an alternate pathway in the event a student is not yet in a residency program. NYITCOM will provide attestation for the candidate as long as the requirements have been met.

The candidate must meet the following requirements in order to proceed with this pathway:

- The candidate has graduated from NYITCOM and met all graduation requirements
- Upon graduation the candidate was in good academic and professional standing
- The candidate has not yet matched into a residency program
- The candidate has read the NBOME guidelines for the Temporary Alternate Pathway for COMLEX-USA Level III Attestation and understands additional NBOME requirements
- The candidate provides NYITCOM Student Administration office a copy of the petition for completion by the Dean

View the [NBOME Guidelines for Temporary Alternate Pathway](#) for COMLEX-USA Level III Attestation.

View the [Petition for Temporary Alternate Pathway](#) for COMLEX-USA Level III Attestation.

Pathway to Level III Eligibility for the Class of 2022

Due to the COVID-19 pandemic and the suspension of the COMLEX-USA Level 2-PE examination, the college will be working closely with the NBOME to ensure eligibility needs are met for graduates of the college.

Note: Under extenuating circumstances, the Associate Dean of Academic Affairs may approve alternate COMLEX exam arrangements.

COMAT Policy

Successful Performance on COMAT Exams

Information pertaining to the completion of COMAT clinical subject examinations, inclusive of the respective course that corresponds to each of these COMAT examinations, is outlined below.

COURSE NUMBER	COURSE NAME	COMAT EXAM DISCIPLINE
MTFP 702	Clinical Clerkship: Family Medicine	Family Medicine
MTIM 702	Clinical Clerkship: Internal Medicine	Internal Medicine
MTOB 711	Clinical Clerkship: Obstetrics/Gynecology	Obstetrics/Gynecology
N/A	N/A	OMM
MTPE 711	Clinical Clerkship: Pediatrics	Pediatrics
MTPS 711	Clinical Clerkship: Psychiatry	Psychiatry
MTSU 711	Clinical Clerkship: Surgery	Surgery
MTEM 801	Clinical Clerkship: Emergency Medicine I	Emergency Medicine

1. A minimum standard score of 90 on the corresponding COMAT exam is considered passing.
2. Any student earning a standard score less than 90 on a COMAT examination will be required to meet with an Academic Enrichment Specialist to develop a study plan for subsequent COMAT examinations.
3. In order to sit for the COMLEX-Level II CE examination, the following COMAT examinations must be **passed**:
 - **Internal Medicine COMAT Examination:** If a passing Internal Medicine COMAT examination score is not in before the Level II CE examination, the Associate Dean of Academic Affairs may grant approval for the student to sit for the Level II CE examination.

- **OMM COMAT Examination:** If a passing OMM COMAT examination score is not in before the Level II CE examination, the Associate Dean of Academic Affairs may grant approval for the student to sit for the Level II CE examination.
- **Four of the following COMAT Examinations:**
 - Family Medicine
 - Obstetrics/Gynecology
 - Pediatrics
 - Psychiatry
 - Surgery
- *Note:* For those students taking the Emergency Medicine COMAT exam, passing this exam may be applied to fulfill this requirement)
- 4. The corresponding COMAT examination must be taken in order to pass the following rotation courses: Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, Surgery.
- 5. Students with COMAT exam failures may be referred to the Student Progress Committee (SPC) for academic review and recommendation to the Associate Dean.
- 6. Clinical COMAT exam standard scores are one factor used in determining a student's class rating that is incorporated into the student's Medical Student Performance Evaluation (MSPE).

Academic Support for Two-Tier System

I. FIRST TIER

Students who fail one comprehensive exam or one course are required to participate in the academic support process. The faculty and staff involved in academic support include but are not limited to: Assistant Dean of Academic Achievement, Academic Enrichment Specialists, Associate Directors of Counseling and Wellness, and faculty.

A student who fails an exam or course is required to contact an Academic Enrichment Specialist within 72 hours of scores being posted. If an Academic Enrichment Specialist is not contacted by an identified student within that time frame, the Academic Enrichment Specialist will contact the student and request a meeting. If there is no response from the student within 48 hours of request, the student is subject to a charge of "Failure to Comply."

1. A student who fails a comprehensive exam or COMAT examination is required to meet with an Academic Enrichment Specialist for:
 - Assistance with academic learning strategies
 - Referral to faculty for areas identified as weaknesses by ExamSoft analysis
 - Referral to an Associate Director of Counseling and Wellness
 - Referral to the Assistant Dean of Academic Achievement
2. Academic Enrichment Specialists will maintain appropriate documentation of meetings with students in academic support. Academic Enrichment Specialists will submit monthly reports to the Assistant Dean of Academic Achievement.
3. Additionally, **a student who receives an unsatisfactory grade in any course is required to meet with the Assistant Dean of Academic Achievement.**

II. SECOND TIER

Students repeating a year, or failing any level of COMLEX exam are required to participate in the academic support process. Faculty and staff involved in academic support include but are not limited to: Assistant Dean of Academic Achievement, Academic Enrichment Specialists, Associate Director of Counseling and Wellness, and faculty.

A student who is repeating a year of training or has received a failing score on a COMLEX exam is required to meet with an the Academic Enrichment Specialists for:

1. Assistance with academic learning strategies
2. Referrals to the Associate Director of Counseling and Wellness
3. Referral to the Assistant Dean of Academic Achievement

Academic Enrichment Specialists and involved faculty and staff will maintain appropriate documentation of meetings with students in academic support. Academic Enrichment Specialists will submit monthly reports to the Assistant Dean of Academic Achievement.

Components of the COMLEX Leave of Absence requirements include but are not limited to the following requirements of students:

1. Meeting with the Assistant Dean of Academic Achievement
2. Referral to an Associate Director of Counseling and Wellness

3. Meeting with an Academic Enrichment Specialist for regularly scheduled meetings. The Academic Enrichment Specialist will refer students to faculty in areas of weakness as identified on the COMLEX score analyses.

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

Academic Degrees

The College of Osteopathic Medicine is guided by its mission to train outstanding physicians spanning the continuum of medical education that encompasses pre-clinical education, clinical education, and graduate medical education.

Pre-Doctoral Academic Medicine Scholarship

The **Pre-Doctoral Academic Medicine Scholarship Program** is designed to prepare outstanding medical students for careers in academic medicine, including medical education, research, and clinical practice in an academic healthcare setting. This five-year program allows a College of Osteopathic Medicine student to obtain two degrees—a Doctor of Osteopathic Medicine and a Master Science in Academic Medicine. The master's degree will meet a need for dually trained professionals in both osteopathic medicine and clinical/biomedical sciences who can bring both backgrounds to bear in the classroom and the research laboratory.

Those students interested in the Academic Medicine, M.S. program, please contact the Office of Pre-Doctoral Academic Medicine Scholarship program at:

Matthew Mihlbachler, Ph.D., Director, Academic Medicine Scholars Program, Long Island, N.Y. campus, mmihlbac@nyit.edu, 516.686.3808.

Hilliary Sismondo, M.D., Director, Academic Medicine Scholars Program, Jonesboro, A.R. campus, hsismond@nyit.edu, 870.680.8904.

Medical and Biological Sciences, D.O./Ph.D.

The D.O./Ph.D. dual-degree program is designed to develop the next generation of well-trained osteopathic physician-scientists through a comprehensive curriculum that integrates medicine and the life sciences, delivered through a combination of medical school and graduate school courses combined with in-depth research experiences.

Through this seven-year program the student will earn two degrees: Doctor of Osteopathic Medicine (D.O.) and Doctor of Philosophy (Ph.D.) in Medical and Biological Sciences. The Ph.D. degree will provide the student with training in the theory and practice of medical and biological research. This will include the conduct of a focused research project under the guidance of a faculty mentor.

Applications may be submitted by accepted, incoming first year NYITCOM students and from second year NYITCOM students in the second year fall term. For more information, please contact the director of the D.O./Ph.D. program at DOPhD@nyit.edu.

Global Health Certificate

The [award winning](#) Center for Global Health (CGH) provides transformative interdisciplinary education to the next generation of healthcare professionals by equipping them with 21st-century core competencies to align their education with emerging trends in healthcare and medicine across the globe. Through innovative education, research, and service, CGH strives to address the global burden of disease in local and global environments. Since 2008, CGH has expanded international service learning programs to include sites in Asia, Africa, Central America, and beyond.

