# Table of Contents

PART I – GENERAL OVERVIEW .................................................................................. 5  
Mission .......................................................................................................................... 5  
Brief History and Campus Overview ........................................................................... 5  
Student Affairs ............................................................................................................ 6  
Campus Life .................................................................................................................. 6  
Career Services ........................................................................................................... 11  
Athletics and Recreation ............................................................................................. 12  
College Services .......................................................................................................... 13  
PART II – NYIT STUDENT CONDUCT POLICIES ...................................................... 16  
Student Code of Conduct ............................................................................................ 16  
Section 1 - Introduction ................................................................................................ 16  
Section 2 - Definitions ................................................................................................ 16  
Section 3 – Student Conduct Authority ...................................................................... 18  
Section 4 - Jurisdiction ............................................................................................... 18  
Section 5 - Offenses ................................................................................................... 18   
   a. Academic Integrity .................................................................................................. 18   
   b. Alcohol .................................................................................................................. 18   
   c. Conduct Unbecoming ............................................................................................ 18   
   d. Computer Misuse .................................................................................................. 19   
   e. Disruptive Behavior .............................................................................................. 19   
   f. Drugs .................................................................................................................... 19
g. Endangerment ........................................................................................................... 19
h. Failure to Comply ................................................................................................... 19
i. Falsification/Fraud/False Testimony ..................................................................... 20
j. Fire and Emergency Safety .................................................................................. 20
k. Harassment and/or Bullying ................................................................................ 21
l. Hazing ..................................................................................................................... 21
m. Housing Violations ............................................................................................... 20
n. Littering .................................................................................................................. 20
o. Rollerblades/Skates/Bicycles ................................................................................ 22
p. Violations of the Gender-Based Misconduct Policy ............................................. 22
q. Shared Responsibility ............................................................................................ 22
r. Smoking .................................................................................................................. 23
s. Stalking ................................................................................................................... 23
t. Theft and Trespass .................................................................................................. 24
u. Vandalism .............................................................................................................. 24
v. Weapons, Firearms, Explosives .......................................................................... 22
w. Other Violations ..................................................................................................... 23

Section 6 – New York Statewide and NYIT Alcohol and/or Drug Use Amnesty Policy .................................................................................................................. 25

Section 7 – Student Rights .......................................................................................... 26

Section 8 – Student Conduct Bodies and Forums ...................................................... 27

Section 9 - Burden of Proof Standard ....................................................................... 28

Section 10 – Student Conduct Process ..................................................................... 28

Section 11 - Sanctions ............................................................................................... 33

Section 12 - Appeals .................................................................................................. 35

Section 13 - Record of Student Conduct Proceedings ............................................. 36
PART I – GENERAL OVERVIEW

Mission

New York Institute of Technology (NYIT) aspires to excel in teaching, research, and service. What makes it distinctive is its mission to provide:

Career-Oriented, Professional Education

NYIT proactively responds to students’ career concerns and schedules career-related courses in their first year. The university is guided by the belief that supporting career interests helps students develop a full range of capabilities and viewpoints. Because today’s students are likely to change jobs frequently throughout their working years, NYIT aspires to provide its students with lifelong learning competencies. The core curriculum, which is liberal arts-based and interdisciplinary in nature, is structured to help students improve written and oral communication skills and mathematical reasoning, as well as develop the most up-to-date technological literacy.

Access to Opportunity for All Qualified Students

NYIT makes higher education possible for those who otherwise might not be able to attend college. This commitment involves providing academic offerings that take varying abilities into account and offering a highly supportive student environment. Access also involves providing success opportunities for a diverse population of students—different ages, nationalities, ethnicities, and socioeconomic backgrounds. Classes are offered days, evenings, and weekends, and students can take classes in Manhattan, Long Island, or at a global campus as well as online. NYIT offers generous scholarship and financial aid options, including federal, state and NYIT-exclusive opportunities. All campus personnel—including the student affairs staff—are dedicated to student service and to motivating and stimulating students to achieve the college’s and the students’ own professional and personal goals.

Applications-Oriented Research That Benefits the Larger World

NYIT is committed to undertaking research and professional projects with practical applications. Its renowned faculty—academic experts and respected professionals in their fields—aim for goals and outcomes that can be applied toward solutions to real-world issues.

Brief History and Campus Overview

New York Institute of Technology (NYIT) is an independent, comprehensive college offering undergraduate, graduate, and professional degrees. More than 15,000 students take courses through our academic schools:

a. School of Architecture and Design
b. College of Arts and Sciences
c. School of Education
d. School of Engineering and Computing Science
e. School of Health Professions
f. School of Management
g. NYIT College of Osteopathic Medicine
Chartered as a not-for-profit educational institution in 1955, NYIT receives consistently high rankings in national publications for its academic reputation and campus diversity. Its numerous professional accreditations and outside validations place it among some of the nation’s most prestigious institutions of higher learning.

Dorothy and Alexander Schure Old Westbury Campus
The Dorothy and Alexander Schure Old Westbury campus was developed around the nucleus of the former C. V. Whitney estate and includes several former North Shore estates. Original buildings have been reconstructed for educational use while retaining the charm of traditional exteriors. To preserve the natural beauty of the landscape, other buildings are clustered in low, modern structures surrounded by trees and open vistas. Classroom buildings and parking areas are connected by walkways through woods and meadows untouched by construction. Plazas connect classroom buildings and act as outdoor rooms for students and faculty. Concerts, lectures, and informal recreational events are frequently scheduled on campus.

Manhattan Campus
NYIT’s Manhattan campus is housed in five buildings on Broadway and West 61st Street, just north of Columbus Circle. Its central location, within walking distance of Lincoln Center and Central Park, is easily accessible via subway and bus routes and is close to concert halls, theaters, museums, and libraries.

The Student Activity Building, 1849 Broadway, has a student lounge, recreation areas, food services, and the offices of the Student Government Association as well as other clubs and student organizations. The Office of Student Activities is located on the second floor. NYIT’s newest building, the NYIT Auditorium on Broadway has a seating capacity of 268. The offices of Counseling and Wellness Services, Disability Services, Campus Life, Career Services, Student Employment, and Housing and Residential Life, are located at 26 West 61st Street. The Student Solutions Center (Enrollment Services, Bursar, Financial Aid, and Registrar) and International Education are located in the New Technology Building, 16 West 61st Street.

Central Islip
Our Central Islip site reflects NYIT’s unique community-service model, which supports our academic programs while providing local residents and businesses with valuable services. Located in the heart of Suffolk County on Long Island amid a bustling, developing suburb, the sprawling grounds feature Georgian-style brick buildings in a wooded setting with a golf course.

This site is home to NYIT’s Vocational Independence Program for students with learning disabilities, the family health care center of NYIT College of Osteopathic Medicine, the Technology Based Learning Systems research center, as well as BOCES and Head Start programs. Our medical students acquire real-world experience at the NYIT College of Osteopathic Medicine health care center, where more than 3,500 patients from the local community are treated each year.

Student Affairs
NYIT, through its Office of Student Affairs for the New York campuses, complements the academic mission of the college by sponsoring co-curricular programs and services to promote community, personal development, leadership, creativity, and ethical/social responsibility in a student-centered learning environment.

The vice president of student affairs coordinates and supervises programs, services, and facilities on all campuses with the assistance of professionally trained staff in three major offices: Campus Life, Career Services, and Athletics & Recreation.

Office of Student Affairs, Old Westbury Campus, Student Activity Center, Student Affairs/Campus Life Suite,
Campus Life
The Office of Campus Life represents New York campus students’ needs to the NYIT administration, faculty, and academic departments. The dean of campus life provides administrative leadership, supervision, and coordination for a number of services and programs, including campus life, the first-year programs, research and assessment, recreation, judicial and mediation services, counseling and wellness, international student services, and housing and residential life. In addition, the dean of campus life is involved in the overall coordination of disciplinary matters, academic dishonesty issues, student newspapers, new-student orientation programs, community-service programs, the student handbook, and publications and commuter programs. Students should consider the Office of Campus Life as a primary resource for assistance.

Old Westbury: Office of Campus Life, Student Activity Center. Phone: 516.686.7635
Manhattan: Office of Campus Life, 26 West 61st Street, Room 105. Phone: 212.261.1532

a. First-Year Programs
The first year of college life is crucial to strengthening a student’s ability to succeed at NYIT. The first-year programs in Old Westbury and Manhattan are designed to make the transition easier and focus on teaching students strategies to enhance their academic skills, while addressing their need for early social and intellectual bonding with faculty, staff, and peers.

b. Orientation
The orientation program helps new students and their parents become acquainted with the college environment on the New York campuses. Students learn to identify campus resources; key faculty, staff, and administration; and are introduced to the college and campus-life environments.

c. Orientation Leaders
A select group of NYIT students assist new students with their transition to NYIT. Orientation leaders are selected for their academic achievement, leadership skills, and interpersonal qualities. They play a role in all facets of first-year programs, including welcoming, mentoring, and providing peer support resources for new NYIT students.

Old Westbury: Director of Student Involvement & Leadership Development, Office of Campus Life, Student Activity Center, Phone: 516.686.1155
Manhattan: Assistant Dean of Campus Life, Student Activities Building, 1849 Broadway, Phone: 212.261.1686

d. Office of Student Involvement & Leadership Development
The Office of Student Involvement & Leadership Development on the Old Westbury and Manhattan campuses supervises the Student Government Association, the Interfraternity Sorority Council (governing body of fraternities and sororities), student clubs and organizations, student events, and programming boards as well as schedules campus facilities related to campus life programs. Becoming actively involved in co-curricular activities and leadership opportunities enriches students’ process of learning about subject matter, community-building, and themselves. NYIT has student clubs and organizations, intramural sports, athletic contests, concerts, lectures, films, student newspapers, and radio stations. Participation in such activities also helps students to develop skills and meet many new people, some of whom become lifelong friends.

Old Westbury: Assistant Dean of Campus Life, Student Activity Center, Room 210, Phone: 516.686.1223
Manhattan: Assistant Dean of Campus Life, Student Activity Building, 1849 Broadway, Room 203. Phone: 212.261.1686
e. **Student Government Association**

The Student Government Association (SGA) is the governing body, student voice, and representative organization of NYIT students. The SGA is made up of student leaders, including an executive board and various senators/representatives from each academic school or special interest group (e.g., residential students). The SGA works with the NYIT administration to discuss and resolve students’ issues or concerns, including suggestions on campus quality of life, security, housing, academic operations, parking, busing, food service, and other student concerns. The SGA is also the coordinating and main funding body for campus life programs, events, and activities such as movies, lectures, concerts, parties, educational speakers, student clubs and organizations, student academic affiliations, and other special events.

*Old Westbury: SGA Office Phone: 516.686.7500*
*Manhattan: SGA Office Phone: 212.261.1558*

f. **Student Programming Boards**

The student entertainment council and programming board is a student-based organization, funded through the student activity fee to provide campus life and student activities through quality, diverse entertainment, including special events, multicultural programs, theater and art programs, concerts, pageants, competitions, speakers/lecturers, and off-campus activities that support unity, friendship, learning, and fun. The student programming boards are the central programming group at each campus. Students are encouraged to get involved in student programming by helping in the planning and implementation of programs or sharing their opinions and feedback for both past and future events. All meetings and events are open to NYIT students.

g. **Student Clubs and Organizations**

Between the Old Westbury and Manhattan campuses, NYIT has more than 100 officially recognized academic, social, cultural, communication, and athletic/sports clubs and organizations. For a list of recognized organizations by campus, visit [www.nyit.edu](http://www.nyit.edu). Student clubs and organizations are an extension of academic life at NYIT, and involvement in any campus activity is a definite plus for success. Students who cannot find an existing club of interest should consider starting their own. To do so, they need only identify a small group of students who share a common interest. For additional information on joining or starting a club or organization, students should visit the Office of Campus Life.

h. **Fraternities and Sororities**

Greek-letter organizations have maintained a proud tradition on college campuses for well over 100 years. Founded upon principles of brotherhood/sisterhood, high academic achievement, and service to the community, these organizations add to the overall quality of life on campus. In Old Westbury and Manhattan, NYIT has long recognized these attributes and has welcomed the formation of these organizations throughout the college’s history. Students interested in joining a Greek-letter organization should discuss the possibility with the current members of several different organizations to find the one that best fits their needs. First-semester freshmen may not join a Greek-letter organization.

i. **Office of Residence Life and Off-Campus Housing**

NYIT provides housing options in the form of traditional residence halls on Long Island and New York City. The Office of Residence Life and Off-Campus Housing at New York Institute of Technology is committed to creating a positive living-learning experience for our students living in residence halls and independently in housing off-campus. Our goal is to provide a safe and clean living-learning environment where students can flourish in meeting their academic goals. Highly trained professional and student staff assist as educators, mentors, and role models to foster students’ aspirations for high ideals, effective communication, ethical behavior, and knowledge for effective and contributory participation in a community. The Office of Residence Life and Off-Campus Housing assists students in creating living-learning environments wherein the worth and dignity of each individual is held paramount, reflecting the needs and aspirations of NYIT’s diverse community.
To review information about specific residential options in New York as well as to obtain information about residential staff roles, the housing-application process, room assignments, room selection and placement, opening and closing dates of residence halls, termination/cancellation of housing processes, safety and security, emergency response, housekeeping and custodial services, and other applicable amenities, including computer, TV/cable, telephone, laundry, dining and laundry facilities, students should log onto http://www.nyit.edu/campus_life/ and select their campus of interest. Following in this document is more housing information about residential staff.

1. **Director of Housing and Residential Life:** The Old Westbury and Manhattan campuses each has a director of housing and residential life. The director is a full-time, professional staff person who is responsible for the overall coordination and operation of residential life. Responsibilities include oversight of professional staff selection, training and supervision, developing and monitoring the co-curricular program format, fiscal management, facilities maintenance and upgrade, long-range planning, and monitoring community standards.

   **Old Westbury:** Director of Housing and Residential Life, Northern Boulevard, Old Westbury, NY 11568. Bolivar Storefront Phone: 516.686.1401. Fax: 516.686.1405
   **Manhattan:** Director of Housing and Residential Life, 26 West 61st Street. Phone: 212.261.1727 Fax: 212.261.1778

2. **Hall Directors:** Hall Directors (HDs) are student staff members (usually graduate students) who live in the residence halls and assist the director in creating successful living environments. Each HD has received training in advising, emergency and administrative procedures, mediation, conflict resolution, community development, and campus and community resources, as well as communication and supervisory skills.

3. **Resident Assistants:** Resident Assistants (RAs) are student staff members who live in the residence halls and are available to assist students with life in a residential community. As peer leaders, these undergraduate or graduate leaders have received training in advising, emergency and administrative procedures, mediation, conflict resolution, community development, campus and community resources, communication skills, programming, and limit-setting. Each residence hall has RAs available on duty every day. It’s important that students know their RA and the other RAs in their building. The RAs can be invaluable in assisting students with the complexities of adjusting to community living.

j. **Counseling and Wellness Services**

   Counseling and Wellness Services provides free confidential counseling for Old Westbury and Manhattan students who may be experiencing personal, academic, or social concerns. Professional counselors assist students in developing greater self-understanding as well as problem-solving strategies to enhance personal development. Individual and group counseling services are learning-based, short-term, and focus on assisting students to develop self-confidence, self-reliance, and self-identity to manage emotions and solve problems in their academic, vocational, personal, and social lives. The centers provide a holistic approach to wellness education, promoting individual and community wellness through programs and outreach activities. Special programs, workshops, and time-limited groups are offered on topics such as test anxiety, interpersonal skill building, personal growth, alcohol and other drugs, relationships, wellness, human sexuality, and other personal concerns. The Counseling and Wellness Centers provide resource information and referral services to hospitals, clinics, and private practitioners when more specialized assistance is needed. Appointments are available both days and evenings.