Utilizing NYIT's digital prowess and participation in collaborative programs, CGH aims to expand existing NYIT College of Osteopathic Medicine and NYIT programs and innovatively create new ones. In the global health certificate, students learn to think differently about problems and solutions to be better equipped to deal with threats to our health including emerging diseases and social disparities. CGH is well positioned to be a leader in addressing emerging global

health challenges through high impact inquiry, student engagement, and community outreach at home and abroad.

The Certificate in Global Health immerses students in a challenging interdisciplinary curriculum and provides the opportunity to understand and diffuse global health policy, practice, and the significant health challenges facing the world's underserved populations. Upon completion of this certificate program (nine graduate hours) in three consecutive semesters (spring, summer and fall), students will be prepared to take on an exciting role in the field of global public health anywhere in the world. [Contact the Center for Global Health to learn how to apply.](#)

Director, Center for Global Health
NYIT College of Osteopathic Medicine
Student Activity Center, Room 316
516.686.3912 or 4923
cgh@nyit.edu

Biomedical Sciences, M.S.

New York Institute of Technology College of Osteopathic Medicine at Arkansas State University offers a Master of Science in Biomedical Science (BMS). The BSM program is designed to improve the candidacy of individuals interested in attending medical school. The program can be taken by any individual and used to enhance their application to any medical school. Students are required to earn 33 credits to complete the BSM.

This one-year, full-time, non-thesis master's program is designed for students who have an undergraduate science degree or have completed the course prerequisites for medical school. The program is designed to begin mid-summer and end in May of the following year.

If you are seeking entrance to medical schools and want to bolster your credentials for admission, or if you're looking to pursue a career in science, this degree program will help you get there. Coursework includes instructional material and assessments typically taken by first-year medical students, as well as clinical inquiry courses where you'll combine case-based learning with concept mapping and apply it in a clinical setting. The entire program focuses on

both cognitive and behavioral skills with an emphasis on critical thinking and analysis and their relation to biomedical and clinical science.

Our innovative program combines evidence-based, in-person instruction and small group learning with advanced technology for content delivery that allows for self-directed learning.

The BSM has five components:

1. Scientific Foundation of Medicine – Students gain in-depth understanding of the biologic basis of health and disease by taking the same instructional material and assessments to those typically taken by first-year medical students.
2. Clinical Inquiry Courses – These two team-based learning courses are specifically tailored to BMS students and are unique to this program. Whereas the biomedical science courses teach depth of knowledge, these courses impart the breadth and the application of that knowledge as it would be experienced in a clinical setting. Courses combine case-based learning with concept mapping to integrate the knowledge and apply it in a clinical setting.
3. Critical Thinking – This course introduces students to cognitive learning strategies and how to effectively apply them to medical science competencies. Students will further their development in critical analysis of information and data and how to appropriately act on this analysis as it relates to biomedical and clinical science.
4. Research – This two-semester laboratory experience is designed to help students gain research experience that may aid in a career in either science or medicine and also provide a foundation in the application of the scientific method.
5. Seminar – Students discuss critically-current relevant research in science, medicine, or medical education. This will introduce students to scientific literature, data interpretation, and reading comprehension.

Degree Requirements

In order to receive the Master of Science in Biomedical Sciences degree, students must:

- Receive a passing grade (70% or more) in every course of the curriculum
- Successfully complete research requirements

- Display professional and ethical behavior at all times
- Be enrolled full-time
- Complete all requirements for the degree within one (1) year of beginning the program. Exceptions to this rule may only be made at the consent of the director of the program.
- There is no final comprehensive exam at the end of this program, rather each course is completed individually and utilizes multiple assessment methods to determine students' mastery of the material.

Requirements for Acceptance into the NYIT College of Osteopathic Medicine

Students that successfully complete all the requirements of the Biomedical Sciences, M.S. program may apply to the NYIT College of Osteopathic Medicine, Arkansas campus.

Concurrent Programs

The New York Institute of Technology, through its School of Health Professions, School of Management, and College of Osteopathic Medicine, has developed unique programs that allow the College of Osteopathic Medicine students the opportunity to obtain two degrees within the usual structured four-year medical curriculum. Enrollment in the Concurrent Degree Programs is contingent upon College of Osteopathic Medicine approval.

Contact

Interested applicants for any concurrent degree programs should contact:

NYITCOM Office of Admissions
Hannah and Charles Serota Academic Center, Room 203
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.3997
Fax: 516.686.3831
comadm@nyit.edu

D.O./Master of Business Administration (M.B.A.)

New York Institute of Technology has developed a Master of Business Administration (M.B.A.) program that allows College of Osteopathic Medicine students the opportunity to complete an online M.B.A. degree program, offered by the School of Management, while pursuing their D.O. degree. Enrollment in this Concurrent Degree Program is contingent upon College of Osteopathic Medicine approval.

The online M.B.A. degree program enhances the graduate's efficiency and skills as a clinician by equipping him/her for the business side of medicine. The student learns to effectively manage resources, including time, money, equipment, and personnel, and becomes prepared to cope with practice management, HMOs, and the administration of academic healthcare centers, hospitals, and clinical departments. The online M.B.A. curricular program culminates in nine elective credits relating to healthcare management and a 3-credit Capstone course.

Entrance Requirements

Applicants must have successfully matriculated and completed their first year at the College of Osteopathic Medicine, as well as have the College of Osteopathic Medicine's approval to apply for the program. Students who have not completed required undergraduate accounting, economics, and computer-related courses will be scheduled to complete them at the onset of the program.

D.O./Master of Science in Clinical Nutrition (M.S.)

The D.O./M.S. degree provides didactic knowledge at the interface of clinical medicine and nutrition, and develops skills to utilize nutrition in the practice of preventative medicine, wellness, and total body care. Students study preclinical medicine science integrated with courses on the molecular and cellular roles of nutrients in maintaining health and preventing disease. Coursework in nutrition assessment, medical nutrition therapy, and nutrition support enhances student ability to access nutrition resources for patients. Interactive discussions with nutrition faculty and colleagues provide students with an understanding that nutrient status can be altered by the patient's genetic profile, underlying disease processes, concurrent drug and

medical therapy, and lifestyle. As students enter their clinical years, they have multiple opportunities to develop skill in recognizing nutrient alterations in individual patients and in devising nutrient interventions appropriate to each case. Under faculty guidance, students access nutrition support for patients in acute and chronic conditions, and critically evaluate the plethora of nutrition information available to patients and professionals. Upon successful completion of the D.O./M.S. program, students are eligible to apply for credentialing as physician nutrition specialists.

Entrance Requirements

An applicant must have successfully matriculated and completed their first year at the College of Osteopathic Medicine, as well as have the College of Osteopathic Medicine's approval to apply for the program. See the [Master of Science in Clinical Nutrition \(M.S.\) program](#) for additional information regarding its requirements and curriculum.

Medical/Healthcare Simulation, M.S.

The Medical/Healthcare Simulation, M.S. is a two-year program that is completed almost entirely online and is taught by professionals that work in healthcare simulation. The program is designed to provide students with the foundational skills and knowledge needed to work in any healthcare simulation center. See the [Medical/Healthcare Simulation, M.S. program](#) for additional information regarding its requirements and curriculum.

For further information, contact Paula Ryo, D.O., Director of Simulation Education at pryo@nyit.edu.

NYITCOM-Arkansas – Baptist Memorial Health Care Student Track

Students interested in practicing medicine in the Mid-South upon completion of medical school have a unique opportunity to develop a relationship with one of the region's largest hospital

systems thanks to a partnership between NYITCOM-Arkansas and [Baptist Memorial Health Care](#).

The agreement identifies up to 25 NYITCOM-Arkansas medical student positions that will be dedicated specifically to students who want to train at Baptist Memorial Health Care facilities during medical school.

During their first and second years, NYITCOM-Arkansas students will have opportunities to participate in clinical and population-based research, as well as physician shadowing and mentoring. Program participants will then undertake their third- and fourth-year clerkships at one of Baptist's 22 renowned hospitals.

Upon completion of their NYITCOM-Arkansas medical education, these students will be encouraged to apply to one of Baptist Memorial Health Care's affiliated residency programs through the National Resident Match Program. Baptist Memorial Health Care currently hosts residents and fellows in family medicine, internal medicine, radiology, obstetrics and gynecology, surgery, neurology, neurosurgery, orthopedic surgery, ophthalmology, otolaryngology, pathology, and pulmonary medicine.

Within the past three years, Baptist Memorial Health Care has started new primary care residency programs at three of its hospitals: Baptist Memorial Hospital-Memphis, in conjunction with Church Health; Baptist Memorial Hospital-Golden Triangle in Columbus, Mississippi; and NEA Baptist Memorial Hospital in Jonesboro, Arkansas. These programs offer area students an opportunity to complete their graduate medical education training with physician educators from Tennessee, Mississippi, and Arkansas.

The application to be considered for the Baptist Memorial Health Care/NYITCOM-Arkansas Partnership will be provided to students enrolled at NYITCOM – Arkansas in fall of the students' first year. Final selection of the Baptist Memorial Health Partnership cohort will be made after grades have been received for the first half of the first year. First-year students will have the opportunity to learn more about Baptist Memorial Health Care and the partnership program during information sessions scheduled in the fall.

For more information about the Baptist Memorial Health Care/NYITCOM-Arkansas Partnership, please contact comjbadmissions@nyit.edu.

Professionalism

NYIT College of Osteopathic Medicine faculty, staff, leadership, and students, have adopted the following statements of professionalism to guide students throughout their medical education, future careers, and to help support the educational mission and goals of the college.

Accordingly, NYITCOM faculty, staff, and leaders will pledge to model this behavior and support the students in living up to these standards.

With the privilege of an osteopathic medical education comes the responsibility to uphold the highest social, behavioral, safety, and academic standards of ethics and professionalism. As an NYITCOM student physician, I will strive to uphold these stated values and attributes essential for an exemplary physician:

Professionalism

- I acknowledge the necessity of integrity, honesty, and mutual respect in an effort to facilitate effective teamwork with my future colleagues and health professionals.
- I will conduct myself professionally in my demeanor, appearance, timeliness, use of language and communications in the presence of patients, colleagues, and peers, as well as in the classroom, on social media platforms, e-mail, and in all 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 inappropriate relationships with patients or members of their families.

Respect

- I commit to creating an educational environment which fosters an atmosphere of mutual respect and trust among my fellow medical students, faculty, patients, staff, and members of the health care team.

- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.
- I will treat each body donor with the utmost reverence throughout my educational experiences.
- I have the right not to be harassed, or be subjected to financial, romantic or sexual advances from those with whom I work.
- I have the right not to be discriminated against, because of my race, color, ethnicity, sex, gender, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, creed or religion, or veteran status.

Responsibility

- I will strive to understand and accept the extraordinary and progressively increasing responsibility for the health and well-being of others.
- I will set excellence in patient care as the highest priority in the clinical setting, recognize my own limitations, and seek help if my level of experience is inadequate to handle a situation or procedure on my own.
- I will take responsibility for my actions, strive to recognize potential errors in my judgments and take appropriate measures toward improvement and effective resolution.
- I will work to attain my best physical and mental health and recognize that my health and well-being will affect the quality of care I provide to others.

Compassion

- 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 not become complacent, but rather, I will approach each patient with genuine empathy and concern.
- I will look out for fellow students, and myself, striving to proactively recognize signs of physical and/or mental collapse caused by overwork or stress, and guide those in need towards the proper resources.

Education

- I will foster a genuine recognition and appreciation of the responsibility of lifelong learning throughout my medical education and career.

- 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 have the right to expect an education fitting of a future physician, understanding that I will be challenged with a rigorous medical curriculum without being treated unjustly or humiliated.
- I have the right to express my ideas, as relevant to the academic content, in the classroom, or in writing, free from political, religious, or institutional restrictions, even if these ideas are unpopular.

Honesty

- I will maintain the highest standards of academic and personal honesty.
- I will conduct research in an unbiased manner, report results truthfully, and credit ideas developed and work done by others.
- I will neither give nor receive unpermitted aid in my examinations or studies.

Affirmation

- I will promote and encourage the highest ethical standards of personal conduct in all of my academic endeavors and I commit to providing superior medical care and services to my patients.
- I affirm my commitment to upholding all aspects of professionalism contained within this statement during my medical education and beyond.

NOTE: All students are required to review and sign this NYITCOM Student Professionalism Statement on an annual basis. In addition, the NYITCOM Student Professionalism Statement is bi-annually reviewed by a designated group of student leaders and NYITCOM administration. This review group reaffirms the statement and/or submits update recommendations to the NYITCOM Executive Committee for approval.

American Osteopathic Association (AOA) Code of Ethics

In addition to the NYIT College of Osteopathic Medicine [Statement of Professionalism](#), NYITCOM also supports all aspects of the following **AOA Code of Ethics Statement**:

The [American Osteopathic Association \(AOA\) Code of Ethics](#) is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available. [View further interpretation.](#)

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading. [View further interpretation.](#)

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless she/he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association. [View further interpretation.](#)

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. [View further interpretation.](#)

SECTION 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

SECTION 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at

any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

NYIT College of Osteopathic Medicine Student Code of Conduct

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. In addition, all students are required to sign the statement of professionalism/code of conduct. The following policies, deemed the *Student Code of Conduct*, govern the conduct of all students at any NYIT College of Osteopathic Medicine campus or facility. The code is intended to preserve community standards including the pursuit of academic integrity, safety, health, and welfare of all members of the NYIT College of Osteopathic Medicine community.

Judicial Authority and Jurisdiction

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

Students will be considered for disciplinary action whenever conduct that may be in violation of the *Student Code of Conduct* occurs on the NYIT College of Osteopathic Medicine campus or related facilities and/or conduct adversely affects the NYIT College of Osteopathic Medicine

community. For violations that do not occur on NYIT College of Osteopathic Medicine campuses or related facilities, action will be considered if NYIT College of Osteopathic Medicine officials decide that institutional interests are involved.

Offenses

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 Professionalism Affirmation.

B. ALCOHOL AND OTHER DRUGS

- Use, possession, and sale of alcohol or drugs on campus premises or related facilities (Refer to [NYIT's Policy on Alcohol and Other Drugs](#)).
- Use of alcohol or drugs in any way that could interfere with a student's clinical responsibilities.

C. BULLYING AND CYBER-BULLYING

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

D. COMPUTER MISUSE

Unauthorized access, alteration or degradation of a computer, or computer system or network; use of NYIT College of Osteopathic Medicine computer resources for commercial purposes or personal or financial gain, even if the user is using his or her own personal computer; piracy of intellectual and commercial properties; posting any message which is libelous or defamatory; posting or transmitting any message, data, image or program which is indecent, obscene or

pornographic; threaten, harass, stalk, abuse or otherwise violate the legal rights of others; use profane language; sharing, discussing, disseminating, and/or furnishing all or part of the contents of the COMLEX and USMLE exams.

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

E. DISCRIMINATION

- Discrimination on the basis of race, color, ethnicity, sex, gender, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, creed or religion, or veteran status.
- [Bias/Hate crime](#), according to Title Y, NYS Hate Crime Act 2000, Article 485 of the New York State penal Law.

F. DISRUPTIVE CONDUCT

Behavior that:

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

G. ENDANGERMENT

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

H. FAILURE TO COMPLY

Noncompliance with any NYIT College of Osteopathic Medicine official regulation, policy, directive or a decision or sanction imposed.

I. FABRICATION/FRAUD/FALSE TESTIMONY

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

J. FIRE AND EMERGENCY SAFETY

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

K. PARTICIPATION IN UNPROFESSIONAL ACTS

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

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

L. GENDER-BASED MISCONDUCT

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

M. SMOKING

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

N. HIPAA VIOLATIONS

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

O. SOCIAL MEDIA

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

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

- Anatomy Lab Policy: Posting of pictures with bodies of donors or discussion of confidential donor information that was shared with members of the Anatomy lab group only.
- Cyber Bullying: Any involvement in the harassment, humiliation, threatening or exploitation of another individual.
- Illegally accessing or unauthorized reporting of private, confidential, or proprietary student information or test information.
- Postings including indecent language or images on any NYIT College of Osteopathic Medicine affiliated site.

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

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

P. THEFT AND TRESPASS

- Stealing or possession, without authorization.
- Unauthorized entrance into any building, office, laboratory, room, or area of NYIT or clinical site.

Q. VANDALISM

Intentionally damaging of property, or acting in such a manner as to create a substantial danger to the safety of property.