   **Old Westbury:** Director, Counseling and Wellness Center, Harry Schure Hall, Room 208 Phone: 516.686.7976/7683
   **Manhattan:** Director, Counseling and Wellness Center, Counseling and Wellness Center, 26 West 61st Street, Mezzanine Floor. Phone: 212.261.1770/1755
E-Mail Disclaimer: The counseling staff cannot guarantee the privacy of e-mail communications, and confidentiality cannot be assumed. Although we may be able to answer general questions about services and programs via e-mail, we cannot guarantee when an e-mail message will be read. We cannot provide personal counseling through e-mail. If a student wants to receive counseling, they should call or visit our offices to make an appointment with a counselor.

1. **Office of Accessibility Services:** In addition to monitoring compliance with the Americans with Disabilities Act (ADA) and other applicable laws, the Office of Disability Services actively supports students on the Old Westbury and Manhattan campuses in the pursuit of their academic and career goals. All NYIT services pertaining to students with disabilities are coordinated by this office and are meant to foster a barrier-free academic environment. Identification of oneself as an individual with disability is voluntary and confidential. The Office of Disability Services assists with referrals and support services and sponsors activities to increase opportunities for employment, as well as academic success, disability awareness, and knowledge of disability-related issues. Students wishing to receive accommodations, referrals, and/or other services are encouraged to contact the Office of Disability Services as early in the semester as possible although requests can be made throughout the academic year.

*Old Westbury: Harry J. Schure Hall, Room 208. Phone: 516.686.7976/7636*
*Manhattan: 26 West 61st Street, Main Floor. Phone: 212.261.1770*
*E-Mail: aprovenz@nyit.edu*

2. **Office of Wellness Services:** The Office of Wellness Services provides Old Westbury and Manhattan students with information on immunization compliance and maintains the college’s immunization records. The office also provides assistance with, and information about, the student accident and sickness insurance claims. In addition, monthly health and wellness lectures and programs are offered as well as annual health and wellness fairs on the New York campuses.

3. **Immunization Records and Requirements:** New York state public health laws §2165 and §2167 require all students enrolled for at least six semester hours or equivalent per semester, or at least four semester hours per quarter in New York, to provide written proof of immunization against measles, mumps, rubella and a meningococcal meningitis vaccination response. Students must submit a completed copy of NYIT’s Student Immunization Form to the Office of Wellness Services. The immunization form can be found in the admission package and online at [www.nyit.edu/registrar](http://www.nyit.edu/registrar). Students will not be permitted to register for classes or attend classes without such written proof until the Office of Wellness Services has cleared them. Only the coordinator of wellness services may clear a student, record an exemption or grant an extension. Extensions must be supported by a student acknowledgement letter.

4. **Student Accident and Health Insurance:** All New York NYIT students receive coverage for medical expenses incurred as a result of accidental bodily injury. The cost of the accident policy is automatically charged to all students’ bursar accounts each semester. Full-time students are covered 24 hours a day, worldwide. Part-time students are covered only while on any NYIT campus, or while participating in an activity sponsored by NYIT. In addition, the college offers a Basic Sickness Plan and Supplemental Accident and Sickness Plan. NYIT requires that all residential students and all students holding an F-1 or J-1 visa carry this insurance policy. Residential students can waive out of the insurance if they are able to provide acceptable proof of other insurance coverage. The cost of the health insurance policy is automatically charged to the student’s bursar account each semester. Coverage is voluntary for nonresident full-time and part-time students. Students should access the insurance website [www.chickering.com](http://www.chickering.com) to obtain a full explanation of benefits, cost, enrollment, and medical claims forms. For additional information, contact the Office of Wellness Services on your campus.

*Old Westbury: Harry J. Schure Hall, Room 208D. Phone: 516.686.7967*
*Manhattan: 26 West 61st Street, Main Floor. Phone: 212.261.1770/1790 Fax: 516.686.1410*
k. International Students

Professional international student advisers and support services are based on the Old Westbury and Manhattan campuses to meet the special needs of international students. Individual and group services are available to assist students with immigration rules, housing, employment, health, personal concerns, and academics. Campus activities and special programs—including English conversation groups, companion programs, cultural festivals, social activities, and trips—are planned each semester in cooperation with the international student associations. Special-interest international student organizations provide social and cultural activities on each campus throughout the year.

Old Westbury: Director of International Education, Harry J. Schure Hall, Room 207B
Phone: 516.686.7585
Manhattan: Associate Director of International Education, 26 West 61st Street, Room 103.
Phone: 212.261.1514
E-Mail: oie@nyit.edu

Career Services

NYIT Career Net, is the Office of Career Services’ online career management system where students can find employment opportunities, register for on-campus career events, send themselves E-Mail updates, manage all job search-related documents, keep track of their job-search schedule, and much more. Career expos, specialized job fairs, on-campus recruitment, and career events help students connect with employers.

The Office of Career Services maintains an extensive Website for researching employers, business etiquette, interview tips, résumé building, “What Can I Do with My Major?” career planning, job information by major, career search, and an events calendar. The VAULT Online Career Library, an excellent career tool, provides exclusive access to more than 3,500 employer profiles, 90 downloadable career guides, 1,100 career-advice articles and 2,000,000 messages concerning insider employer information.

Old Westbury: Dean of Career Services, David G. Salten Hall, Room 3. Phone: 516.686.7527
Manhattan: Director of Experiential Education, 26 West 61st Street, 2nd Floor, Room 208
Phone 212.261.1538

a. Student Employment

The Office of Student Employment is housed in the Old Westbury and Manhattan Offices of Career Services and coordinates the on-campus student employment process, including job postings, hiring, and managing time records. The Office of Student Employment works with the Office of Financial Aid to identify students with work-study awards and with payroll to coordinate student pay. The Office of Student Employment assists supervisors, students, and off-campus agencies with student employment-related issues and develops off-campus jobs at non-profit agencies. For students, the Office of Student Employment also provides job descriptions, employment authorization, and employment eligibility forms. The goal of the Office of Student Employment is to assist students working on-campus, or in paid community service positions, to gain work experience and develop transferable skills that will enhance their experience at NYIT and add to their professional résumé.

There are a limited number of on-campus jobs for students that do not have work-study, including international students. Students who are interested in work-study should contact the Office of Financial Aid for information related to the FAFSA (Free Application for Federal Student Aid) and their work-study eligibility.

Old Westbury: David G. Salten Hall. Phone: 516.686.7606
**Athletics and Recreation**

Intercollegiate athletics and recreation programs are conducted in Old Westbury and in Manhattan in a manner designed to protect and enhance the physical and educational welfare of all students. All programs shall be maintained as a vital component of the educational experience at the college. All members must conduct themselves with honesty and good sportsmanship. The behavior of all department members shall reflect the high standards of honor and dignity that characterizes participation in competitive activities within the college setting. Intercollegiate athletics and recreational activities have an important place in the general educational process, and we must pledge ourselves to cooperate with others in the field of education. We believe that in every case where a choice is presented, academics come before athletics. We acknowledge that such beliefs may mean accepting modest goals and achievements on our playing fields. We commit to all students that their welfare is our number one priority.

We believe that proper administration of all programs and activities offers effective methods for developing high ideals of sportsmanship, cooperation, courage, unselfishness, self-control, and a desire for a healthy and productive lifestyle with the highest respect for discipline and authority. We believe these admirable characteristics, properly instilled by each of us through teaching and demonstration, will have a positive impact on our student-athletes and will help them to become better citizens.

We commit ourselves to what’s pure, honest, and true. We believe that tradition is not instituted but developed. This development begins with each of us.

College sports unite a college community—students, faculty, staff, alumni, and fans from the local area. NYIT sponsors 12 men’s and women’s intercollegiate programs that compete with other colleges throughout the United States. The talented student-athletes on our Bears teams bring pride and spirit to everyone in the NYIT family. NYIT’s Old Westbury campus offers a competitive intercollegiate athletic program; men’s teams compete in baseball, basketball, lacrosse, soccer, tennis, and cross country. Women’s teams include cross country, soccer, softball, volleyball, basketball, and tennis. The intercollegiate athletics program competes under the auspices of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC) and the East Coast Conference (ECC). Baseball is a NCAA Division I program while all other programs compete on the Division II level. For information on game schedules and venues, visit www.nyit.edu/athletics.

*Director of Intercollegiate Athletics and Recreation, Athletics Facility Phone: 516.686.1133. Fax: 516.686.1219*

a. **Recreation and Intramurals**

Intramural and recreational activities vary on each New York campus and may include aerobics, basketball, soccer, flag football, softball, swimming, weightlifting, volleyball, billiards, and table tennis. Students are always encouraged to recommend new activities, new clubs or start their own sports club. Organized activities promote development through competition, teamwork and leadership, providing student-opportunities to improve emotional and psychological qualities, and to develop skills in leadership, discipline, loyalty, and fair play.

*Old Westbury: Assistant Director of Athletics and Recreation and Intramurals, Student Activity Center Phone: 516.686.1209*

*Manhattan: Assistant Director of Student Activities and Leadership Development, Student Activity Building, 1849 Broadway, Room 202. Phone: 212.261.1686*
College Services

NYIT offers a number of services to help students meet with success in their academic pursuits. Please see the website for each to obtain more detailed information.

Enrollment Services

The offices of Registrar, Bursar, and Financial Aid, and the Student Solutions Center are located in the Enrollment Services Center in Old Westbury and Manhattan. Each office offers a variety of services with which all students should become familiar. Students register for courses and request academic transcripts at the Office of the Registrar (http://www.nyit.edu/managing_your_classes); grades are also processed through this office. At the Office of the Bursar (http://www.nyit.edu/bursar), students and their parents pay tuition and fees and receive information on payment dates and payment plans. At the Office of Financial Aid (http://www.nyit.edu/financial_aid), students may obtain information on grants, scholarships, loans, and work-study programs. The Student Solutions Center (SSC), http://www.nyit.edu/ssc, is a one-stop resource where students can get answers to their questions, take care of their registration and financial needs, and learn more about all that NYIT has to offer.

Old Westbury: Harry J. Schure Hall, 1st Floor
Bursar: 516.686.7510. Fax: 516.686.7833
Financial Aid: 516.686.7680. Fax: 516.686.7997
Registrar: Phone: 516.686.7580. Fax: 516.626.0673
Student Solutions Center: 516.686.7878. Fax: 212.261.1750

Manhattan: New Technology Building, 16 West 61st Street, 1st Floor
Bursar: 212.261.1620. Fax: 212.261.1646
Financial Aid: 212.261.1590. Fax: 212.261.1501
Registrar: 212.261.1600. Fax: 212.261.1608
Student Solutions Center: 646.273.6077. Fax: 212.261.1750

Check NYITconnect (www.nyit.edu/webadvisor) for updates and hours of operation.

Libraries

NYIT libraries (http://www.nyit.edu/library/about/campus_libraries) provide a variety of resources to support students in completing their assignments. Internet and word processing access is available to NYIT students with valid NYIT ID card. The library’s catalog, subscription databases, and e-book collection (NetLibrary) can be accessed at www.nyit.edu/library. An interlibrary loan system provides access to materials located at all campus libraries. At each facility, professional staff are ready to assist students with research needs. Instruction on library use may be arranged on an individual or class basis.

Old Westbury: George and Gertrude Wisser Memorial Library. Phone: 516.686.7657
Art and Architecture Library, Education Hall. Phone: 516.686.7422
Phone: 516.686.7579 (periodicals/reference)
NYIT College of Osteopathic Medicine Library, Nelson A. Rockefeller Academic Center. Phone: 516.686.3743

Manhattan: Manhattan Campus Library, Main Campus Building 1855 Broadway, 1st & 2nd Floors.
Phone: 212.261.1526

Bookstores

On the Old Westbury and Manhattan campuses, NYIT contracts with Follett Corporation to operate bookstores at NYIT locations where students may purchase books and other materials for all classes, as well as general school supplies, snacks, and NYIT-branded items. Each bookstore is managed separately to meet the needs of the students, faculty, and staff on that campus. Students are reminded to bring their class schedules when purchasing
their books. MasterCard, Visa, and American Express are accepted for payment as well as cash or checks (with pre-printed name and two forms of ID). Refund policies can be obtained at each of the locations. The bookstores have a buy-back program each semester. The buy-back policy allows the bookstore to buy books in current editions as long as they are in good condition.

Old Westbury: David G. Salten Hall, 1st Floor. Phone: 516.686.7584
Manhattan: Student Activities Building 1849 Broadway, 1st Floor. Phone: 212.261.1551

Advising and Enrichment Center
The Advising and Enrichment Center (AEC), http://www.nyit.edu/advising, develops, promotes, and supports effective academic advising programs. Though students receive primary advising from assigned faculty or staff within their academic departments, the AEC provides supplemental professional and student-led advising support. With the assistance of information technology and videoconferencing, based on sound advising and teaching skills, the Center provides timely and accurate information about NYIT academic requirements, policies, procedures, and resources. The Center also provides students assistance with the interschool transfer process.

Old Westbury: Anna Rubin Hall, Room 317A, Assistant Dean, Advising and Enrichment Center
Phone: 516.686.7615
Harry J. Schure Hall, Room 209A, Coordinator, Advising and Enrichment Center. Phone: 516.686.3963
Whitney Lane House, Room 105, Manager, Academic Support Programs. Phone: 516.686.7591

Manhattan: New Technology Building, 16 West 61st Street, Room 724, Coordinator, Advising and Enrichment Center. Phone: 212.261.1744

Learning Center
The Learning Center (http://www.nyit.edu/learning_center) supports the mission of the institution by providing high-quality academic support services to students in order to maximize their potential for academic success. The Learning Center provides free individual and small-group tutoring, and skills-based workshops to all NYIT students who request academic support. Peer tutoring is offered in a broad range of courses, including mathematics, sciences, engineering, architecture, and business. Students also have access to online tutoring offered by NYIT as a supplement to existing academic support services. Online tutoring is accessible via the student menu on NYIT Connect. The most important goals of the Learning Center are to provide students with the basic academic skills and confidence they need to become self-directed and independent learners.

Old Westbury: Harry J. Schure Hall, Room 215. Phone: 516.686.7661
Manhattan: New Technology Building, 16 West 61st Street, Room 719. Phone: 212.261.1533

EduPlus
NYIT established EduPlus (http://www.nyit.edu/student_resources/eduplus) as part of its mission to improve access to opportunity for qualified students. It provides supplemental enrichment for motivated students who would benefit from additional academic and personal support to reach their full potential. Incoming first-year students who demonstrate a strong willingness to learn and work toward their goals, but whose grades and test scores do not meet NYIT’s regular admissions criteria may be admitted to EduPlus at the Old Westbury or Manhattan campus. EduPlus provides a wide range of support that includes academic advising, skill building, academic monitoring, professional individual tutoring, personal and career counseling, and guided access to resources.

Old Westbury: Harry J. Schure Hall, Room 215. Phone: 516.686.7661
Manhattan: New Technology Building, 16 West 61st Street, Room 724. Phone: 212.261.1761
New York State Arthur O. Eve Higher Education Opportunity Program
NYIT sponsors and administers the Arthur O. Eve Higher Education Opportunity Program (HEOP), [http://www.nyit.edu/heop](http://www.nyit.edu/heop), on the Manhattan campus in conjunction with the New York State Education Department. To be eligible for the program, students must be New York State residents whose educational experience and economic status indicate a need for academic and financial assistance to complete a college degree. The program provides a wide range of support that includes a five-week summer program for all incoming first-year students, strengthening of study skills, tutoring, individual and group counseling, and financial assistance. Participation requires enrollment in a full-time program at NYIT's Manhattan campus. For additional information, please visit the website at nyit.edu/heop.