R. WEAPONS, FIREARMS, EXPLOSIVES

Using, displaying, possessing, or distributing any weapon of any type, including a firearm, knife, chukka sticks, or container of noxious material or any other thing that in any way could be construed as a weapon. Items for academic activities, such as dissection kits, lab equipment, multi-purpose tools etc. must be used solely for the purpose for which they were intended and not as a weapon of any kind.

S. VIOLATIONS (SUSPECTED OR CONVICTED) OF OTHER FEDERAL, STATE AND/OR LOCAL LAWS OR ORDINANCES

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 or a third party who has seen or received information) is expected to report alleged violations of the code to the Associate Dean of Student Administration (for the NY campus), and initially to the Assistant Dean of Student Administration (for the AR campus).

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, or the designee, shall commence a preliminary investigation to be conducted by meeting with the complainant within five business days after receiving the report of charges. At the conclusion of the meeting, the Associate Dean of Student Administration, or the designee, will schedule an information meeting with the student accused of the violation within five business days of the meeting with the complainant, and provide him/her with a summary of the charges. After the student's information meeting, the

student has the right to send the Director of Student Professionalism of Student Administration a written response to the charges within 24 hours of the information meeting.

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

At the conclusion of either process, the Associate Dean of Student Administration will determine if a hearing is required, and if appropriate, a hearing will be scheduled within 10 business days. Both complainants and accused students will receive notice of all meeting and hearing dates associated with the disciplinary process.

Judicial Bodies and Forums

A. ADMINISTRATIVE HEARINGS

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

B. PROFESSIONALISM AND ETHICS REVIEW BOARD

The Professionalism and Ethics Review Board is the judicial body that conducts formal hearings.

Judicial Hearings (Formal)

STUDENT RIGHTS

Accused students have the following rights:

- A fair and impartial hearing
- The opportunity to present relevant evidence and information on his/her behalf, including presenting witnesses and/or signed, written statements, unless waived for informal resolutions or where a student accepts responsibility for the charge. The chair will determine the relevance of all evidence and witnesses to a student disciplinary hearing.
- To hear and question the statements of complainants and adverse witnesses, unless the chair determines that this right may result in undue repercussions to the complainant or witness and that the accused student's ability to respond to the charges is not unduly limited by foregoing such right. The format for questioning will be determined by the chair who will also be responsible for determining the relevancy of all questions. In most cases, the accused student will be directed to submit questions to the chair for consideration and if deemed relevant, the board will pose such questions to the complainant or witness. At the discretion of the chair, a representative from the college may present the statement of a witness if the college has a written and signed statement from the witness (a statement from an official NYIT email account may serve as a proxy signature).
- To have the board only consider evidence presented at the disciplinary hearing in determining whether the student has violated a rule of conduct
- For cases involving alleged Gender-Based Misconduct, the right to exclude their own prior sexual history with persons other than the complainant and their own mental health diagnosis and/or treatment. However, past findings of Gender-Based Misconduct by the accused student may be admissible in the sanctions phase.
- To be present throughout the entire hearing
- To be notified of the disciplinary hearing outcome, reasons for the outcome, right to appeal, and appeals outcome
- To appeal the hearing decision in accordance with the procedures outlined in the [Appellate Review](#) section of this *Student Code of Conduct*

COMPLAINANTS' RIGHTS

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

- To attend an information meeting with the Associate Dean of Student Administration or designee
- To have an advisor, who is not acting as legal counsel, of the complainant's choice accompany him or her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. The advisor shall be entitled to be present during every stage of the proceedings up to the time of the board's final deliberations.
- To submit a complainant's impact statement to the hearing body. This information will be used only in the sanctioning phase of deliberations, if the accused student is found guilty of the charge(s).
- To remain anonymous, to the extent possible. A complainant who is unwilling to participate in the disciplinary proceeding needs to understand that this may compromise NYIT College of Osteopathic Medicine's ability to present its case against the accused student, and that the college may have an obligation to proceed without the complainant's involvement if there is a threat to the college community. In certain cases where it is determined that the complainant's active participation in a hearing may result in undue repercussions and the accused student's ability to respond is not unduly limited, the complainant may be granted the opportunity by the chair to remain anonymous in the hearing process; in such cases, an NYIT College of Osteopathic Medicine investigator will represent the statement of the complainant. In such cases, the chair (or designee) may request that the complainant submit written documentation for consideration.
- To provide a statement to student disciplinary bodies in limited privacy, as long as the process does not unduly/unreasonably compromise the ability of the student who is alleged to be in violation of policy to question witnesses or otherwise respond to the charges against him/her. Determination will be made by the chair.
- To have unrelated past behavior excluded from the hearing. The chair will decide if such information is unrelated. For cases involving alleged Gender-Based Misconduct, this

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

- To submit questions and present relevant evidence and information to the hearing body in a format determined by the chair. The chair will also determine the relevancy of any evidence and questions submitted by the complainant.
- To be present throughout the entire hearing, or portions thereof. Determination will be made by the chair
- To be notified of the disciplinary hearing outcome, reasons for the outcome, the right to appeal, and the appeals outcome
- To appeal the hearing decision in accordance with the procedures outlined in Appellate Review section of this *Student Code of Conduct*
- In cases which involve Gender-Based Misconduct, complainants have additional rights as set forth in the [Gender-Based Misconduct Policy](#) in this handbook

After the Professionalism and Ethics Review Board has completed the hearing and determined the outcome of the investigation of the alleged violation, the following will occur if:

- The student is found not guilty based on the preponderance of evidence standard: the chair will notify simultaneously, in writing, both the individual who filed the charges and the student accused of the violation within 10 business days from the final decision. The letter will include notice of the parties' right to appeal the decision.
- The student is found guilty based on preponderance of evidence standard: the Professionalism and Ethics Review Board will make the determination of guilt and of the appropriate penalty to be set forth in writing by the chair and delivered simultaneously to the individual who filed the charges and the student found guilty of the charges within 10 business days from the final decision. The letter will include the rationale for the sanctions and notice of the parties' right to appeal the decision.

The Professionalism and Ethics 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 the Appellate Review section of this *Student Code of Conduct*.

Note: Only the persons involved in the incident and the committee members can attend the disciplinary hearing, with the above-referenced exceptions for student advisors in certain cases. Additionally, at the request of the Professionalism and Ethics Review Board, the Title IX Coordinator may attend the hearing and deliberations in cases of Gender-Based Misconduct.

Formal hearings may only be recorded by NYITCOM, and will be recorded at the sole discretion of the chair. During a formal hearing, students will be required to store all electronic devices in a designated storage area until the hearing concludes.

Sanctions

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

1. **Warning** – Written notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties. This warning does not go into the student's permanent records.
2. **Censure** – Written reprimand for violation of specific rules with the warning that violation of any other college rule within the stated period of the censure may be cause for more severe disciplinary penalties. In addition, the student is prohibited from attending conferences, from running for or holding office (national or local) or being elected to any honorary organization for the period of the censure. This censure does not go into the student's permanent records.
3. **Disciplinary Probation** – A specified period of time during which the student has the opportunity to demonstrate the ability to be a responsible member of the NYIT College of Osteopathic Medicine community. During that time the student is required to refrain from any further violation of the rules of conduct and any other requirements intended to rehabilitate the student. Any further violation of the *Student Code of Conduct* places the student's status with the college in jeopardy. The student is prohibited from attending conferences, from running for or holding office (national or local) or being elected to any honorary organization during the probationary period. Disciplinary Probation becomes part of the student's permanent record.

4. Suspension – Suspension from academic enrollment and revocation of other privileges or activities and from the privilege to enter on the campus premises or related facilities for a period of time not to exceed two years. Criteria for return if appropriate will be specifically outlined in writing. Suspension becomes part of the student's permanent record.
5. Expulsion – Complete termination of student status and academic enrollment for an indefinite period of time. This penalty may be recommended by the Professionalism and Ethics Review Board but shall be imposed only upon approval of the Campus Dean of NYIT College of Osteopathic Medicine. 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.

Appellate Review

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

Appeal requests are limited to the following grounds:

1. To consider new evidence, unavailable during the original hearing that could impact the original finding or sanction. This is not a rehearing of the disciplinary case but rather a review of new evidence.
2. Failure to follow the disciplinary hearing process as outlined in this handbook.
3. The sanctions imposed were disproportionate to the violation of the code of conduct for which the student was found to be responsible.

For appeals not involving violations of the Gender-Based Misconduct Policy, the dean (i) will review the written appeal, (ii) may in his or her sole discretion convene an Appellate Review Panel; and (iii) may in his or her sole discretion meet with the relevant parties to discuss the appeal.

For appeals involving violations of the Gender-Based Misconduct Policy, the dean will convene an Appellate Review Panel who will decide the appeal.

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

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

Student Records

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

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

NYIT College of Osteopathic Medicine will make a notation on the transcript of students found responsible after a disciplinary process that there was a sanction of suspension and/or expulsion after a finding of responsibility. For respondents in cases of sexual violence who withdraw from the institution while conduct charges are pending, and decline to complete the

student disciplinary process, NYIT College of Osteopathic Medicine will make a notation on the transcript of such students that they withdrew with conduct charges pending. Appeals to seek the removal of transcript notations of suspensions (but not expulsions) may be submitted in writing to the dean no less than one year following the conclusion of the suspension period.

Privacy and Confidentiality

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

Interim and Emergency Suspension

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

campus community, continuance of NYIT College of Osteopathic Medicine functions, or NYIT property, the Associate Dean of Student Administration (or designee) will temporarily restrict a student from specific NYIT facilities including buildings, classrooms, and clinical sites, or temporarily suspend the student from NYIT College of Osteopathic Medicine for an interim period of time pending an evaluation of that student's well-being by an outside licensed practitioner and/or the Office of Student Administration. The Associate Dean of Student Administration (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.

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

Technology

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

Instructional Resources

- The Academic Website (Akila): Serves as a repository of academic content and instructional materials. This site contains materials used in the NYIT College of Osteopathic Medicine curricula. Most of the curriculum is available to NYIT College of Osteopathic Medicine students for access anywhere, anytime over the web. NYITCOM will transition to Canvas summer 2021.
- Streaming Videos and Lectures (Kaltura MediaSpace): NYITCOM's MediaSpace is a web-based application ("campus tube") that allows students to view and stream classroom lecture capture videos.
- Electronic Library Resources: Available resources include Textbooks, Professional Journals, Medical One Search, and Health Sciences Databases. Additional services and assistance are available for researchers and students upon request.

- Secure Exam Software (ExamSoft): Provides computerized testing, feedback, and assessment.
- Interactive Web Forums and Discussion Boards (Piazza): Serve as academic gathering places for faculty and students to discuss academic questions. This is subject to change as NYITCOM transitions to Canvas.
- Smart Auditoriums and Lecture Spaces: NYITCOM teaching spaces are equipped with the latest technologies to enhance pedagogical methods utilizing various Video Conferencing, Zoom, Projection, Extron Systems.
- Virtual Lecture Delivery: Zoom and other teleconferencing solutions are utilized to provide virtual learning experiences. This tool helps students continue to learn remotely and engage with faculty members.
- Mailing Lists and Other Email Communication: Students, faculty, staff and administration routinely communicate through email. Students regularly receive information through mailing lists and are expected to check their NYITCOM email account daily. Only the NYITCOM email address should be used when communicating with the school.

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

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

FREQUENTLY ASKED QUESTIONS

This section may be updated with new questions. Please monitor this section for further clarification about the tablet initiative.

Q. Do students get to choose between an iPad and an iPad mini?

A. No, students will receive an iPad during orientation, which will be used throughout their education.

Q. Can students keep their iPads after graduation?

A. Yes, upon graduation, students may keep their iPads. If a student withdraws or is dismissed for any reason, the iPad must be returned to NYITCOM.

Q. Will the iPads come with cases and keyboards?

A. No. Students are encouraged to purchase their own case with keyboard.

Q. What, if anything, will be installed on the tablets?

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

Q. Will students receive upgraded iPads as technology progresses?

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

Q. What happens if an iPad breaks or is lost? Does NYITCOM replace/fix them?

A. Students are responsible for the maintenance of their iPads and should contact Apple Support for any iPad related issue. Your iPad includes an AppleCare Protection Plan, which covers accidental damage. Replacing a lost iPad will be the responsibility of the student.

Q. How often should I update my iPad?

A. Students should keep their devices up to date. ATG will notify students if there is an update that should be avoided temporarily. (i.e. iOS version upgrades).

Q. What if a student doesn't want an iPad? Can he/she refuse it? Sell it?

A. Students may neither sell nor refuse iPads, because there is an expectation that students will be using the iPads as part of the curriculum, including taking tests, in order to reduce paper waste on campus. It is important to remember that the iPad does not become the students' property until they graduate. Graduates may keep their iPads.

Q. Will all tests be taken on the iPad?

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

Members of the Incoming Class

We encourage students to have a working laptop, students may find it advantageous to have a laptop computer available for their use. The following specifications are a guideline for purchasing:

Windows Laptops

- Windows 10 or higher

- [Approved antivirus](#)
- Wireless Network Capability
- 13 or 15 inch display
- Intel i5 processor
- 8GB or more memory
- Webcam

Apple Laptops

- MacOS 10.15 (Catalina) or Later
- [Approved antivirus](#)
- Wireless Network Capability
- 13 or 15 inch display
- Intel i5 processor
- 8GB or more memory
- Webcam

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

Long Island Campus Technical Support: Technical support is available to students at specified hours (generally 12–2 p.m. when classes are in session) through the [Academic Technologies Group](#) (ATG), Room 301 in Rockefeller Building. The [ATG web-portal](#) has an abundance of knowledge base articles for a variety of topics and allows you to open a ticket with the technical team.

Additionally for NYIT-related tasks and services, [Academic Technology Services](#) is accessible online.

NYITCOM at Arkansas State Campus Technical Support: Technical support is available to students through the Academic Technologies Group, in Wilson Hall. Additionally, students can use the website (nyit.samanage.com), phone (870.680.8830), or email (atghelpjb@nyit.edu) for assistance.

Microsoft OneDrive and Google Drive

OneDrive, part of NYIT's Office 365 suite, and Google Drive are storage and collaboration services providing students at the NYIT College of Osteopathic Medicine the ability to access, store, and share a wide range of University content securely from almost anywhere.

Acceptable use of your OneDrive and Google Drive accounts is limited to files containing only non-sensitive data. Neither should not be used to store confidential data. Confidential data includes data which, if accessed by unauthorized entities could cause personal or institutional financial loss or constitute a violation of statute, act or law. Examples of confidential data include but are not limited to:

- Social Security Numbers
- Bank account or credit card numbers
- Data covered by the Health Insurance Portability and Accountability ACT (HIPAA)
- Trade secrets or information that may be purchased for the creation of a patent
- Login/password credentials

Medical Library Information

- **Long Island Campus Library Hours (Eastern Time)**
 - Monday – Friday: 8 a.m. to 10 p.m.
 - Saturday: 10 a.m. to 4 p.m.
 - Sunday: 10 a.m. to 4 p.m.
- **NYITCOM-Arkansas Library Hours (Central Time)**
 - Monday – Friday: 7:30 a.m. to 9 p.m.
 - Saturday and Sunday: 12 to 6 p.m.

** Hours may be modified where a determination is made that doing so would be in the best interest of the community and/or deemed necessary by New York Tech leadership.*

General Rules:

- In order to maintain security for access to the medical library you will be required to show your NYIT College of Osteopathic Medicine ID card to the Front Desk Personnel in order to enter the library.
- No food or beverages are allowed in any part of the library at any time.
- Do not reshelve books or journals used within the library. Return them to the book truck at the circulation desk.
- Books requested by a faculty member to be used for a particular assignment will be put on reserve at the circulation desk until the assignment is complete. Only faculty members may make a reserve request.
- When returning any material that has been checked out, be sure the staff member at the circulation desk is aware of the return.
- Overdue books will bear a charge per day (per book). Please consult campus library staff for fees.
- Reference books do not circulate. They must be used within the confines of the library.
- All journals do not circulate.
- Photocopiers are located in the library for photocopy purposes that require copy cards instead of coins. Your NYIT College of Osteopathic Medicine ID card is your copy card. Please check with the Library staff for the procedure to add funds to the card if necessary. (Note: A copy card is not required on the Arkansas campus)
- For the Long Island campus, reserve books for special assignments must be used within the library. Books may be checked out for three hours. Please consult campus library staff for hourly fees. For the NYITCOM-Arkansas campus, reserve books and materials must also be used within the library.
- All library materials must be returned and all overdue fines paid as a criterion for promotion and graduation.
- For the Long Island campus, laptop computers may be checked out, similar to reserve materials, for three hours. A \$3 fine per hour will be charged if the material is returned late.