Manhattan: New Technology Building, 16 West 61st Street, 7th Floor. Phone: 212.261.1545
E-Mail: heopma@nyit.edu

Student Solutions Center
The Student Solutions Center (SSC), [http://www.nyit.edu/ssc](http://www.nyit.edu/ssc), is committed to helping students stay on track both academically and financially to maximize their NYIT experience. All undergraduate students work with a personal SSC manager who is dedicated to enhancing student satisfaction and retention by streamlining all administrative procedures including those relating to financial aid, billing, registration, and advisement. In addition, the SSC facilitates the successful transition of all new students into NYIT and supports the academic success of each student from the first year through graduation. The SSC provides a wide range of services intended to promote student success and retention.

Old Westbury: Enrollment Services Area, Harry J. Schure Hall. Phone: 516.686.7878
Manhattan: New Technology Building, 16 West 61st Street, 1st Floor. Phone: 516.686.7878

School-Closing Announcements
In the event of severe weather or a large-scale emergency, NYIT senior administration may decide to cancel classes, close the college, or delay the day’s opening. If this becomes necessary, students, faculty, and staff have several resources from which to receive more information. Details about closings or delayed openings are available as soon as decisions are made on NYIT’s New York emergency information number (516.686.1010); on NYIT’s home page at [http://www.nyit.edu/](http://www.nyit.edu/); and on the myNYIT portal. In addition, unless opting out, students receive emergency alerts including, a text message.

Academic Regulations
For information on academic regulations, please refer to the NYIT Catalogs ([http://catalog.nyit.edu/](http://catalog.nyit.edu/)).

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. Upon request, the Advisory Committee on Campus Safety will provide all campus crime statistics as reported to the United States Department of Education. This information may also be obtained from the Security contacts listed below or from the United States Department of Education’s web site for campus crime statistics at [http://www.ope.ed.gov/security](http://www.ope.ed.gov/security).

Old Westbury: Director of Security, Simonson House. Phone: 516.686.7789. E-Mail: owsecurity@nyit.edu
Manhattan: Director of Security, New Technology Building, 16 West 61st Street, Main Floor.
Phone: 212.261.1721. E-Mail: wjoseph@nyit.edu
Central Islip: Director of Security, Building 66, Room 104. Phone: 631.348.3334
E-Mail: fcatalan@nyit.edu
a. **Here for Your Protection**

On each campus of NYIT, students will find an Office of Campus Security that provides continuous, year-round security. These offices are staffed with private security officers who receive ongoing training throughout the year. These security professionals respond to a variety of calls for assistance, from medical emergencies to crimes in progress. Foot and vehicle patrols of campus grounds, buildings, and residence halls are made 24 hours a day on the Old Westbury campus and Central Islip site. The Manhattan campus has security coverage at all times the buildings are open. During these patrols, officers also report any conditions they notice that might pose a threat to campus security (such as broken windows or inoperative lights). In addition, the Office of Campus Security provides vehicle assistance to the college community for jump-starts and lockouts. If a student is in need of vehicle assistance, they should call security and give their location and vehicle description. They will be given an estimated time that an officer will arrive.

PART II – NYIT STUDENT CONDUCT POLICIES
OLD WESTBURY & MANHATTAN CAMPUSES

**NYIT Student Conduct Policies**

**Section 1 - Introduction**

NYIT is committed to the philosophy of educating its students through rational inquiry, discourse, and cooperative resolution of controversial issues. To achieve and support the educational mission and goals of the college, to create an environment where all students have the same opportunity to succeed academically, and to promote health and safety, NYIT has established policies that set minimum standards for student behavior. As an institution of higher education, NYIT encourages students to rise above the minimum standards, and works to build a community of learners where all members of the college community show respect for the views of others and accept responsibility for their own actions. Individuals and groups have the right to the freedom of expression, but they must at all times respect the rights of others. The deliberate violation of established rules or procedures at NYIT is unacceptable to building a learning community. NYIT will act immediately to protect life and property, while maintaining and balancing the rights of students and the NYIT community. The right of every student to learn will be protected through enforcement of the NYIT Student Code of Conduct.

Every student who accepts enrollment at NYIT thereby agrees to abide by all policies, rules, and regulations published at the college. The following policies, deemed the Student Code of Conduct, govern conduct of all students, their guests, as well as visitors to any NYIT campus or facility. These policies provide students, faculty, and staff with guidelines regarding the expectations for responsible participation in the educational community, as well as offer information regarding consequences for violating such expectations. The code is intended to preserve community standards, including the pursuit of academic integrity, safety, health, and welfare of all members within the NYIT community. This Student Code of Conduct does not govern students at the NYIT College of Osteopathic Medicine, NYIT’s international campuses, or the Vocational and Graduate Independence Programs. Those programs have developed their own codes of conduct for registered students.

**Section 2 - Definitions**

a. **Appellate Body**

The term “appellate body” means any person, persons, or committee authorized by the president or designee to consider an appeal from a student conduct body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the judicial body.

b. **Code**

The terms “code,” “student code,” “code of conduct,” “NYIT Student Code of Conduct,” “NYIT code of conduct” refer to the NYIT Student Code of Conduct.
c. **Institution**  
The terms “institution” or “NYIT” mean New York Institute of Technology or any of its subsidiaries, unless noted otherwise in this code.

d. **Instructor**  
The term “instructor” means any person hired by the institution to conduct classroom activities.

e. **Investigator**  
The term “investigator” refers to an NYIT official who may be assigned to investigate a case in order to represent findings to a student conduct body.

f. **NYIT Community**  
The term “NYIT community” includes any person who is a faculty, staff, student, or any person employed by NYIT or visiting NYIT. A person’s status in a particular situation shall be determined by the dean of campus life (or designee).

g. **NYIT Official**  
The term “NYIT official” includes any person employed by NYIT and who performs assigned administrative or professional responsibilities.

h. **NYIT Campus**  
The term “NYIT campus” includes all land, buildings, facilities, and other property in the possession of NYIT, meaning all areas owned, used, leased, or controlled by NYIT, including adjacent streets and sidewalks.

i. **Student**  
The term “student” includes any person who is taking courses at the institution, both full-time and part-time, pursuing undergraduate, graduate, professional, or distance-learning courses. In addition, persons who are not officially enrolled for a particular semester or term but who have a continuing relationship with NYIT are considered “students.” If a student’s enrollment lapses for more than one academic year, the student will not be subject to disciplinary action under the Student Code of Conduct until re-admission to NYIT; students who are employees and/or in positions of student leadership (including athletes) at NYIT are governed under the policies set forth by the department managing the employment or leadership relationship.

j. **Student Conduct Body**  
The term “Student Conduct Body” means any person or persons (e.g. Student Conduct Officer, Student Conduct Board) authorized by the president or designee to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

k. **Student Conduct Officer**  
The term “student conduct officer” (or “conduct officer”) means an NYIT official authorized by the president or designee to determine whether a student has violated the Student Code of Conduct and to impose sanctions. A conduct officer may serve simultaneously as one of the members of a Student Conduct Board. The Student Conduct Officer also serves as the chair of the Student Conduct Board.

l. **Student Organization**  
The term “student organization” means any number of persons or group who are currently registered or recognized by an official NYIT department, program, or office, including, but not limited to, student clubs, sports clubs, honor societies, intramural teams, and Greek letter organizations.
Section 3 – Student Conduct Authority

a. The president of New York Institute of Technology is ultimately responsible for the administration of the Student Code of Conduct and all student conduct processes for all students at the institution. Administrative authority and responsibility for conduct policies and procedures is delegated to the vice president for student affairs.

b. Within the Division of Student Affairs, direct supervisory jurisdiction of conduct matters involving violations of the Student Code of Conduct is assumed by the dean of campus life (or designee), who serve as the chief student conduct officers for the institution. Cases involving an alleged violation of the Student Code of Conduct that occur in a residence hall either by a student resident or guest, with the possible exception of cases that may result in suspension or expulsion from NYIT, may be handled by the director of housing and residential life or designee(s).

c. The vice president for student affairs (or designee) shall determine the composition of student conduct bodies and appellate bodies and determine which student conduct body, student conduct officer, and appellate body shall be authorized to hear cases.

Section 4 - Jurisdiction

Students and student organizations will be considered for conduct review whenever conduct that may be in violation of the Student Code of Conduct occurs on the NYIT campus and/or conduct that adversely affects the NYIT community. For violations that do not occur on NYIT property, action will be considered if NYIT officials decide that institutional interests are involved. Disciplinary action may be taken by NYIT for any act constituting a violation of the Student Code of Conduct, or of the federal or state law or city ordinances when the act is contrary to NYIT’s interests as an academic community, including acts that threaten the lives, health, safety, and academic success of NYIT students. NYIT students or student organization will be held responsible for the actions of their guests under this code. Approved constitutions governing organizational behavior may take precedence, depending on the alleged violation. The dean of campus life (or designee) will determine which document prevails.

Section 5 - Offenses

A student conduct review may be initiated by NYIT and sanctions imposed against any student or student organization found responsible for committing the following prohibited forms of conduct:

a. Academic Integrity
   Violation(s) of NYIT’s Academic Integrity Policy (referred to later in this student handbook). All policies, procedures, and definitions applicable to other violations of the Student Conduct Code apply to violations of the Academic Integrity Policy, except as specified in that policy.

b. Alcohol
   Violation(s) of NYIT’s Policy on Alcohol and Other Drugs, which may be found on NYIT’s website, http://www.nyit.edu/campus_life/life_on_campus/policies_procedures.

c. Conduct Unbecoming
   Flagrant disrespect for persons, flouting of common standards of decency, behavior unbecoming of an NYIT student, on or off campus, and/or continued behavior that demonstrates contempt for the generally accepted values of the intellectual community.
d. **Computer Misuse**
   1. Unauthorized access, entry, or use of a computer, computer system, network, software, password, account, or data.
   2. Unauthorized alteration or degradation of computer equipment, software, network, data, or system performance.
   3. Unauthorized copying, downloading, or distribution of computer software or data.
   4. Unauthorized use of NYIT computer resources for commercial purposes or personal financial or other gain. This includes, but is not limited to, advertising a product or service on any Internet site, fundraising, or advertising on behalf of unsanctioned non-NYIT organizations, publicizing of unsanctioned non-NYIT activities, the reselling of NYIT resources, and the unauthorized use of NYIT’s name or logos. Use of NYIT’s network for any of these purposes, even if the user is using his or her own personal computer, constitutes an offense.
   5. Posting of any inappropriate or unauthorized images, messages, text, sounds, or any other format on any Internet site constitutes a violation of this code.
   6. Any other violation of NYIT computer use and Web page policies and the Student Organization Web Policy, which can be found on NYIT’s website, www.nyit.edu.

e. **Disruptive Behavior**
   1. Behavior that disrupts, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of NYIT or the rights of other members of the NYIT community, including administration, disciplinary proceedings, athletic contests, or other NYIT-sponsored events and activities conducted on or off campus.
   2. Behavior that disrupts, impairs, interferes with, or obstructs the orderly conduct, processes, and functions within an academic classroom or laboratory. This includes interfering with the academic mission of NYIT or individual classroom or interfering with a faculty member’s or instructor’s role to carry out the normal academic or educational functions of his classroom or laboratory, including teaching and research.
   3. Behavior that is deemed reckless in that it creates a danger, real or perceived, to the safety of persons or property.

f. **Drugs**
   Violation(s) of NYIT’s Policy on Alcohol and Other Drugs, which can be found on NYIT’s website, http://www.nyit.edu/campus_life/life_on_campus/policies_procedures.

g. **Endangerment**
   2. Physical violence toward another person or group.
   3. Behavior that endangers or threatens the mental or physical health, safety, or well-being of another person or group.
   4. Interference with the freedom of another person or group to move about in a manner considered lawful or reasonable within an educational community.

h. **Failure to Comply**
   1. Failure to comply with a request or directive of an NYIT official (i.e., faculty, staff, administrator, residence hall staff, campus security, etc.) or non-NYIT law enforcement official in the performance of his duty.
2. Failure to comply with the final decision/sanctions rendered by a student conduct hearing or review body.

3. Failure to comply with the final decision/sanctions rendered by a student conduct body in the timeframe put forth by the student conduct body.

4. Failure to identify oneself and/or produce identification upon request by an NYIT official (i.e., faculty, staff, administrator, residence hall staff, campus security, etc.) or non-NYIT law enforcement official in the performance of his duty.

5. Failure to comply with traffic rules and parking regulations in effect for each campus.

6. Failure to comply with college policies concerning the registration of campus activities, student organizations, the use of college facilities, and public assembly.

i. Falsification/Fraud/False Testimony
   1. Providing false or misleading information to and/or withholding or omitting information from an NYIT official or judicial body.
   2. Providing false or misleading information and/or withholding or omitting information on college documents/records, including but not limited to admissions applications, grade transcripts, student identification, computer records, and other official documents.
   3. Misuse, reproduction, alteration, or forgery of any type of identification, document, key, or property of NYIT or a NYIT community member.
   4. Permitting another person to use one’s NYIT-related identification.
   5. Use of another person’s NYIT-related identification.
   6. Impersonation or misrepresentation, including acting on behalf of another person, group, or NYIT without authorization or prior consent.
   7. Impersonation or misrepresentation, including acting on behalf of another person, group, or NYIT, with or without prior consent, in such a manner to cause disruption.
   8. Providing a worthless check, money order, credit, or any monetary form in payment to NYIT or to a member of NYIT community.
   9. Any other acts of falsification/fraud/false testimony.

j. Fire and Emergency Safety
   1. Action(s) that result in a fire or explosion, or the possibility of such an occurrence.
   2. Inappropriate activation of any emergency-warning equipment or the false reporting of any emergency.
   3. Removing, damaging, interfering, or tampering with fire safety or other emergency-warning equipment, including smoke detectors, extinguishers, sprinklers, and/or fire and door alarms.
   4. Failure to evacuate an NYIT building, facility, or residence hall when a fire alarm is sounded.
   5. Interfering with the carrying out of emergency response and/or evacuation procedures.
   6. Items placed or hung from, or blocking, sprinklers or smoke detectors.
k. **Harassment and/or Bullying (Other than Gender-Based Misconduct; see “p” below)**
   1. Conduct, not of a sexual nature, (including, but not limited to, physical contact, verbal, graphic, written, or electronic communication), that creates an intimidating, hostile, or threatening environment for another person and/or group.
   2. Conduct, not of a sexual nature, regardless if via physical, verbal, graphic, written, or electronic communication, that threatens, harms, or intimidates another person and/or group, including, but not limited to, NYIT personnel, student conduct body, or persons involved in student conduct processes.
   3. Conduct, whether passive or active, related to bystander behavior that supports acts of harassment or bullying.

l. **Hazing**
   Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort, or that may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing may be related to a person’s initiation or admission into, or affiliation with, a student group or organization, it is not necessary to have direct proof that a person’s initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active or associate members (inductees/pledges) of an organization may be considered hazing. Hazing includes, but is not limited to:
   1. Interference with a student’s academic performance.
   2. Forced or coerced consumption of any food, alcohol, controlled substances, drugs, or any other substance.
   3. Forced or coerced physical activity.
   4. Deprivation of food or sleep.
   5. Kidnapping, including restricting a person to move about in free and lawful manner.
   6. Physical abuse of any nature.
   7. Performing personal chores or errands for members.
   8. Verbal abuse or degradation, including yelling or demands.
   9. Assigning or endorsing pranks (e.g. stealing, harassing other organizations, defacing property, etc.).
   10. Any action or threatened action that would subject the individual to embarrassment, humiliation, or mental distress, including the use of demeaning names or games.
   11. Any additional definitions of hazing as set forth by New York State or local hazing laws.

m. **Housing Violations**
   Violations of policies, rules or regulations specific to residential life as outlined in the Residential Community Living Standards, which can be found at [http://www.nyit.edu/housing/policies](http://www.nyit.edu/housing/policies).

n. **Littering**
   Dispersing litter in any form or from any point on NYIT grounds, property, or facilities, including the throwing of objects out of windows or the dispensing of cigarette butts, flyers, cans, bottles, etc.
o. **Rollerblades/Skates/Bicycles**
The use or operation of rollerblades, skates, skateboards, bicycles, mopeds, etc. inside of NYIT facilities (e.g., libraries, classrooms, hallways, student unions, etc.). This also includes the hallways, balconies, courtyards, lounges, and lobbies of residential facilities owned, operated, or leased by NYIT. Outdoor use of such items is prohibited if the activity or behavior is potentially harmful to others or property, if it interferes with the normal functioning of the academic community, or is expressly prohibited.


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

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

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

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

2. **Sexual Exploitation:** Taking abusive or nonconsensual sexual advantage of another. Examples include:
   a) Taking or transmitting sexual photographs, videos, or audiotapes without consent, or causing or permitting others to take such photographs, videos, or audiotapes without consent.
   b) Watching another engage in sexual activity or contact without consent; viewing another nude without consent (e.g. watching someone in the shower without consent); allowing a third party to observe sexual acts without a partner’s consent.

3. **Sexual or Gender-Based Harassment:** This includes:
   a) Unwelcome sexual advances, requests for sexual favors, and other nonverbal, expressive or physical conduct of a sexual nature
   b) Other verbal, nonverbal, or physical acts, or acts of aggression, intimidation or hostility, when based on gender or gender-stereotyping.
This conduct constitutes sexual or gender-based harassment when it either substantially interferes with an individual’s ability to participate in or benefit from the institution’s programs or activities or creates an intimidating, hostile, or offensive environment for learning or participating in NYIT programs and activities.

Examples include:
(1) Unwanted flirtation, advances, or propositions of a sexual nature.
(2) Insults, humor, jokes, or anecdotes (not legitimately related to the subject matter of a course, if one is involved) that belittle or demean an individual’s or a group’s sexuality or gender.
(3) Unwelcome comments of a sexual nature about an individual’s body or clothing.

c) Physically threatening a person because of his or her gender identity or expression or sexual orientation

4. Domestic Violence: This includes the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards:

a) A current or former spouse or intimate partner;

b) A person with whom one shares a child; or

c) Anyone who is protected from the respondent’s act under the domestic or family violence laws of New York.

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

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

6. Stalking: see definition under “s. Stalking” below

q. Shared Responsibility
1. Failure to remove oneself from an area, room, place, or activity in which a violation of the Student Code of Conduct is occurring.

2. Failure to appropriately notify NYIT officials of a violation of the Student Code of Conduct.

3. Attempting to commit, soliciting another to commit, aiding or abetting the commission of any conduct that is a violation of the Student Code of Conduct.

r. Smoking
1. Pursuant to New York Public Health Law, Article 13E (New York State Clean Indoor Act) and Regulations of Smoking in Public and Work Places, smoking is prohibited in all NYIT buildings and/or sections thereof, owned, leased, or operated by NYIT. This includes, but is not limited to, classrooms, stairwells, bathrooms, offices, hallways, labs, roofs, libraries, common area of residential facilities, or
private areas of residential facilities where smoking is prohibited.

2. Smoking is prohibited at the entrances and exits of NYIT facilities or residence halls. Actions that cause smoke to enter into NYIT facilities or residence halls are prohibited. Smoking is prohibited in all residence hall areas as of August 2008 per NYS Law.

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

t. **Theft and Trespass**
   1. Removal or use of the property or services of another person or of NYIT without prior written consent or authorization.
   2. Possession, use, or sale of property or services of another person or of NYIT without prior written consent or authorization.
   3. Entrance into any NYIT building, office, area or residence hall unit, room, class, laboratory, or athletic field when or where not authorized.
   4. Unauthorized use of NYIT property for personal gain or personal business practices.
   5. Unauthorized use of NYIT’s name or logos.

u. **Vandalism**
   Damage, destruction, or defacing of property of another person, group, or NYIT.

v. **Weapons, Firearms, Explosives**
   1. The display, possession, or use of weapons or other dangerous items or apparently dangerous items (such as replica or simulated weapons), including but not limited to firearms, explosives, ammunition, knives, swords, blackjacks, martial arts weapons, and containers of noxious material.
   2. The use or discharge of firearms, explosives, ammunition, noxious material, and/or other objects or substances.

w. **Other Violations**
   1. Violations of other written expectations for students as members of NYIT organizations.
   2. Suspected or convicted violations of other Federal, State and/or Local Laws or Ordinances.

**Section 6 – New York Statewide and NYIT Alcohol and/or Drug Use Amnesty Policy**

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

Section 7 - Student Rights

a. **Charged Student’s Rights.** A student charged with a violation of the Student Code of Conduct has the right to:

1. Clear and complete notice of the charge(s) within 15 business days (or as soon as reasonably possible) of receipt by the appropriate NYIT official of a written report or documentation of the incident (breaks, including summer, may extend this time period to 25 days).

2. The opportunity to attend an Information Meeting in which the student may review relevant information in his/her student conduct file concerning the allegations.

3. A fair and impartial hearing.

4. An opportunity to present relevant evidence and information on his/her behalf, including presenting witnesses and/or signed, written statements, unless waived for informal resolutions or where a student accepts responsibility for the charge. The student conduct officer determines the relevance of all witnesses to a student conduct hearing.

5. Question witnesses as circumstances permit. Appropriate witnesses may be called by the college to all formal hearings. Those witnesses who appear may be questioned by the student in an appropriate format determined by the student conduct officer. If a witness is called but does not appear, his/her written or recorded statements, or representation of his/her statements as obtained by an NYIT official, may be considered by the hearing body. In certain cases, where a witness refuses to participate in a hearing out of concerns for personal safety, or where it may be determined that a witness’s active participation in a hearing may result in undue repercussions, witnesses may be granted the opportunity by the judicial advisor or officer to remain anonymous in the hearing process; in such cases, an NYIT investigator will represent the statement of the witness.

6. Accompaniment by an advisor of the student’s choice. The advisor may not speak, serve as a witness, or represent the student before the hearing body. The advisor may not serve as a legal representative. Students must speak for themselves. (For exemptions, see Section 22, “Auxiliary Aids and Services” and “Student’s Rights of the Gender-Based Misconduct Policy (including same-sex based misconduct)” on page 53).

7. Not provide self-incriminating information. Choosing not to provide information does not constitute an admission of responsibility. However, absent a full statement, the hearing body may lend more weight to written documents and statements of witnesses. This protection from self-incrimination does not extend to student organizations or Greek letter organizations.

8. Receive notification of the decision of the hearing, with the exception of recommendation for expulsion, within 15 business days after the final decision of the student conduct body. All hearing decisions will be communicated in writing (may also be orally at the discretion of the hearing body) to the charged student and will include the hearing decision, sanctions imposed (if applicable), and the appeal process.
9. Appeal the decision, in writing, within five business days of the receipt of the hearing outcome. (See Section 13, Appeals.)

b. Complainant’s Rights

1. Offenses implicating Complainant’s rights include:
   (1) Endangerment
   (2) Gender-Based Misconduct
   (3) Harassment
   (4) Hazing
   (5) Property (damage)
   (6) Property (theft)
   (7) Stalking

2. The complainant has the right to:
   (1) Attend an Information Meeting with the conduct officer or designee.
   (2) Have an advisor, who is not acting as legal counsel, of the alleged victim’s choice accompany him or her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. The advisor may not act as a legal representative.
   (3) Submit a complainant’s impact statement to the hearing body. This information will be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s).
   (4) Remain anonymous. A complainant who is unwilling to participate in the disciplinary proceeding needs to understand that this may compromise NYIT’s ability to present its case against the respondent student. In certain cases where it is determined that the complainant’s active participation in a hearing may result in undue repercussions, the complainant may be granted the opportunity by the conduct officer to remain anonymous in the hearing process; in such cases, an NYIT investigator will represent the statement of the complainant. In such cases, the conduct officer (or designee) may request that the victim submit written documentation for consideration.
   (5) Have unrelated past behavior excluded from the hearing. The conduct officer or designee will decide if such information is unrelated.
   (6) Submit questions to the hearing body. The hearing body will then consider posing those questions to the student who is alleged to be in violation of policy.
   (7) Provide a statement to student conduct bodies in limited privacy, as long as the process does not unduly/unreasonably compromise the ability of the student who is alleged to be in violation of policy to question witnesses. Determination will be made by the conduct officer of the Student Conduct Review Board.
   (8) Be present throughout the entire hearing, or portions thereof. Determination will be made by the conduct officer of the Student Conduct Review Board.
   (9) Be notified of the conduct hearing outcome and appeals outcome.
   (10) Appeal the hearing decision in accordance with the procedures outlined in Section 13(d) below.
c. **Student Bill of Rights in Cases of violation of NYIT’s Gender Based Misconduct Policy**

In addition to the rights set out in Sections 7.a and 7.b above, students reporting or charged with violations of NYIT’s gender based misconduct policy have the following rights:

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

**Section 8 – Student Conduct Bodies and Forums**

There are four types of conduct forums: warning letter without a hearing, summary resolution meeting, informal hearing, and formal hearing. Generally, students and student organizations may choose which conduct forum they would like to conduct their disciplinary case. However, the dean of campus life (or designee) or director for housing and residential life (or designee) reserve the right to choose the appropriate forum for administrative or case-related reasons.

a. **Warning Letter Without a Hearing**

For minor infractions of this code, the dean of campus life (or designee), or director of housing and residential life (or designee) may send the student a warning letter. The letter states that if the student takes full responsibility for the alleged violation, and any imposed sanctions, then the letter will act as a warning. If the student does not accept responsibility for the alleged violation of the code, then the student must schedule an information meeting to schedule an informal or formal hearing.
b. **Summary Resolution Meeting**
Summary resolution meetings are for students electing to accept responsibility for the alleged violation as presented. These meetings are not recorded and are conducted by the dean of campus life (or designee) as the student conduct officer, or by the director of residence life and off-campus housing (or designee) for cases related to housing and residence life.

c. **Informal Hearings**
Informal hearings are for students electing to enable the determination of responsibility for the alleged violation to be made by the dean of campus life (or designee) as the student conduct officer, or by the director of residence life and off-campus housing (or designee) for cases related to housing and residence life.

d. **Formal Hearings**
The student conduct body for formal hearings is the Student Conduct Board, comprising the dean of campus life (or designee) as the chair/nonvoting capacity; up to four faculty members from different schools, appointed by the provost and vice president for academic affairs; up to four students appointed by the Student Government Association; and up to two administrators from different departments, appointed by the dean of campus life (or designee). The chair selects one faculty members, one student, and one administrator to hear each case and members serve on a rotating basis. Hearings may also include an Investigator, an NYIT staff member appointed to review the case and present findings to the student conduct body. Formal hearings:

1. Require the student conduct body to call relevant witnesses to provide information regarding the alleged violation.
2. Will be held at least 5 business days after notice is received by the charged student; exceptions to be made by the student conduct officer in conjunction with the charged student who is considered in violation of policy.
3. Allow the presence of an advisor who does not act as a legal representative.
4. Will be recorded by NYIT only.
5. Require that a decision letter be sent to the student within 15 business days from the conclusion of the student conduct body’s deliberation and final decision.

**Section 9- Burden of Proof Standard**

a. The standard used in all conduct review cases within this Student Code of Conduct is “preponderance of the evidence.” The term “preponderance of the evidence” means that the evidence, considered as a whole, indicates that it is more likely than not that the alleged behavior did violate the Student Code of Conduct.

b. The burden of proof rests with the institution. The charged student is presumed to be not in violation, and his or her responsibility must be established to the satisfaction of the student conduct body by a preponderance of the evidence.

**Section 10 – Student Conduct Process**

a. **Initiating Charges**
Any person may make a complaint and request a review of the alleged actions of a student that may violate the NYIT Student Code of Conduct, federal or state law, or local ordinances. A review for possible violations of the Code of Conduct may be initiated in the following ways:
1. Filing an incident report with NYIT campus security or requesting the submission of a report from another law enforcement agency to campus security. Campus security will forward all incident reports involving the conduct of students to the dean of campus life (or designee).

2. Providing a written and signed statement to the dean of campus life (or designee) or Office of Residence Life and Off-Campus Housing. Written statements should be sent to the appropriate office responsible for handling the incident, based on the person(s) involved or location of incident (see Section 3). Any statement submitted in writing from an e-mail account must come from the person’s official NYIT account if the person is a member of the NYIT community. The appropriate conduct officer will determine the appropriate course of action for the complaint. The student conduct officer or student conduct body reserves the right to request additional documentation, if appropriate.

3. If the student conduct officer determines that documentation is insufficient or there are no grounds to file charges on behalf of NYIT, no charges will be filed and the individual initiating the report will be notified about the decision.

b. Filing Time
   Reports must be filed with the appropriate NYIT official within 90 business days of the incident, or knowledge about the incident. However, NYIT reserves the right to exercise professional discretion to extend this filing time in cases of stalking, harassment/and/or bullying, gender-based misconduct, domestic violence, dating violence, and endangerment, etc., where the delay may be related to victimization issues.

c. Notice of Alleged Violation
   The notice given to any student alleged to be in violation of the Student Code of Conduct will include the following:

   1. Notice of the alleged violation, including specific code(s) under consideration and a brief description of alleged offense(s) within 15 business days from receipt of an incident report or written statement.
   2. The student will be provided an opportunity to attend an information meeting, except in cases involving interim suspension, during which the student may review all materials to be used in his or her student conduct case, receive information regarding his or her rights and procedures used in a student conduct proceeding, and have an opportunity to select the forum in which the case will be heard (unless otherwise determined by the dean of campus life, director of housing and residential life, or their designee, per Section 8, Student Conduct Bodies and Forums). In addition, the student will receive information regarding the resources available to the student in preparation for his or her student conduct case.

   3. In cases of violations of the gender based misconduct policy, in either the Notice or at the information meeting, the student will be informed of the date, time and location of the alleged offense, the factual allegations, the specific code of conduct violations and possible sanctions.

   4. If a student fails to respond to a request to schedule an information meeting and/or attend a scheduled information meeting, or 10 business days have expired since the date of the notification letter, the student waives his/her right to an information meeting, and the student conduct officer will select a hearing forum for the student and provide the student with notice of the hearing date.

d. Information Meeting
   During the information meeting, the student will be provided the following:

   1. Clear and complete description of the Student Code of Conduct and brief description of the allegations to be considered.

   2. Information related to the student’s rights and responsibilities.
3. An opportunity to understand all information in his or her student conduct file.