Library Policy:

The overall policy of the library is to provide the most current information in all medically related fields, in the most accessible form, with qualified, well trained, cooperative assistance where needed, in whatever formats are most appropriate.

It is important for students to understand that the library is a reference library, not a quiet study area. As a reference library, conversations may be held by the librarians with each other or with students so that some noise is expected in the area.

Campus Security

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

Long Island Campus

John Espina, Director of Security

Simonson House, Room 101

516.686.7791

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 Long Island campus. In addition, the Office of Campus Security provides vehicle assistance to the college community for jump-starts and lockouts. If you are in need of vehicle assistance, call the security, and give your location and vehicle description. You will be given an estimated time that an officer will arrive.

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

NYITCOM-Arkansas

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

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

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

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

[Arkansas State University Police Department](#)

Physical Address:

503 Robinson St.

Jonesboro, AR 72401

Phone: 870.972.2093

Fax: 870.972.3866

Mailing Address:

P.O. Box 2767

State University, AR 72467

Emergency Telephones

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

Clery Act Report

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

- Crime statistics for the three most recent years concerning the occurrences on each campus;
- A statement of current policies regarding:
 1. Reporting criminal actions or other emergencies on campus
 2. Security of and access to campus facilities
 3. Campus law enforcement
 4. Types of programs available for drug and alcohol abuse and sexual assault
 5. Procedures to follow when a sex offense occurs
 6. The possession, use, and sale of alcoholic beverages and illegal drugs

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

WHAT IS THE CAMPUS SAVE ACT?

The **Campus Sexual Violence Elimination (SaVE) Act** increases transparency on campus about incidents of sexual violence, including domestic violence, dating violence, stalking and sexual assault. The act also guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. The Campus SaVE Act amends the [Clery Act](#), which addresses campus sexual assault policies within the Higher

Education Act of 1965. President Obama signed SaVE into law on March 7, 2013 as part of the Violence Against Women Act (VAWA) Reauthorization.

You may obtain a copy of the security report:

The Advisory Committee on Campus Safety will provide upon request [all campus crime statistics](#) as reported to the United States Department of Education. This information may be obtained from the Director of Security or from the [United States Department of Education's website for campus crime statistics](#).

Campus Parking and Vehicle Registration

The strict enforcement of parking and traffic regulations is essential to accommodate the steady traffic that passes through the campus. Please use the following links to access the [Campus Parking and Vehicle Policies](#):

- [Long Island Campus](#)
- [Arkansas Campus](#)

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 p.m. Lost ID cards will be replaced at the student's expense at a cost of \$10 fee per card. The replacement fee is to be paid at the [NYIT Bursar](#) in Harry Schure Hall and receipt is to be brought to the Security Office in Simonson House.

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

State University Cashier's window located in the Student Union. The receipt issued to the student is then taken to the ID Card Center on campus.

Video Cameras

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

1. To the operation of these video cameras;
2. To the viewing of the resulting video images by NYIT College of Osteopathic Medicine or NYIT representatives, or by law enforcement authorities; and
3. To the use of the resulting video images in NYIT College of Osteopathic Medicine disciplinary investigations or proceedings, or in connection with actions taken by law enforcement authorities.

Facilities Information

Building Accessibility

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

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

Building Hours

Hours may be modified where a determination is made that doing so would be in the best interest of the community and/or deemed necessary by NYIT leadership.

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

LONG ISLAND CAMPUS

Nelson A. Rockefeller Academic Center (NYIT College of Osteopathic Medicine I):

Monday–Friday 7 a.m. to Midnight; Saturday 9 a.m. to Midnight; Sunday 1 p.m. to Midnight

W. Kenneth Riland D.O. Academic Health Care Center (NYIT College of Osteopathic

Medicine II): Monday–Friday 7 a.m. to 2 a.m.; Saturday 9 a.m. to 2 a.m.; Sunday 1 p.m. to 2 a.m.

Serota Academic Center (NYIT College of Osteopathic Medicine III): Monday–Friday 7 a.m.

to 2 a.m.; Saturday (By ID card only) 9 a.m. to 2 a.m.; (By ID card only) Sunday 1 p.m. to 2 a.m.

ARKANSAS CAMPUS

Wilson Hall (NYITCOM-Arkansas): Monday–Friday 6:30 a.m. to 6:30 p.m.; all other days and

times by ID card access only.

College Property

All college property must remain in its assigned location.

Student Lockers

Long Island campus lockers are available for student use in the basement level of the Serota Building. NYITCOM-Arkansas campus lockers are available for student use in Wilson Hall. Only combination locks are to be placed on the lockers. All students are required to clean out their

lockers at the end of every school year. Students are urged not to keep valuable items in lockers as the school cannot and will not be responsible for damage to and theft of personal property.

Photocopying

Photocopying machines are available for student use at the library for both campus locations. Your NYIT College of Osteopathic Medicine ID card is your copy card for the NY campus. Funds can be added to your ID card as needed. Please check with the Office of Student Administration at the NY campus, for additional information on this process. Note: A copy card is not required on the Arkansas campus

Cancellation of Class

For the Long Island campus, in case of inclement weather, please tune in to local radio stations such as WCBS, WINS, or WWOR for announcement of on campus school closings, or you may either call 516.686.1010 or visit [NYIT Alerts](#), a mass text and voice messaging notification system for emergency communications and student outreach. The Academic Health Care Center will be closed when the school is closed. No other clinical duties will be cancelled due to weather.

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

When One Campus Closes and the Other is Open

There will be instances where one campus closes and the other does not. There is a system in place to record or stream all curriculum-based lectures so students on both campuses will have access to the material. Scheduled lectures occur synchronously on both campuses; however, labs and non-lecture events occur asynchronously. In the event that only one campus closes, the other campus will continue to host any scheduled asynchronous labs or events (i.e. OMM, Anatomy, DPR, CBL, etc.). The closed campus will reschedule those missed labs or events for another time.

Smoking Policy: NYITCOM

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

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

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

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

Definitions

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

Compliance

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

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

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

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

Health Services Information

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

The [Academic Health Centers](#) participate in most insurance plans. Every NYIT College of Osteopathic Medicine student is required to obtain and maintain health insurance that is acceptable in New York State. A copy of the insurance card is required to schedule an appointment. Students are encouraged to choose a primary care physician at one of the

Academic Health Centers. All services will be billed to the student's health insurance and students will be responsible for amounts not covered by insurance.

Health care fees will cover any services related to clerkship requirements.

[The Academic Health Care Center](#), Riland Building, Long Island 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, Acupuncture, Neurology, Sports Medicine, Psychiatry, Psychology, Ehlers Danlos Center.

Hours:

- Monday, Tuesday, Wednesday, Friday: 8 a.m. to 5 p.m.
- Thursday: 9:00 a.m. to 8:00 p.m.

Phone: 516.686.1300

Fax: 516.686.7890

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

[Family Health Care Center](#), 267 Carleton Avenue, Central Islip, N.Y., provides the following services: Family Medicine, Internal Medicine, Pediatrics, Osteopathic Manipulative Medicine, Psychology, Breast Health Services, Acupuncture, Physical Therapy, Occupational Therapy and Speech Pathology, Physical Medicine and Rehabilitation.

Hours:

- Monday, Tuesday, Thursday, Friday, 8 a.m. to 5 p.m.
- Wednesday: 9:00 a.m. to 8:00 p.m.

Phone: 631.348.3254

Fax: 631.348.3031

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

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

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

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

Note: During your second year at NYIT College of Osteopathic Medicine, in preparation for third-year clerkships, you will be notified of your need to have a physical exam, TB screening, and titers drawn as per hospital requirements.

Mandatory Health, Life, and Disability Insurance for Students

All NYIT College of Osteopathic Medicine students are required to maintain continuous active Medical and Dental insurance sponsored by a domestic health insurance plan. The NYIT College of Osteopathic Medicine Medical insurance will be provided by [United Healthcare Student Resources](#) (PPO plan), and Dental (PPO plan) will be provided by [The Guardian](#). Every student is **required** to enroll in the insurance plans unless an acceptable waiver is provided in a **timely** manner.

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

All first year medical students are required to submit the [enrollment form](#). Be sure to include a beneficiary in Section C, as Life Insurance is given to you upon enrollment here at NYITCOM.