4. Information regarding the resources available to the student in preparation for his or her student conduct case.

5. The right to accept responsibility for all charges and enter into a summary resolution or the right to dispute the allegation and request a formal meeting:
   a) If the student accepts the charges as presented, assumes responsibility for the violation, and agrees to a summary resolution, the student conduct officer will provide the appropriate sanction(s), in writing, to the student at that time or within 10 business days from the summary resolution. Grounds for appeal for students whose case was determined through a summary resolution is limited solely on the basis that the severity of the sanction is disproportionate with the nature of the offense.
   b) If the student does not accept responsibility or disagrees with the allegation, he may request that a formal hearing be conducted on the matter.

e. **Hearing Notification**
   Students requesting a formal hearing shall be afforded reasonable written notice, at least five business days prior to a formal hearing, unless the student waives his right and requests a hearing within five business days. Written notice shall include:

   1. A statement of the time, place, and nature of the hearing.
   2. A statement of the nature of the case and of the forum under which it is to be heard.
   3. A brief statement of the behavior of the student alleged to be in violation of this code that serves as the basis for the violation(s) being considered. If the student fails to appear at the scheduled information meeting and fails to provide adequate written notice prior to the scheduled meeting, the meeting will be held in the student’s absence. No student will be found responsible for a violation of the code solely because the student failed to appear before a student conduct body. The decision of the student conduct body will be determined based on all the documentation and testimony presented at the time of the meeting.

   4. Proper notification given to the student if the college has sent the meeting notification by one of the methods set forth in Sections 17 and 23.

   5. A student may request a meeting to be rescheduled once if proper notice is given, at least two business days prior to the hearing, and for reasonable cause. A student requesting to reschedule after the first time may only do so at the sole discretion of the student conduct body and under extraordinary circumstances.

f. **Scope of Inquiry**
   A student’s previous student conduct record from the NYIT student conduct process (if applicable) will only be considered at the discretion of the student conduct officer when determining whether the student has violated the Student Code of Conduct. However, after a student is found responsible for a violation of the code, any academic or previous disciplinary record may be taken into account when determining the appropriate educational sanction(s).

g. **Disciplinary Consolidations**
   1. Whenever possible, cases where more than one student is alleged to be in violation of the Student Code of Conduct and the students’ conduct arose out of the same incident(s), each case should be heard by the same student conduct body.
2. In cases where more than one student is alleged to be in violation of the Student Code of Conduct and the students’ conduct arose out of the same incident(s), a single hearing may be held for all the students charged. Such students may request their case be consolidated with the others or separated from others.

3. The student conduct officer shall make determinations regarding consolidation with the students, and, if necessary, with the party filing the complaint. The student conduct officer shall make the final decision on all consolidations.

h. **Role of the Student Conduct Officer**

The role of the student conduct officer when presiding over a formal hearing will be to:

1. Advise the student of his/her rights under the Student Code of Conduct.

2. If an advisor is present, review the advisor’s role and limitations during the hearing as outlined in the Section 7, Student Rights.

3. Make all administrative decisions on matters relating to the conduct of the hearing, including matters regarding admission of relevant evidence, statements, and questions.

4. Ensure that all questioning of witnesses is done in an orderly and respectful fashion. The student conduct officer reserves the right to determine the method for delivery of questions between the respondent student and witnesses.

5. Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation, or harassment. The student conduct officer, at his/her discretion, may remove anyone who refuses to be orderly and conducts himself in a manner conducive to a learning environment.

6. Administer an appropriate oath of truthful testimony to the charged student and all witnesses.

i. **Hearing Procedures (Formal)**

All formal hearings are private and closed to the public. Formal hearings are recorded by NYIT only via audio or video recording (at the sole discretion of the chair), and the recording will act as the official record of the hearing. The following procedures are applicable to formal hearings before all student conduct bodies:

1. Presentation of the incident and the sections of the code alleged to be violated by the student conduct officer (or chair of the Student Conduct Board).

2. Brief review and affirmation of student rights and responsibilities by the student conduct officer.

3. Administration of an appropriate oath of honesty and truthful testimony to the charged student prior to testimony before the hearing body.

4. Opening statement by the charged student.

5. Questions directed to the charged student by the student conduct board.

6. Administration of an appropriate oath of honesty and truthful testimony to each witness prior to testimony before the hearing body.

7. Presentation of witnesses, or witness statements by the Investigator, followed by questioning of those witnesses by the hearing body and the student, if appropriate. The student conduct officer reserves the right to determine the relevance of the questions and the method for delivery of questions by the student to the witnesses. Witnesses are then dismissed. At the discretion of the student conduct officer, witnesses
may be excluded from the hearing during the testimony of other witnesses. Written statements may not be considered evidence unless signed by the witness or witnessed by an NYIT official (a statement sent from an official NYIT E-Mail account may serve as a proxy signature). A copy of written statements will be furnished to the student and hearing body. All paperwork presented must be collected by the student conduct officer at the end of the hearing. In certain circumstances, the student conduct officer may determine that a witness may testify outside the presence of the charged student (or the written statement may not be furnished to the charged student), where there are potential repercussions to the witness of being identified to or testifying in the presence of the charged student. In such cases, the student conduct officer must take all reasonable measures to protect the rights of the charged student, including providing the student with a summary of the testimony and the opportunity to provide written questions to the witness.

8. Follow-up questions to the charged student.

9. Closing statement by the student.

10. Meeting adjournment. The student conduct officer will exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. The student conduct officer has the right to make the appropriate revisions to the hearing procedure so long as the student’s rights are upheld and maintained. Any person, including the advisor, who disrupts a hearing or who fails to adhere to the facilitating of a student conduct officer, may be excluded from the proceedings.

j. Deliberations
1. Deliberations are closed, except for members of the student conduct board, and are not audio or video recorded. Responsibility is determined by the student conduct officer, or in cases resolved by the student conduct board, by a majority vote of the student conduct board members, except in cases involving recommendation for expulsion. The vote and final decision of the student conduct board, including the determination of responsibility and sanctions, if appropriate, are recorded and become the official record of the hearing.

2. Cases involving recommendation for expulsion must be unanimous. The vote and the final decision of the student conduct board, including the determination of responsibility and the sanctions, if appropriate, are recorded and become the official record of the hearing.

3. The student and the complainant, if any, shall be informed of the outcome of the student conduct proceeding and sanctions imposed. Witnesses will not be notified of the outcome of the hearing.

k. Findings
Within 15 business days after the conclusion of deliberations, the student conduct board shall provide to the student the outcome, in writing, which will include:

1. A summary of the evidence/finding of fact used to support its determination.

2. The determination of the appropriate sanction(s).

3. The process for appealing.

The student’s enrollment status shall remain unchanged pending NYIT’s final decision in the matter except in cases of interim suspension or where the dean of campus life (or designee) determines that the safety, health, or general welfare of any individual, or any part of NYIT may be involved.
Section 11- Sanctions

a. Application of Sanctions
   One or more of the following sanctions may apply when a student, student organization, or Greek letter organization is found responsible for violations of the Student Code of Conduct:

1. Warning Letter Without a Hearing: For minor infractions of this code, the dean of campus life (or designee), director of housing and residential life (or designee) may send the student a warning letter. The letter states that if the student takes full responsibility for the alleged violation, and any imposed sanctions, then the letter will act as a warning. If the student does not accept responsibility for the alleged violation of the code, then the student must schedule an information meeting to schedule an informal or formal hearing.

2. Warning: Oral or written reprimand, when appropriate, to the student or student organization that the student/student organization has violated the Student Code of Conduct and that further violation of the code will result in more serious disciplinary action.

3. Educational or Community Assignments: An educational or community sanction is a developmental task for the purpose of making a positive contribution to the student’s well-being or the college community. Assignments may include, but are not limited to, attendance at educational workshops/seminars, research projects, essays, apology letters, meetings/interviews with NYIT officials, planning and implementing educational programs, special assignments, community service projects/work assignments, or other educational activities. For violations of the Policy on Alcohol and Other Drugs, an alcohol and drug education sanction is required.

4. Fine: A written warning that requires payment of a monetary sanction, not to exceed $500. Failure to pay all fines, in full, may result in a student conduct hold for registration, denial of a final grade report, diploma, and/or transcripts.

5. Restitution: Restitution for damages may be a part of any sanction, and may include monetary compensation, property replacement, or services up to the amount of the damages incurred. Failure to make restitution, in full, may result in a student conduct hold for registration, denial of a final grade report, diploma, and/or transcripts.

6. Residential Relocation: Relocation to another residential assignment, which may include relocation to a different room assignment and/or residence hall.

7. Residential Probation: A specified period of time, during which more severe student code of conduct action can be taken and/or a student’s NYIT residential contract may be terminated if further violation(s) of residence policies and/or the Student Code of Conduct occur.

8. Residential Suspension: Termination of a student’s NYIT residential contract. The student is prohibited from entering into or being near the vicinity of specified residence hall(s). The student is not entitled to a refund of his residential contract. A sanction of residential suspension shall set forth, in writing, the conditions that will permit the student’s reacceptance into the residence hall, if appropriate.

9. Campus Access Restrictions: Termination of a student’s or student organization’s privilege to enter into and be near the vicinity of one or more campus buildings. A student may also lose the privilege to enter onto campus grounds entirely.

10. Disciplinary Probation (Individual Student): A specified period of time during which a student has an opportunity to demonstrate the ability to be a responsible member of the NYIT community. A student on
probation may be prohibited from holding an office or being elected to any honorary organization; may be required to complete additional educational activities; and may be restricted from participation in certain specified events/activities; from entering certain facilities, classes, or offices; or from contacting/communicating (verbal, nonverbal, physical, or electronic) with specific individuals or groups. Any further violation of the Student Code of Conduct places the student’s or student organization’s status with the college in jeopardy. Disciplinary probation may be extended beyond a previously specified time for prior violation of the Student Code of Conduct.

11. Disciplinary Probation (Student Organization/Greek Letter Organization): A specified period of time during which a student organization’s membership has an opportunity to demonstrate their ability to be responsible members of the NYIT community. A student organization may be required to complete additional educational activities and may be restricted from recruitment activities; participation in certain specified events/activities; entering certain facilities, classes, or offices; or contacting/communicating (verbal, nonverbal, physical, or electronic) with specific individuals or groups. Any further violation of the Student Code of Conduct places the student organization’s status with the college in jeopardy.

12. No Contact (Individual Student): A mandate to refrain from contact with a designated student or students. Contact may include, but is not limited to, communication through e-mail, phone, voicemail, websites, or friends.

13. Suspension (Individual Student): Suspension from academic enrollment and revocation of other privileges or activities, and the privilege to enter all NYIT campuses for a period of time not to exceed two years. Conditions that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any communications with the institution and student during the period of suspension will be directed to the dean of campus life (or designee).

14. Suspension (Student Organization/Greek Letter Organization): Suspension from and revocation of all privileges or activities for a period of time not to exceed two years. Conditions that will permit the student organization’s reinstatement, if appropriate, will be specifically outlined in writing.

15. Recommendation for Expulsion (Individual Student): If the student conduct body recommends expulsion, the recommendation will be sent to the vice president for student affairs (or designee) for review of the file. If the vice president for student affairs or designee agrees with the finding of the student conduct body, the student will receive notification of expulsion from the college. If the vice president for student affairs (or designee) does not agree with the recommendation, the case will be sent back to the student conduct body for re-sanctioning. In this situation, the student will be notified of the final decision of the student conduct body.

16. Expulsion (Individual Student): Complete termination of student status and academic enrollment for any indefinite period of time. This sanction may be recommended by any NYIT student conduct body, but shall be imposed by the vice president for student affairs (or designee). Conditions that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any communications with the institution and student during the period of expulsion will be directed to the vice president for student affairs (or designee).

17. Expulsion (Student Organization/Greek Letter Organization): Complete termination of a student organization’s status and recognition by NYIT and revocation of all privileges and activities for an indefinite period of time. This sanction may be recommended by any NYIT student conduct body but shall be imposed by the vice president for student affairs. Conditions that will permit the student organization’s reinstatement, if appropriate, will be specifically outlined in writing.

34
b. Counseling Assessment
Referral for assessment at the Counseling and Wellness Center or a certified/licensed agency may be required for alcohol/drug cases, general mental health, or other mental health issues. In cases of probation, suspension, or expulsion, counseling assessment conditions that permit the student’s satisfactory completion of the probationary status or readmission to NYIT will be specifically outlined in writing.

Section 12 - Appeals
Any student found responsible for a violation of the Student Code of Conduct, or any complainant in one of the cases listed in Section 7.b.1 above, may request a review of the determination and/or of the sanction(s) imposed by the student conduct body, subject to Section 12.c below, Grounds for Appeal.

a. Burden of Proof
The burden of proof at the appellate level rests with the student to clearly show that an error has occurred during the conduct process; this is not a re-hearing of the student conduct case but rather a review of the specified error as outlined in Section 12.c, Grounds for Appeal.

b. Appellate Forums
1. Decisions of the residence hall director/area coordinators or assistant director for housing and residential life will be appealed to the director of housing and residential life.
2. Decisions of the director of housing and residential life or assistant/associate dean of campus life (or designee) will be appealed to the dean of campus life (or designee).
3. Decisions of the dean of campus life (or designee) and decisions of a student conduct body that do not involve violations of the Gender-Based Misconduct Policy will be appealed to the vice president for student affairs, with the exception of expulsion.
4. Decisions of the dean of campus life (or designee) and decisions of a student conduct body that involve violations of the Gender-Based Misconduct Policy will be appealed to an appellate review panel as determined by the vice president for student affairs, with the exception of expulsion.
5. For cases not involving violations of the Gender-Based Misconduct Policy in which the final decision of the student conduct body is expulsion, the appeal will be decided by the president of the university (or designee).
6. For cases involving violations of the Gender-Based Misconduct Policy in which the final decision of the student conduct body is expulsion, the appeal will be decided by an appellate review panel as determined by the president of the University (or designee)

c. Grounds for Appeal
Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:

1. A violation of student’s rights (see Section 7, Student Rights) or other procedures occurred that substantially affected the outcome of the hearing. Appeals based on this consideration will be limited solely to a review of the record and recording of the conduct hearing.
2. New evidence, which was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.
3. The sanction(s) imposed were disproportionate to the violation of the Student Code of Conduct for which the student was found to be responsible.

4. The grounds for appeal for students whose case was determined through a summary resolution is solely that the severity of the sanction is disproportionate to the nature of the offense.

5. Failure to attend a hearing, if proper notice was given as set forth in this code, is not sufficient grounds for an appeal.

d. **Appellate Review Process**
   1. **Initiating Appeal:** A written appeal must be submitted within five business days of the receipt of the written decision, to the appropriate appellate body listed in Section 12.b. If the student conduct board decision is not appealed within that time frame, that decision of the student conduct body becomes final.

   2. **Record of Appeal:** The record of appeal will consist of and be limited to the written appeal, written decision of the student conduct body, and any documentation relevant to the grounds for appeal.

e. **Appellate Review Panel**
   The appellate body may convene an appellate review panel at its sole discretion.

f. **The Appellate Body**
   The appellate body may:
   1. Affirm the decision previously rendered by the Student Conduct Board.

   2. Return the case to the Student Conduct Board for further review and adjudication.

   3. Reverse the decision rendered by the Student Conduct Board and/or dismiss the case.

   4. Modify the decision rendered.

   5. Modify the sanctions (reduce or increase the sanctions imposed).

g. **The Appellate Decision**
   The appellate decision is sent in writing to the student, and to the complainant, where appropriate or required, within five business days of an appellate review unless notification is given that additional time is necessary for consideration of the record on appeal.

**Section 13 - Record of Student Conduct Proceedings**
An NYIT audio or video recording will be made of formal hearings. If a recording malfunction occurs, the hearing body shall include a summary of the testimony sufficiently detailed to permit review in case of appeal. The recording shall be maintained by the dean of campus life (or designee) or housing and residential life as outlined in Section 18, Student Conduct Records. A charged student may review the recording of his or her hearing by scheduling an appointment with the dean of campus life (or designee) or appropriate housing and residential life hearing officer that conducted the hearing. A student may not have a copy of the audio or video recording or any other written materials involved in the hearing other than direct correspondence between the student conduct body and the student.

**Section 14- Failure to Comply With the Student Conduct Review Board Action**
A student who fails to complete a sanction within the specified time frame will be considered to be in violation of the code. It is the student’s responsibility to notify the appropriate student conduct body if there are mitigating circumstances that prevents him/her from completing the sanction(s) in specified time frame. The judicial body
may extend the deadline time, at its discretion. It is the student’s responsibility to complete all sanctions within the specified time frame to avoid student conduct holds and/or a charge of failure to comply.

Section 15 – Student Conduct Holds
a. The dean of campus life (or designee) or the director of housing and residence life (or designee) will place a student conduct hold on the records and registration of any student who fails to respond to a conduct notice or fails to complete a sanction as determined through final NYIT action. Any pending conduct matters must be resolved prior to re-registration or a student’s graduation. No student will be allowed to register, graduate, receive grades, or have transcripts released until the pending disciplinary matter(s) is/are resolved. Student conduct holds may also affect financial aid.

b. The vice president for student affairs (or designee) will place a student conduct hold on the records and registration of a student that is under suspension or expulsion from the institution. The student conduct hold will not be removed until the student’s suspension status has expired and/or the requirements as set forth by the student conduct/appellate body for readmission have been successfully met. This determination will be made by the vice president for student affairs or designee.

c. The vice president for student affairs or dean of campus life (or designee) is authorized to place or remove student conduct holds.

Section 16 - Parental Notification
Students are encouraged to notify their parents of pending student conduct proceedings. In accordance with the Family Educational Rights and Privacy Act (FERPA), NYIT officials may provide information to a student’s parents or legal guardians, without the student’s consent, under certain circumstances, including the following:

a. If it is determined that a student (under age 21) has committed a violation of law or the Student Code of Conduct, which involved the use or possession of alcohol or controlled substances;

b. If NYIT determines that there is a significant threat to the health or safety of the student or other individuals;

c. If a dependent student has been placed on suspension or expulsion.

Section 17- Delivery of Student Conduct Notifications
a. Permanent and/or local addresses on file with the Office of the Registrar and/or the student’s official NYIT e-mail account are considered appropriate and official venues for notifications regarding violations of the Student Code of Conduct.

b. In cases, where appropriate, written conduct notices may be delivered by hand to a student’s class, other NYIT location, or NYIT residence hall.

Section 18 – Student Conduct Records
a. Official Record Management
All student-conduct records will be managed in accordance with the Family Education Rights and Privacy Act (FERPA). Official student conduct records are maintained, as follows:

1. Complete conduct records and appellate records of the Office of Housing and Residential Life, including all documentation and recordings (if applicable), will be maintained by the Office of Housing and Residential Life.
2. Complete student conduct records and appellate records of the Office of Campus Life, including all documentation and recordings (if applicable), will be maintained by the Office of Campus Life.

3. Copies of the meeting and appellate decisions (outcome letters, sanctions, if applicable) of the Office of Housing and Residential Life, will be maintained by the Office of Campus Life.

4. For crimes of violence, including, but not limited to sexual violence, NYIT will make a notation on the transcript of students found responsible after a conduct 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 conduct disciplinary process, NYIT 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 vice president for student affairs no less than one year following the conclusion of the suspension period.

5. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

b. Student Conduct Records Duration
   1. Student conduct files are kept for seven years after graduation, except that in cases involving suspension or expulsion, the files are kept indefinitely.

   2. After the seven-year period, the conduct record is removed from the student’s files.

c. Student Conduct Records Request
   Students may not obtain a copy of the information in their student conduct file unless required under federal or state law.

Section 19 - Interpretation and Evaluation
a. Any question of interpretation regarding the student code shall be referred to the vice president for student affairs or designee for final determination.

b. The vice president for student affairs or designee shall review the Student Code of Conduct from time to time under the charge from the president, vice president for student affairs, or their designee.

c. The NYIT Student Rights and Responsibilities Review Committee shall be appointed by the vice president for student affairs and will include student representatives.

Section 20 - Privacy Act and Confidentiality
a. All conduct proceedings and records are confidential. In accordance with the Family Education Rights and Privacy Act, NYIT will abide by all laws requiring confidentiality and privacy with regard to the student conduct process. This confidentiality extends to all student conduct bodies and forums.

b. In cases involving alleged behavior, where complainant’s rights are impacted, the dean of campus life (or designee) will inform the complainant whenever appropriate, of the outcome of the conduct meeting. In cases of violation of the gender-based misconduct policy, the complainant will receive notification of the outcome.
c. All conduct proceedings are private and closed to the public, unless the student alleged to have violated policy and complainant (if applicable) agree in writing to an open hearing. However, the student conduct body, when necessary to maintain order or to protect the rights of other participants, can deem the proceedings closed to the public.

Section 21 - Release of Conduct Records
a. A student may choose to sign a release form granting the appropriate student conduct body permission to discuss information related to his student conduct file with any individual that he designates. This form is available from the dean of campus life (or designee) or the Office of Housing and Residential Life.

b. Any educational institution or other agency requesting any conduct information related to a current or former NYIT student is required to submit a request, in writing, to the dean of campus life (or designee). All written requests must include the signature of the student granting the release of information related to his student conduct record and his current contact information. The dean of campus life (or designee), at his discretion, may contact the student for verification prior to the release of any conduct information.

Section 22 - Auxiliary Aids and Services
Students with disabilities as defined by the Americans with Disabilities Act requiring special accommodations should notify the dean of campus life (or designee), in writing, at least five business days prior to the hearing. The dean of campus life (or designee) will consult with the student disabilities coordinator to determine the appropriate steps that may need to be taken to accommodate the student.

Section 23 - Official Forms of Communication
NYIT’s official mode of communication with students is NYIT-issued e-mails and U.S. mail. Students are expected to check their NYIT e-mail accounts on a regular basis, and failure to check NYIT e-mail is not considered an excuse for failing to respond to a communication, missing deadlines, or failing to complete required documents. Student conduct notification and letters may be sent by NYIT e-mail, hand delivery, U.S. mail, registered U.S. mail, United Parcel Service, DHL, Federal Express, etc. Regardless of the mode of communication, the student is deemed to have received the communication upon proper mailing, sending, delivery, or e-mail of the communication to the student.

Section 24 - Interim and Emergency Suspension
a. Interim Suspension
In situations of potential code violations where there is reasonable cause to believe a student’s alleged behavior or action and/or continued presence at the institution poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, or continuance of normal NYIT functions, the dean of campus life (or designee) will temporarily restrict a student from specific NYIT facilities including, but not limited to, residence halls, buildings, and classrooms or temporarily suspend the student from NYIT for an interim period of time pending disciplinary proceedings. Such situations may involve emergency, medical, mental, or some other chronic matter, including but not limited to physical assault, harassment and/or bullying, sexual assault or misconduct, hazing, possession of firearms, explosives, weapons, felony drug possession, and other acts of a similar nature that threaten or have the potential to threaten the health and/or safety of individuals and/or the property of NYIT. The dean of campus life (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.

b. Emergency Suspension
In situations not necessarily involving potential code violations, but where there is reasonable cause to believe a student’s alleged behavior or action and/or continued presence at the institution poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, continuance of NYIT functions, or NYIT property, the dean of campus life (or designee) will temporarily restrict a student from specific NYIT facilities including residence halls, buildings, and classrooms or temporarily suspend the
student from NYIT 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 Campus Life. The dean of campus life (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.

c. A student under interim or emergency suspension is not allowed on any NYIT campus or property without express permission of the dean of campus life (or designee). In addition, the student may not contact any other student, staff, faculty or administrator with the exception of the dean of campus life (or designee) without prior permission. In cases of interim suspension, the student is entitled to a student conduct hearing as set forth in this code, but not an informational meeting, unless approved by the dean of campus life (or designee).

Academic Integrity Policy

Section 1- Preamble
In its mission to provide a career-oriented education, NYIT strives to create a community of students, faculty, and staff intent on teaching, learning, and researching. As members of this learning community, students and faculty must work together to ask difficult questions of what we know and to discover what we have yet to learn.

The foundation of academic work is intellectual integrity, credibility, and trust. A learning community can only be maintained if its members believe that their work is judged fairly and that they will not be put at a disadvantage because of another member’s dishonesty. For these reasons, it is essential that all members of the NYIT community understand our shared standards of academic honesty. More than just a series of regulations, the Academic Integrity Policy serves as a guide for students and faculty for understanding these standards and their importance in the mission of NYIT.

Section 2 - Definitions

a. Academic Integrity

Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NYIT, and all members of the college community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the NYIT community and compromise the worth of work completed by others.

b. Academic Dishonesty

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

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

   a) Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or intertextual note.

   b) Paraphrasing or putting into one’s own words information from a source without providing proper acknowledgement/citation.
c) Reproducing without proper citation any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

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

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

   a) Copying from another student’s examination, research paper, case write-up, lab report, homework assignment, or computer program.

   b) Possessing or using unauthorized notes, text, or other aids during an examination, quiz, or other assignment.

   c) Looking at someone else’s exam before or during an examination.

   d) Handing in the same paper for more than one course without the explicit permission of the instructors.

   e) Possessing an electronic device that contains unauthorized information for a test or assignment such as programming one’s computer or calculator to gain an unfair advantage.

   f) Soliciting, obtaining, possessing, or providing to another person an examination or portions of an exam prior or subsequent to the administration of the exam.

   g) Talking, whispering, or using a cell phone during an examination for the purpose of obtaining answers to questions.

3. **Unauthorized Collaboration:** Unauthorized collaboration refers to working with other students without the instructor’s permission in the preparation and presentation of reports, laboratory reports, homework assignments, take-home exams, term papers, research projects, case studies, or otherwise failing to abide by the instructor’s rules governing the academic exercise where the expectation is that the work to be completed is an individual and independent effort. Working in teams and collaborating with others in completing group projects and other assignments is an effective teaching pedagogy used by some instructors. However, collaborative learning must be sanctioned by the instructor. Students are encouraged to consult with the instructor if they are unsure about the assignment, course expectations, or what constitutes unauthorized collaboration.

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

   a) Falsifying or altering the data collected in the conduct of research.

   b) Making up a source as a citation in an assignment or citing a source one did not use.

   c) Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes, or exams that have been graded and returned.

   d) Stating an opinion as a scientifically proven fact.
5. **Facilitation:** Facilitation refers to intentionally or knowingly assisting any person in the commission of an academic integrity violation. Examples include, but are not limited to:

a) Allowing another student to copy one’s answers during an examination.

b) Giving another student one’s assignment or paper to copy answers to a test or assignment.

c) Taking an examination or writing a paper for another student.

d) Inaccurately listing someone as co-author of a paper, case write-up, lab report, or project, who did not contribute.

e) Signing an attendance sheet for a student who was not present in class.

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

a) Arranging for another student to substitute for oneself during an examination session or in the completion of course work.

b) Taking credit for work not done, such as taking credit for a group assignment without participating or contributing to the extent expected.

c) Falsifying, misusing, omitting, or tampering with official college information in any form, including written, oral, or electronic, including test scores, transcripts, letters of recommendation, or statements of purpose to gain initial or continued access to the college’s programs or facilities.

d) Altering, changing, forging, or misusing academic records or any official college form regarding oneself.

e) Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.

f) Reporting an academic integrity violation known to be false.

g) Misrepresenting or falsifying class attendance or that of another student.

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

a) Purchasing a pre-written paper through a mail-order service.

b) Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts.

c) Intentionally missing an examination or assignment deadline to gain an unfair advantage.
d) Stealing or attempting to steal an examination or answer key from an instructor, proctor, or staff member.

e) Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources.

f) Attempting to prevent access by other users to the college’s computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent.

g) Offering bribes (e.g., monetary remuneration, gifts, or favors) to any college official in exchange for special consideration, waiver of procedures, or change of grade on an assignment or course.

Section 3 - Reporting Violations of Academic Integrity

Students, faculty and staff share in the responsibility for maintaining the academic standards of the college, for promoting integrity, and for upholding the Academic Integrity Policy. To protect the rights and maintain the trust of honest students and support appropriate behavior, instructors should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments and examinations. To promote a learning environment that is built upon the fundamental values of honesty, trust, fairness, respect and responsibility, each NYIT community member is encouraged to confront instances of suspected wrongdoing and to report alleged violations of the Academic Integrity Policy to the appropriate instructor, department chair, academic dean, or dean of campus life (or designee). A standard Academic Dishonesty Incident Report, a personal letter, or meeting with the appropriate college official are all appropriate means by which referrals are made. Students are not obligated to report suspected violations, but they are encouraged to do so. Students may also approach those involved in alleged academic dishonesty to remind them of their obligation to uphold standards of academic integrity.

Section 4 - Academic Dishonesty Review Process

There are two types of forums provided by this code to review alleged violations of the Academic Integrity Policy:

a. Academic Resolution (Informal)

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity. Students involved in academic dishonesty, either directly or indirectly as a participant, are immediately responsible to the instructor of the course who is obligated to address the alleged violation.

Academic resolutions are conducted by the instructor of the course in which an alleged violation of the Academic Integrity Policy has occurred. When an instructor suspects that a student may have violated the college’s policy, the instructor shall meet with the student to discuss his concerns and present the student with any supporting evidence and documentation. The student shall be afforded the opportunity to respond to the allegations and to offer an explanation.

1. Student Accepts Responsibility: At an academic resolution meeting if the instructor and the student agree that a violation has occurred and the student accepts responsibility for the violation, the instructor may at his discretion impose the following academic sanctions or grade penalties:

   a) Issue the student an oral warning together with advice about what is acceptable academic conduct.

   b) Change the grade on the assignment, including lowering or assessing a failing grade.

   c) Change the grade for the course, including lowering or assessing a failing grade.

   d) Allow the student to resubmit the assignment or retake the exam.
e) Assign additional academic work or alternative assignments.  

Imposing additional sanctions such as disciplinary probation, suspension, expulsion, or removing a student from class are outside the purview of the instructor and may not be issued as part of the academic resolution process. These sanctions may only be rendered through the student conduct process administered by the dean of campus life (or designee).

2. **Student Does Not Accept Responsibility:** If the student does not accept responsibility and/or disputes the allegation or decision of the instructor at the academic resolution meeting, the instructor will assign an incomplete (I) grade on the assignment or in the course, pending the outcome of a hearing before the student conduct board as outlined in Section 4 (b) of the Academic Integrity Policy. Students assessed an incomplete grade will be allowed to continue in the course without prejudice, pending the outcome of the formal student conduct process.

If the course ends before the student conduct board has acted, the instructor will submit the incomplete grade to the Office of the Registrar pending a hearing before the student conduct board. At the conclusion of the student conduct process, the instructor will submit a change-of-grade form to the registrar reflecting the outcome of the student conduct hearing and the instructor’s evaluation of the student’s work in the course.

3. **Academic Dishonesty Resolution Report:** At the conclusion of the academic resolution meeting with the student, the instructor will complete an Academic Dishonesty Resolution Report, signed by both parties indicating whether or not the student has accepted responsibility for a violation of the Academic Integrity Policy and any academic sanctions or grade penalties imposed.