If you have one of the acceptable forms of health coverage listed here and would like to waive the NYIT College of Osteopathic Medicine sponsored student medical and/or dental coverage, please go to [HSAC](#) to submit your medical and/or dental insurance information via the online waiver system:

1. Student is covered under a parent's employers group insurance; or
2. Student is covered under a spouse's employers group insurance; or
3. Student is covered by Medicaid; or
4. Student is covered by the Military/VA.

Individually purchased medical and/or dental plans, affordable care act plans, and/or COBRA are **not acceptable**. If you need health and dental, please check it off on the enrollment form.

Enrollment Information

1. All students must complete a [NYIT College of Osteopathic Medicine Enrollment Form](#) (to insure proper information for the insurance company and to specify your chosen beneficiary) even if you are not taking the Medical and/or Dental coverage.
2. Incoming students must have their Enrollment Form and/or Waiver Form uploaded to [HSAC](#).
3. If there is a change in insurance status for you or your dependent, (i.e., you are no longer covered by the insurance you indicated on your Waiver; marriage, the birth of a child, etc.), you must complete the appropriate online request at [HSAC](#) or forms with the Office of Student Life within 30 days of the date of change.
4. The student's Bursar Account is charged for the Medical, Dental, Life, and Disability automatically. Charges for Medical and Dental will be removed if a proper Waiver form has been completed and filed with the Office of Student Life within the 30 day period. For cancellations, the insurance companies will not refund more than one month of retroactive premiums. There will be no exceptions.

5. A current waiver form must be completed annually. Waiver information must be submitted online at [HSAC](#) with a copy of the front and back of your current health insurance ID card(s). Annual waiver requests must be submitted during the annual waiver period from February 15 to March 15. If an annual waiver is not submitted, the student will automatically be enrolled in the NYIT College of Osteopathic Medicine sponsored student medical and dental plans.

Procedure to Enroll After the Initial Eligibility Period

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

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

Loss of Coverage

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

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

Virtual 24/7 Healthcare Services

NYITCOM provides its students 24/7 medical care access (via phone or video) from anywhere in the U.S. and while traveling internationally through the partnership of [UnitedHealthcare](#)

[Student Resources Insurance Plan](#) and [HealthiestYou](#) by Teledoc. For additional information, or to access these health services anytime, [download the app](#) or call 855.870.5858.

Directory Information: NYITCOM

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

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

Office of the Dean of NYIT College of Osteopathic Medicine

Nicole Wadsworth, D.O.

Dean, NYIT College of Osteopathic Medicine

Rockefeller Building, 1st Floor, Room 105

Phone: 516.686.3928

Fax: 516.686.3776

nwadwor@nyit.edu

Raquel Romanick, J.D.

Associate Dean, Operations

Rockefeller Building, 1st Floor, Room 106

Phone: 516.686.3961

Fax: 516.686.3776

rromanic@nyit.edu

Shelley Cohen, M.B.A.

Senior Director, Finance

Rockefeller Building, 1st Floor, Room 104

Phone: 516.686.1449

Fax: 516.686.3776

scohen08@nyit.edu

Susan Payette-Kulik, M.S., M.A.

Director, Student Professionalism and Special Projects

Office of the Dean
Serota Building, Room 215
Phone: 516.686.3936
Fax: 516.686.3835
susan.payette@nyit.edu

Anne Marie Kemp, M.A.
Executive Assistant to the Dean
Rockefeller Building, 1st Floor, Room 113
Phone: 516.686.3749
Fax: 516.686.3830
akemp01@nyit.edu

Esther Hevia, M.P.S.
Director, Alumni Relations
Rockefeller Building, 3rd Floor, Room 309A
Phone: 516.686.3801
Fax: 516.686.3822
ehevia@nyit.edu

Kathryn Karwoski, B.A.
Alumni Relations Specialist
Rockefeller Building, 3rd Floor, Room 311
Phone: 516.686.3813
kkarowsk@nyit.edu

Academic Affairs Office

William Blazey, D.O.
Associate Dean, Academic Affairs
Serota Building, Room 234
Phone: 516.686.1276
Fax: 516.686.3840

wblazey@nyit.edu

Claire Bryant, Ph.D.
Assistant Dean, Educational Operations
Serota Building, Room 223
Phone: 516.686.3993
Fax: 516.686.3811
cbryan02@nyit.edu

Nelson Eng
Assistant Dean, Associate Professor, Clinical Education
Serota Building, Room 238
Phone: 516.686.3968
neng01@nyit.edu

James Burke
Academic Enrichment Specialist
Serota Building, Room 230
Phone: 516.686.1258
jburke09@nyit.edu

Crystal Collins, M.P.S., M.S.
Education Manager, Pre-Clinical Education
Serota Building, Room 232
Phone: 516.686.3825
Fax: 516.686.3833
ccolli03@nyit.edu

Feona Elliot, M.P.S.
Director, Clinical Education
Serota Building, Room 225
Phone: 516.686.1334
Fax: 516.686.3833

felliott@nyit.edu

Marilyn Hluszko
Academic Enrichment Specialist
Rockefeller Building, Room B07A
Phone: 516.686.7794
mhluszk@nyit.edu

Christine Hutak, Ph.D.
Coordinator, Associate Professor
Rockefeller Building, Room 201J
Phone: 516.686.3812
Fax: 516.686.7440
chutak@nyit.edu

Shannon McCartan, B.S.
Senior Specialist, Clinical Education
Serota Building, Room 224
Phone: 516.686.1417
smccarta@nyit.edu

Cheryl Newman, M.S.
Academic Enrichment Specialist
Rockefeller Building, Room B07B
Phone: 516.686.1446
Fax: 516.686.3822
cnewma02@nyit.edu

Clinical Services and Facilities Office

Brian Harper, M.D.
Associate Professor/Medical Director
Riland Building, Room 33

Phone: 516.686.4018

Fax: 516.686.7890

bharper@nyit.edu

Medical Library

Jeanne Strausman, MLS

Medical Librarian, N.Y. campus

Rockefeller Building, 1st Floor, Room 102A

Phone: 516.686.3779

Fax: 516.686.3709

jstrausm@nyit.edu

Sloane Kelley, M.S.

Library Director, A.R. campus

Wilson Hall, Medical Library

Phone: 870.680.8872

Fax: 870.680.8852

skelley@nyit.edu

Research Office

Kurt Amsler, Ph.D.

Associate Dean, Research

Rockefeller Building, Room 314F

Phone: 516.686.3716

Fax: 516.686.1475

kamsler@nyit.edu

Bhuma Krishnamachari, Ph.D.

Assistant Dean, Research

Academic Health Care Center, Room 020

Phone: 516.686.7564

Fax: 516.686.3834
bkrishna@nyit.edu

Min-Kyung Jung, Ph.D.
Biostatistician
Rockefeller Building, Room 314E
Phone: 516.686.1102
Fax: 516.686.1475
mjung01@nyit.edu

Student Administration Office

Mary Ann Achatzger, M.S.
Associate Dean
Serota Building, Room 213
Phone: 516.686.3975
Fax: 516.686.1409
maachtzi@nyit.edu

Angjela Dajko, B.S.
Senior Admissions Specialist
Serota Building, Room 203
Phone: 516.686.9324
Fax: 516.686.3831
adajko@nyit.edu

Sadia Halim, LMSW
Associate Director, Counseling and Wellness
Student Activity Center, Room 319
Phone: 516.686.7636
Fax: 516.686.3835
shalim@nyit.edu

Clair Jacobi, B.S.
Director, Financial Aid
Serota Building, Room 209
Phone: 516.686.7960
Fax: 516.686.7764
cjacobi@nyit.edu

David Oroza, M.S.
Assistant Director, Admissions
Serota Building, Room 205
Phone: 516.686.3782
Fax: 516.686.3831
doroza@nyit.edu

Tanya Patterson-Stanley, M.P.S.
Assistant Director, Financial Aid
Serota Building, Room 208
Phone: 516.686.7415
Fax: 516.686.7764
tpatte01@nyit.edu

Kylie Pernice, LMSW
Associate Director, Counseling and Wellness
Student Activity Center, Room 309
Phone: 516.686.1328
kscore@nyit.edu

Kathleen Riley, B.A.
Associate Director, Admissions
Serota Building, Room 202
Phone: 516.686.1289
Fax: 516.686.3831
kriley05@nyit.edu

Thomas Reilly, M.S.
Associate Director, Financial Aid
Serota Building, Room 206
Phone: 516.686.7960
Fax: 516.686.7764
treilly@nyit.edu

Ramon Villongco, M.B.A.
Associate Director, Admissions
Serota Building, Room 205
Phone: 516.686.3916
Fax: 516.686.3831
rvillong@nyit.edu

Christine Zembis, B.S.
Specialist, Application Processing
Serota Building, Room 203
Phone: 516.686.1338
Fax: 516.686.3831
czembis@nyit.edu

Carol Zerah, M.S.
Director, Admissions
Serota Building, Room 204
Phone: 516.686.3792
Fax: 516.686.3831
czerah@nyit.edu

Student Affairs at Long Island Campus

Donna-Marie McMahon, D.O.
Associate Dean, Student Affairs

Associate Professor, Clinical Specialties
Rockefeller Building, Room 201D
Phone: 516.686.1457
Fax: 516.686.1457
dmcmah02@nyit.edu

Felicia Bruno, M.A.
Assistant Dean
Serota Building, Room 223
Phone: 516.686.1329 or 516.686.3801
Fax: 516.686.1325
fbruno@nyit.edu

Danielle Abbatiello, M.A.
Assistant Director, Medical Student Performance Evaluations
Serota Building, Room 220
Phone: 516.686.1431
Fax: 516.686.3822
dabbat02@nyit.edu

Marie Aldridge, B.A., B.S.
Senior Career Advisor
Serota Building, Room 221
Phone: 516.686.3983
Fax: 516.686.1325
maldridg@nyit.edu

Mary Bachmann, M.S.
Associate Registrar
Serota Building, Room 214A
Phone: 516.686.3932
Fax: 516.686.3891
mbachman@nyit.edu

Linda Darroch-Short, M.S.
Director, Student Life
Serota Building, Room 217
Phone: 516.686.3787
Fax: 516.686.3835
ldarroch@nyit.edu

Deborah Heineman, M.A.
Manager, Residency Services
Serota Building, Room 211
Phone: 516.686.3729
Fax: 516.686.3835
dheinema@nyit.edu

Jason Lasky, B.A.
Assistant Registrar
Serota Building, Room 222
Phone: 516.686.3809 Fax: 516.686.3891
jlasky01@nyit.edu

Julianna Viviani, M.A.
Senior Career Advisor, Residency Services
Serota Building, Room 236
Phone: 516.686.3868
Fax: 516.686.3835
jvivia01@nyit.edu

Diane Williams, B.S., B.A.
Manager, STEP Program
Serota Building, Room 236A
Phone: 516.686.3815
Fax: 516.686.3770

dwilli29@nyit.edu

NYITCOM at Arkansas State University (Jonesboro, AR)

Shane Speights, D.O.

Site Dean, NYITCOM at Arkansas State University

Wilson Hall, Room 215A

Phone: 870.680.8196

sspeights@nyit.edu

Kapil Bajaj, M.C.T.P.

Director, Academic and Research Technology

Wilson Hall, Room 211D

Phone: 870.680.8810

kbajaj@nyit.edu

Michelle Minton

Assistant Director, Finance

Wilson Hall, Room 211E

Phone: 870.680.8840

mminton@nyit.edu

Casey Pearce

Associate Director, External Relations and Marketing

Wilson Hall, Room 211B

Phone: 870.972.2656

cpearce@nyit.edu

Neelam Joshi, M.S.

Associate Director, Community Relations and Development

Wilson Hall, Room 211A

Phone: 870.680.8837
neelam.joshi@nyit.edu

Research at Arkansas Campus

Rajendram Rajnarayanan, Ph.D.
Associate Professor and Assistant Dean, Research and Publications
Wilson Hall, Room 425
Phone: 870.680.8884
rrajnara@nyit.edu

Clint Iadanza, Ph.D.
Assistant Director, Educational Research
Wilson Hall, Room 427
Phone: 870.680.8814
ciadanza@nyit.edu

Clinical Education at Arkansas Campus

Ben Woodruff, M.B.A.
Director, Clinical Education
Wilson Hall, Room 220B
Phone: 870.680.8869
ben.woodruff@nyit.edu

Tenisha Roming
Assistant Director, Clinical Education
Wilson Hall, Room 220D
Phone: 870.680.8835
troming@nyit.edu

Greya Winningham
Regional Administrator, Northeast Arkansas and Southeast Missouri

Wilson Hall, Room 220E
Phone: 870.550.3003
greye.winningham@nyit.edu

Brian Brown
Regional Administrator, Northeast Arkansas and Southeast Missouri
Wilson Hall, Room 220E
Phone: 870.995.5281
bbrown13@nyit.edu

Janet Stallings
Regional Administrator, Central Arkansas
Wilson Hall, Room 220
Phone: 501.580.8429
jstall01@nyit.edu

Colleen Hendren
Regional Administrator, Northwest Arkansas
Wilson Hall, Room 220
Phone: 479.903.4594
chendren@nyit.edu

Keona Davis
Manager, Regional Clinical Site
Wilson Hall, Room 220
Phone: 901.721.3142
keona.davis@nyit.edu

Laquilla Jones
Manager, Regional Clinical Site
Wilson Hall, Room 220
Phone: 870.413.0561
laquilla.jones@nyit.edu

Academic Affairs at Arkansas Campus

Amanda Deel, D.O.

Assistant Professor and Associate Dean, Academic Affairs

Wilson Hall, Room 220A

Phone: 870.680.8195

adeel@nyit.edu

Tracy McAllister Owens, Ed.D.

Assistant Dean, Academic Achievement

Wilson Hall, Room 220L

Phone: 870.680.8818

tracy.owens@nyit.edu

Tony A. Slieman, Ph.D.

Director, Academic Affairs

Wilson Hall, Room 220N

Phone: 870.680.8854

tslieman@nyit.edu

Caroline Brodell

Assistant Director, Academic Affairs

Wilson Hall, Room 220K

Phone: 870.680.8819

cbrodell@nyit.edu

Lize McCoy, Ed.D.

Director of Faculty Development

Wilson Hall, Room 220M

Phone: 870.680.8885

lmccoy01@nyit.edu

Raksha Harikrishnan, M.A.

Curriculum Specialist

Wilson Hall, Room 220C

Phone: 870.680.8865

rharik01@nyit.edu

Amy Moody-Qualls, M.A.

Academic Enrichment Specialist

Wilson Hall, Room 418

Phone: 870.680.8836

amoodyqu@nyit.edu

William Scott Hinson, M.S.

Academic Enrichment Specialist

Wilson Hall, Room 420

Phone: 870.680.8836

whinson@nyit.edu

Michael Stinnett, MSE

Academic Enrichment Specialist

Wilson Hall, Room 416

Phone: 870.680.8887

michael.stinnett@nyit.edu

Student Administration at Arkansas Campus

Kristin Cohen, Ph.D.

Assistant Dean, Student Administration

Wilson Hall, Room 204A

Phone: 870.680.8805

kristin.cohen@nyit.edu

Tracy Mosbey, LPC

Associate Director of Wellness and Counseling
Wilson Hall, Room 414
Phone: 870.680.8839
tmosbey@nyit.edu

Holly Proffitt, M.A.
Senior Career Advisor
Wilson Hall, Room 204B
Phone: 870.680.8806
holly.proffitt@nyit.edu

Vicki Walker, Ed.S.
Associate Director, Financial Aid and Registrar
Wilson Hall, Room 204C
Phone: 870.680.8808
vicki.walker@nyit.edu

Pamela Diaz-Lagos, M.S.
Assistant Director, Admissions
Wilson Hall, Room 204D
Phone: 870.680.8838
pdiazlag@nyit.edu

Brent Owens, Ed.D.
Associate Director, Pipeline Programs
Wilson Hall, Room 204E
Phone: 870.680.8831
brent.owens@nyit.edu

Tracey Paul, M.S.
Associate Director, Student Life
Wilson Hall, Room 204F
Phone: 870.680.8807

tpaul03@nyit.edu

Additional Student Resources (Meal Plans, Bookstore)

Meal Plans (NYITCOM-Arkansas Only)

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

Bookstores

New York Tech Bookstore

Salton Hall, Lower Level

Phone: 516.686.7584

Fax: 516.686.6777

NYITCOM-Arkansas Bookstore* (Jonesboro, AR)

Arkansas State University Bookstore

Reng Student Services Building

870.972.2058

arkstate@bkstr.com

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

NYITCOM Store

Visit the [official online store](#) for a wide variety of NYITCOM apparel and other branded items for purchase.