The Academic Dishonesty Resolution Report may also be used by the instructor to request a formal review of the matter by the dean of campus life (or designee) and the student conduct board. If the student refuses, to or is unavailable, to sign the Academic Dishonesty Resolution Report, the instructor may forward the report to the dean of campus life (or designee), absent the student’s signature.

A copy of the report and all supporting evidence and documentation should be forwarded to the dean of campus life (or designee) and to the department chair within five business days at the conclusion of the academic resolution process. The Academic Dishonesty Resolution Report serves as the official record of the meeting and will become part of the student’s student conduct record maintained by the dean of campus life (or designee). If the dean of campus life (or designee) receives a second Academic Dishonesty Resolution Report on a student (either from the same or a different faculty member), the dean of campus life (or designee) may proceed with an Informal Hearing as outlined in Section 4 (a.5) below.

4. **Meeting With the Dean of Campus Life (or Designee):** Upon receipt of the Academic Dishonesty Resolution Report, the dean of campus life (or designee) may meet with the student who has accepted responsibility for a violation of the Academic Integrity Policy to review the policy and to stress its importance; outline the resources and services provided by the college to assist students who may be experiencing academic difficulty; and issue a written warning indicating that a further violation of the Academic Integrity Policy will be attended by more serious student conduct sanctions. In cases where a student is assessed and accepts a failing grade for the course by the instructor, the student will be informed that he is no longer allowed to attend the class. Students found responsible for a first violation may also be required to attend an ethics seminar coordinated through the dean of campus life (or designee). A summary letter of the meeting will be sent to the student and a copy forwarded to the instructor and department chair. In cases where the student does not accept responsibility for a violation of the Academic Integrity Policy, the dean of campus life (or designee) will initiate the formal student conduct process outlined in Section 4 (b) of the Academic Integrity Policy.
5. **Informal Hearing with the Dean of Campus Life (or Designee):** In cases where the dean of campus life (or designee) receives a second Academic Dishonesty Resolution Report on a student, an informal hearing, in the form of a meeting with the dean of campus life (or designee), may commence. In this hearing, the dean of campus life (or designee) will determine an appropriate sanction for the student or refer the matter to a formal hearing with the student conduct board.

6. **Academic Resolution Appeals:** A student who accepts responsibility and agrees with the academic sanctions or grade penalties imposed by the instructor as part of the academic resolution process, cannot appeal the decision to a higher authority, student conduct board or the grade appeals committee. The decision and sanctions imposed by the instructor are final. A student who does not accept responsibility and/or disputes the allegation or decision of the instructor has the right to have the matter reviewed by the dean of campus life (or designee) with a referral to the student conduct board when determined by the dean of campus life (or designee).

b. **Student Conduct Board (Formal)**

1. **Initiating Charges:** The dean of campus life (or designee) or comparable office on each campus is responsible for investigating complaints of alleged violations of the Academic Integrity Policy, and the student conduct board will be called upon to hear cases under the following circumstances:

   a) If after a thorough review of a complaint it is determined that there is sufficient evidence to formally charge a student with a violation of the policy.

   b) If at the conclusion of the academic resolution (informal) process the student disputes the allegation and does not accept responsibility for violating the Academic Integrity Policy or disagrees with the sanction(s) imposed by an instructor.

   c) A review of a student’s disciplinary record indicates a second reported violation of the Academic Integrity Policy.

   d) The instructor or the dean of campus life (or designee) feels that the seriousness of the first offense warrants a review by the student conduct board.

   If the dean of campus life (or designee) determines that there is insufficient evidence to charge a student with a violation of the policy, the formal disciplinary process will not be initiated and all parties will be notified in writing. If there is insufficient evidence to formally charge a student with a violation of the policy and the instructor chooses to issue an academic sanction or grade penalty, the student has the right to request a review of the matter by the grade appeals committee.

2. **Procedures:** If the dean of campus life (or designee) determines that there is sufficient evidence to charge a student with a violation of the policy, the formal student conduct process will be conducted in accordance with the procedures set forth in the Student Code of Conduct (Section 10).

3. **Academic Sanctions and Grade Penalties:** The student conduct board does not have the authority to issue academic sanctions or grade penalties in cases where a student is found responsible for violating the Academic Integrity Policy. The evaluation of a student’s academic work and issuing a course grade is the responsibility of the instructor. However, the board may make a recommendation to the instructor for consideration. In cases where a student is found responsible for an academic integrity violation by the board and the student has exhausted the student conduct appeals process, the student cannot appeal the academic sanctions or grade penalties imposed by the instructor to the college’s grade appeals committee. The board sanctions and any academic sanctions or grade penalties imposed by the instructor are final. In cases where a student is found not responsible for an academic integrity violation by the board and the instructor chooses to impose an academic sanction or grade penalty to reflect the outcome of the formal
hearing, the dean of campus life (or designee) will refer the matter to the college’s grade appeals committee.

PART III – OTHER COLLEGE POLICIES AND PROCEDURES

Like all communities, NYIT has developed certain guidelines and regulations to protect student rights and those of its other members. Students should familiarize themselves with these policies; it is the responsibility of every student to know and abide by them.

Statement on Non-Discrimination

NYIT does not discriminate in admissions or access to, or operation of, its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex/gender, sexual orientation, or veteran status, or any other legally protected status.

NYIT complies in full with Title IX of the Education Act of 1972 and the implementing regulations which prohibit discrimination on the basis of sex in all educational programs and activities. Any inquiries concerning Title IX may be referred to NYIT’s Title IX Coordinators (identified at pages 56 - 57 below) or to the Assistant Secretary for the U.S. Department of Higher Education, Office of Civil Rights.

NYIT provides reasonable accommodations to any person who has a temporary or permanent disabling condition. If you need to discuss an accommodation or a barrier to your full participation in NYIT programs and services contact Accessibility Services: Harry Schure Hall, Room 208, Old Westbury, NYI 11568-8000; Phone: 516-686-7376

Accommodation Policy for Students with Disabilities

It is the policy of NYIT to provide reasonable accommodations for students who are otherwise qualified but have disabilities, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Such disabilities may include learning disabilities, health impairments, and other documented disabling conditions. Possible accommodations include, but are not limited to, testing modifications, class relocation, and possible assistance in acquisition of necessary equipment. Admission requirements for students with disabilities are the same as for all other students.

The college has an interest in helping students with disabilities to be competitive in this academic environment. Therefore, reasonable accommodations will be made upon proof both of disability, and need for the accommodations, by a diagnosing professional with appropriate credentials, for example, a medical doctor, psychologist, or psychiatrist. The diagnosing professional may not be a family member. It must be understood that accommodations are meant to facilitate educational opportunities. Admission to NYIT and accommodations do not guarantee success. Therefore, in addition to accommodations, the college encourages utilization of auxiliary services available to all students to maximize opportunities for success. Students whose disabilities may require some type of accommodation must complete a request-for-accommodations form and an intake interview with the assistant director of disability services, prior to the academic semester. Accommodations may be requested at any time during the semester, however, accommodations cannot be applied to past failures, only to future academic endeavors. Appropriate modifications of accommodations will be worked out on a case-by-case basis and will not necessarily incorporate all requested changes. Students for whom auxiliary services—such as readers, interpreters, note takers, etc.—have been approved should arrange these with their campus services coordinator.

In addition to discussing appropriate educational modifications, the campus services coordinator will serve as a liaison with other college faculty and administration on behalf of students with disabilities. Students, other
than those receiving accommodations for a disability approved by the campus services coordinator as protected under the Americans with Disabilities Act, are prohibited from using electronic recording devices in the classroom without prior permission from the instructor.

Students with disabilities are encouraged to take advantage of the following related services available to all students at NYIT:

a. Use of the Learning Center and listing of free tutorial services
b. Individual, confidential counseling and advisement
c. Academic monitoring, career counseling and general study skills, time management and goal setting assistance
d. Referral to qualified resources for diagnostic evaluation of learning disabilities at the student's expense

NYIT does not offer students with disabilities the following:

a. Diagnostic evaluation for disabilities
b. Special classes
c. A reduced standard for academic performance
d. Exemption to graduation requirements
e. Credit for effort in place of demonstrated competence in the content

Students wishing to discuss the availability of services for physical disabilities or temporary disabilities, or who wish to identify barrier problems, should contact their campus services coordinator. For further information regarding disability-related programs or services, contact:

Old Westbury: Assistant Director of Accessibility Services, Harry J. Schure Hall, Room 208, Phone: 516.686.7636, E-Mail: aprovenz@nyit.edu
Manhattan: Assistant Director of Accessibility Services, 26 West 61st Street. Phone: 212.261.1759

**Computing Usage (NYIT Computing Code of Responsible Technology Usage)**

NYIT provides resources—including telephone and computer equipment, software, networks, and user accounts—for use by its faculty, staff, students, and university affiliates. Any and all information or communication transmitted by, received from or stored in these systems are property of the college and are provided for use in support of programs of the college. All users of these resources are required to use them in a manner that is respectful of each other’s and the institution’s rights, privileges, and interests. However, abuse of equipment or systems that causes disruption of users' productivity, and the integrity of data and programs, may be subject to disciplinary action or prosecution under college policies, and local, state, or federal laws.

**Purpose**

a. **Computing Code**
   The computing code sets forth standards of behavior that apply to all faculty, students, staff and university affiliates. In addition, the purpose of this code is to define responsible technology usage, particularly for new users who may not be aware of the potential impact of their actions.

b. **Computer Ethics Policy Statement**
   Computers, telecommunications, and information in electronic form create a need for ethical models. Information owners, both individual and institutional, must make a conscious and explicit effort to state and enforce their expectations of ethical behavior. Information users have an obligation to recognize the information owner's rights in order to protect and preserve their own rights to use that information.

c. **Computer-Based Information**
   Computer-based information, recognized as a primary educational and research asset, should be protected from unauthorized modification, destruction, disruption, or disclosure—whether accidental or intentional. The
use of these systems is a privilege, not a right, and may be revoked at any time. All technology-related questions, requests, complaints, and service calls should be directed to NYIT Service Center. All calls will be directly responded to or will be referred to the appropriate office for answers and resolution.

Computing Usage Statement of Responsibilities

a. College Responsibilities
The college assumes the responsibility to ensure the integrity of its computing systems, workstations, and facilities. Since no system is absolutely secure, however, usage will be monitored to ensure that irresponsible users cannot affect the performance and integrity of other accounts and other users’ information or the systems.

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

c. Student Responsibilities
If a student discovers what may be a security lapse in our systems, the student should report their concerns to the Office of Information Technology and Infrastructure.

d. Privacy Statement
Each user is assigned one or more confidential passwords intended to restrict access to files and systems, including e-mail. However, students and employees should have no expectation of privacy of documents stored on computer systems or in messages sent across the network. The college has the absolute and unconditional right to investigate, review and monitor these materials, including, but not limited to, eradication of computer viruses; data access, backup and restoration; hardware and software inventory procedures, including scans for unlicensed software installations; installations, maintenance, updates, and repair; investigations relating to compliance with college policies, including the college’s technology policies; and investigation of criminal, unlawful, or unauthorized activities as directed by local, state, or federal authorities, or by the senior management of the college.

e. Standards for Computer Usage
Access and use of college computing systems and services is defined below. It applies equally to all users of college-owned and -operated information systems and equipment.

1. Any access prohibited by state or federal law is unauthorized. Any access or use in support of activities that are prohibited by state or federal law is unauthorized.

2. Individuals who willfully cause loss to authorized account holders by unauthorized access or use shall be held financially responsible for the cost of restoring that user’s data, programs, and account balance.

3. Violators who are members of the college community will be subject to disciplinary action under college regulations applying to their respective status within the college. All violators will be subject to prosecution under any local, state, or federal laws that apply.

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

a. Unauthorized use of account and/or password, including but not limited to, ineligibility. Individual accounts cannot be transferred to or used by another person. Attempting to gain access to privileged areas or to accounts that do not belong to the student.
b. Frivolous, disturbing, or otherwise inconsiderate conduct, including extensive use of workstations, playing games, sending nuisance messages, or wasteful or unauthorized use of college-supported facilities.

c. Possession or use of programs capable of fraudulently simulating system responses; modification of or possession of systems-control information, especially that which reflects program state, status, or accounting; attempts to modify or crash the system.

d. Any violation of the NYIT student or employee codes of conduct that involves technology resources.

e. Use of college resources for non-college-related commercial purposes is strictly prohibited. This includes, but is not limited to, development of programs, data processing or computations for non-college-related commercial use, and preparation and/or presentation of advertising materials not related to the college.

f. Using college resources to gain unauthorized access to other systems; unauthorized access to data or files even if they are not securely protected; attempting to read another person’s e-mail or other protected files; and using equipment to send obscene or harassing messages.

g. Copying, storing, displaying, or distributing copyrighted materials using college computer systems or networks without the express permission of the copyright owner, except as otherwise allowed by copyright law.

h. Using technology for any unethical, illegal, or criminal purposes; tapping network transmissions, including wireless transmissions; and making more copies of licensed software than the license allows.

i. Releasing a virus, worm, or other program that damages or otherwise harms a system or network.

j. Preventing others from accessing services.

k. Using university resources for unauthorized purposes.

Grade Appeals Policy

Grade Appeals Process
A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

a. It was a direct result of arbitrary and capricious conduct on the part of the instructor.

b. The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, New York State Law, or the Administrative Code of the City of New York.

c. The grade was incorrectly calculated.

d. A clerical error occurred in recording the grade.

e. A mitigating circumstance prevented the student from completing a final assignment or attending the final examination. In such cases, a grade may be changed to either a “W” or “I”, pursuant to the rules governing these grades. In cases where the grade has been changed to an “I”, the student shall have one additional semester and a summer beyond the final decision of the Grade Appeals Committee in which to complete the work. The temporary grade of incomplete (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule in the catalog). Such an IF grade may not be
challenged, and the course must be repeated by the student to receive credit.

f. A grade awarded on the basis of academic dishonesty may not be appealed under this procedure, unless the charge has been resolved in favor of the student pursuant to NYIT’s Academic Integrity Policy.

Initial Challenge of Grade and Appeal
Given the demands of the professional phase for some majors in the School of Health Professions (SHP), the Grade Appeals Process follows a shorter timeline. SHP students should review their Grade Appeals Procedure (http://www.nyit.edu/health_professions/student_resources). For other majors, the Grade Appeals Procedure is as follows:

a. A student may file a formal challenge to a grade on any of the grounds set forth in subsections (a. through f.) above.

b. The student must present positive, detailed and specific evidence in support of his/her claim. In order to timely commence such a challenge, a student must notify the instructor in writing no later than the third week of the succeeding semester that she/he wishes to challenge the grade.

c. Within two weeks of receipt of the challenge notification, the instructor must meet with the student and notify the student in writing whether she/he will change the grade.

d. If the instructor or Chair, acting in place of the instructor, agrees to change the grade on the basis of the appeal, the instructor shall promptly send a Change of Grade form, with the appropriate documentation, to the Registrar. (See Grade Appeal Timeline.)

Submission of the Dispute to the Grade Appeals Committee
If the instructor declines to change the grade, or has not met the deadline, the student may appeal to the Chair and the Chair will, within two weeks of receipt of the student’s appeal, meet with the instructor and the student and attempt to mediate the appeal. Where the Chair has attempted, but failed, to mediate the appeal within that two-week period, the Chair shall notify the student immediately and promptly send a written report regarding the mediation to the instructor and the student. If the student or the instructor is dissatisfied with the Chair’s decision, the student may, within two weeks of being notified of the failed mediation effort, submit the grade dispute to the Academic Dean of the school responsible for the course with copies to the chair and instructor. Conversely, where the Chair has not taken steps to mediate the appeal within the two-week period, or where the Chair has acted in place of the instructor and has declined to change the grade, the student may appeal directly to the Academic Dean. Within two weeks of receipt of the appeal, the Academic Dean must advise the student and the instructor, in writing, whether she/he thinks the grade should be changed. If the student or the instructor is dissatisfied with the recommendation of the Academic Dean, within two weeks of receipt of the Dean’s recommendations, the student or the instructor must notify the Academic Dean that she/he wishes to submit the grade dispute to the Grade Appeals Committee in the Office of Academic Affairs. This notification must be in writing with copies to the student and the instructor.

Grade Appeals Committee
The administration of the Grade Appeals Committee shall be centralized in the Office of the Vice President for Academic Affairs. There shall be separate standing committees for the Old Westbury and Manhattan campuses. The Committees shall consist of: a) the chairperson and nonvoting vice president for academic affairs or designee;
Meetings of the Grade Appeals Committee
The Grade Appeals Committee shall meet at least once each semester and invite the instructor and student to the meeting. It shall consider any evidence which the student, the instructor, or the committee deems relevant. Should the student or instructor or chairperson, if the instructor is no longer employed by NYIT, not be available, or declines to meet with the committee, it may determine cases on the basis of the submitted written arguments and supporting documents alone. However, if the instructor or the student attends the meeting, no attorneys will be permitted to attend as representatives for either side. Every effort will be made to keep the committee’s investigation confidential. The dates of the committee meeting shall be published at the beginning of each semester.

Report and Determination of the Grade Appeals Committee
The Office of the Vice President for Academic Affairs will issue the committee’s determination in a written report to the student and instructor, and will provide copies to the Chair and the Academic Dean. If the committee determines that the grade should be changed, a copy of that determination will be forwarded to the Office of Academic Affairs, which will direct the Registrar to effect the grade change. The determination of the Grade Appeals Committee shall be final, binding, and unreviewable.

Grade Appeal Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Student challenges grade from previous semester</td>
<td>By third week of semester</td>
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<tr>
<td>Instructor notifies student of decision</td>
<td>By fifth week of semester</td>
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<td>Grade change, if any, submitted to registrar</td>
<td>By sixth week of semester</td>
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<tr>
<td>Chairperson mediates dispute</td>
<td>By seventh week of semester</td>
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<tr>
<td>Student or instructor submits dispute to academic dean</td>
<td>By ninth week of semester</td>
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<tr>
<td>Student or instructor submits dispute to</td>
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<tr>
<td>Grade Appeals Committee</td>
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<tr>
<td>Meeting of Grade Appeals Committee</td>
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</table>

Ownership of NYIT Coursework
Course materials provided to students by the professor are owned by either the professor, NYIT, or an outside author or provider, and may not be copied or used by students in any manner without permission. For example, it is an unlawful copyright infringement for a student to post course-lecture notes, power points, exams or other such materials on websites, whether or not the student receives payment for the posting. In general, students own the copyright to coursework which is their own original creation, subject to any ownership rights of other contributors, including other students and/or faculty.

Special Rules
Special rules apply in the case of video and audio productions, films, slide/tape presentations and other nonprint media which are produced in fulfillment of class assignments or as advanced individual study projects, whether made on school premises or elsewhere, with or without school equipment, and with or without extra funds. Any exceptions to these rules must be agreed to in writing in advance of the production by the dean of the appropriate academic school.

a. All such films and tapes are co-owned by the student and the school. In each case, students who make the film/tape should decide which student or students co-own the film/tape with the school.
b. Either the student or the school may arrange distribution; students who do not wish to have films/tapes distributed may veto distribution.

c. The school will decide whether or not to put its name on a given film or tape.

d. Distribution deals, whether arranged by the school or by the student, must be approved and signed by the dean of the appropriate academic school.

e. All income after print costs and other upfront obligations are paid will go directly from the distributor to the student and the school on a 50/50 basis; outside funding is not considered to be an upfront obligation.

f. The school's income will be used for scholarships, for funding future student films/tapes, and for fees and expenses in connection with placing student films/tapes in festivals. If a film/tape wins a prize, that prize goes to the student, minus the cost of placing the film/tape in competition.

g. Films/tapes may be distributed only after a faculty advisor has made sure that all necessary clearances have been obtained by the student(s).

h. The student and the college each has a right to prints (e.g. copies) at cost as such prints are needed for NYIT or student use; such prints may not be rented or sold.

**Posting of Publicity**

Posters and other forms of advertising on the campus must conform to the following regulations and must be individually stamped prior to being posted. The college reserves the right to refuse requests for postings of information by non-NYIT organizations, private individuals, groups, etc.

a. All NYIT-recognized and duly chartered student clubs and/or organizations must have programs and events approved by the Office of Campus Life before distributing related publicity.

b. All posters, flyers, banners, etc. must be approved and individually stamped by the Office of Campus Life before being posted.

c. Postings are permitted on bulletin boards only. Any bulletin board not designed as an official college or departmental bulletin board may be used to post flyers. Staples only are to be used on bulletin boards.

d. Posting is not permitted on windows, doors, glass, trees or painted walls. Materials posted in these areas will be removed and discarded. Student clubs and organizations that post flyers inappropriately are subject to the possible suspensions of their privileges and/or fines.

e. The Office of Campus Life will approve limited copies for postings. One flyer may be posted per bulletin board. Flyers and other advertisements must be removed within 24 hours after the event has taken place.

f. Flyers and other postings may be posted for a maximum of three weeks or until the date of the event (whichever comes first).

g. All information on any posting must be expressed clearly.

h. If a flyer is written in a language other than English, the flyer must include an English translation.
i. There will be no postings of alcohol-related or drug-related events, obscenities, slanderous material, or material containing racist or sexist statements. This would include, but not be limited to, advertisements that show/promote nudity, violence, racism, sexism, alcohol, drugs, firearms or other items deemed inappropriate. Profanity or vulgarity is not permitted on advertisements.

j. There will be limited posting of notices or flyers that support or endorse candidates for political office or political statements. NYIT is a private college and not a public forum and reserves the right to limit and/or exclude such postings.

k. Students wishing to advertise events with banners must discuss it in advance with the Office of Campus Life.

l. Use of any bulletin board or authorized space within the Student Activity Center or any building on any campus does not constitute an endorsement or guarantee of any product, service, or information by the Office of Campus Life or NYIT.

m. Students or student organizations in violation of any of the preceding regulations are subject to disciplinary action or financial sanction. Outside organizations in violation of these policies will not be permitted to post any information or use NYIT facilities, and criminal charges may be pursued.

Gender-Based Misconduct Policy

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

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

No Retaliation

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

Confidentiality

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

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

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

**Definition of Gender-Based Misconduct**

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

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

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

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

b. **Sexual Exploitation**
   Taking abusive or nonconsensual sexual advantage of another. Examples include:
   1. Taking or transmitting sexual photographs, videos, or audiotapes without consent, or causing or permitting others to take or transmit such photographs, videos, or audiotapes without consent.
   2. Watching another engage in sexual activity or contact without consent; viewing another nude without consent (e.g. watching someone in the shower without consent); allowing a third party to observe sexual acts without a partner’s consent.

c. **Sexual or Gender-Based Harassment**
   This includes:
   1. Unwelcome sexual advances, requests for sexual favors, and other nonverbal, expressive or physical conduct of a sexual nature; and
2. Other verbal, nonverbal, or physical acts, or acts of aggression, intimidation or hostility, when based on gender or gender-stereotyping.

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

Examples include:
1. Unwanted flirtation, advances, or propositions of a sexual nature.
2. Insults, humor, jokes, or anecdotes (not legitimately related to the subject matter of a course, if one is involved) that belittle or demean an individual’s or a group’s sexuality or gender.
3. Unwelcome comments of a sexual nature about an individual’s body or clothing.
4. Physically threatening a person because of his or her gender identity or expression or sexual orientation.

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

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

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

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

Student’s Rights

a. Victim’s Rights for violations of the Gender-Based Misconduct Policy (including same-sex based misconduct). A student victim or reporting individual of a gender-based misconduct incident where a student is accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the code has the right to the following:
   a. Reasonable changes to the academic and living situations
b. Referrals to counseling, receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on campus and in the community

c. Assistance in notifying law enforcement
d. Obtain or enforce a no contact directive or restraining order
e. Same opportunity as accused to have others present at disciplinary hearing
f. Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
g. Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
h. Name and identifying information kept confidential (FERPA)

In addition all students have the right to:

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

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

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

Carol Jablonsky
Director, Human Resources
North House, Room 204
b. **Deputy Title IX Coordinators**  
NYIT’s deputy Title IX coordinators serve as the primary Title IX coordinators for students:

Francy Magee  
Dean for Campus Life, NYIT-Old Westbury  
Student Activity Center, Room 208  
Old Westbury, NY 11568  
Phone: 516.686.7996  
E-Mail: fmagee@nyit.edu

Ann Marie Klotz  
Dean for Campus Life, NYIT-Manhattan  
26 West 61st Street  
New York, NY 11568  
Phone: 212.261.1531  
E-Mail: aklotz@nyit.edu

Mary Ann Achtziger  
Associate Dean, Student Affairs,  
New York College of Osteopathic Medicine of NYIT  
Serota Hall, Room 213  
Old Westbury, NY 11568  
Phone: 516.686.3775  
E-Mail: maachtzi@nyit.edu

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

**Other Student Resources Re: Issues Related to Gender-Based Misconduct**

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

In an emergency, call 911 first. Then call Campus Security at:  
Old Westbury - 516.686.7789  
Manhattan - 212.261.1536  
Central Islip - 631.348.3333
b. **Counseling and Wellness Services** at NYIT coordinates student mental health, disability, immunization, and health insurance services. Our staff is available Monday through Friday from 9 a.m. to 5 p.m. on both the Old Westbury and Manhattan campuses, with information about specific services and programs.

Old Westbury  
Harry J. Schure Hall  
Room 208  
516.686.7976

Manhattan  
26 W. 61st Street  
Mezzanine Level  
212.261.1770

**Smoking Policy**

In order to provide a healthy, safe, and comfortable environment, NYIT is introducing pilot smoke-free zones at its New York campuses. The new smoke-free zones in outdoor areas of each New York campus will be launched in the beginning of the spring 2013 semester:

a. On the NYIT-Old Westbury campus, the smoke-free zone will comprise all buildings and surrounding grounds of the NYIT College of Osteopathic Medicine, including its health care center, as well as the School of Health Professions. Tower House is also being designated smoke-free.

b. On the NYIT-Manhattan campus, the smoke-free zone is within 20 feet of the entrance of 26 West 61st Street.

c. Signs are being installed to designate the new smoke-free zones, and complete details may be found online. This program and policy is intended to be self-policing; a form can be found 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. We ask for the cooperation and understanding of all NYIT community members in creating a healthier campus environment for all. Currently, more than 800 campuses in the United States are entirely smoke-free, an increase of more than 50 percent from a year ago.

d. **Restrictions**  
Smoking is prohibited in all NYIT buildings and/or sections thereof, owned, leased, or operated by NYIT. This includes, but is not limited to, classrooms, stairwells, bathrooms, offices, hallways, labs, roofs, libraries, common area of residential facilities, or private areas of residential facilities where smoking is prohibited. Smoking is prohibited at the entrances and exits of NYIT facilities or residence halls. Actions that cause smoke to enter into NYIT facilities or residence halls are prohibited. In school vehicles operated by more than one person, smoking is prohibited unless occupants of such vehicle agree that smoking may be permitted. Smoking is prohibited in all residence hall areas that students use in common or to which the public has access, unless a “smoking permitted” area has been designated. The desire for a nonsmoking roommate is an acceptable reason for a student to request a change of residence hall room.

**Campus Parking and Vehicle Policies**

NYIT has adopted a parking and traffic program to create an orderly traffic flow and safe and equitable parking conditions on campus. Safety of all members of the NYIT community, enhancing the quality of life while promoting sustainability, accessibility, and mobility on campus, and relevant state and local laws are the primary considerations in the formulation of these regulations.
The traffic and parking rules and regulations in this document apply to any member of the NYIT community and visitors who need to drive and park on campus in all New York campuses. These regulations apply on the campus roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots of the NYIT campus. The traffic and parking rules and regulations are administered by the Office of Campus Security.

Student Parking
Students are authorized to park in areas and lots not designated as Faculty/Staff only, except that students with vehicles displaying the required permit, as set forth below in the section on Parking by Individuals with Disabilities, may park in spaces anywhere on the campus which are designated for persons with disabilities.

Parking Permits
Parking permits are issued to NYIT faculty, staff, students and contractors. A valid NYIT parking permit consists of a non-removable decal and may include a removable hangtag. When applicable, both items must be properly displayed for a vehicle to be legally parked on campus. For select parking areas the hangtag indicates parking zone and lot assignments and must be hung from the rear view mirror so that the assignment information is visible through the front windshield. Decals must be applied to the rear left side of the vehicle. If at any time a permit holder is no longer in possession of a registered vehicle, he or she must remove the parking decal beforehand and bring any remnants of it to Office of Campus Security. Please note that a NYIT parking permit does not necessarily guarantee a parking space on campus. There is a replacement fee for lost, stolen, or damaged decals or hangtags.

Students must register their vehicle and obtain a NYIT parking permit from the Office of Campus Security in person.

Resident Parking
Staff and students who are resident on campus are issued a hangtag indicating the parking lot/area in which they are authorized to park as well as the parking decal. Resident permits are issued on an academic year basis. They are valid through August 31.

If a resident student moves out of student residences in the middle of the year, he or she loses the resident student parking privileges immediately and must return the corresponding hangtag.

Parking for Individuals with Disabilities
NYIT provides reserved parking spaces for persons with disabilities. Vehicles with New York State license plates with the International Symbol of Access or valid parking permits with the International Symbol of Access can park at these spaces. Parking by any other vehicle is prohibited. Such New York State license plates may be obtained from the New York Department of Motor Vehicles. The parking permits may be obtained from the locality the individual lives in.

The parking permits have expiration dates. After the expiration date, it is not valid and cannot be used. Persons with temporary disabilities may obtain a temporary parking permit from their locality. In accordance with New York State regulations, these license plates or permits only entitle a vehicle to park in spaces designated for the disabled if the individual to whom they are issued is a driver or passenger in the vehicle. These license plates and/or parking permits do not exempt the holder from other parking regulations. NYIT, just like New York State, honors out-of-state plates and permits for persons with disabilities. Any faculty, staff, or student with disabilities, either permanent or temporary, should register their vehicle with the Office of Campus Security.
Parking Zones and Lot Assignments
Regular Faculty/Staff and Student parking decals authorize the registrant to park 8 a.m. through 11 p.m. Monday through Friday and 8 a.m. through noon on Saturdays. Faculty/Staff parking areas and space are designated by white lines and student parking areas are designated by yellow lines.

Faculty, staff, and students who travel in groups to attend athletic or other NYIT sanctioned away events and need to park their cars on campus for extended periods need to register and obtain temporary permits from the Office of Campus Security.

Please refer to nyit.edu/ow for the campus map of the Old Westbury campus. Please refer to nyit.edu/ci for the campus map of Central Islip site.

NYIT does not operate parking facilities at the Manhattan campus. The NYIT community is encouraged to use public transportation or parking facilities open to the public. NYIT has agreements with certain parking facilities to make discounted parking fees available to the NYIT community. For more information and names of these facilities, go to nyit.edu/locations/manhattan.

Visitor Parking
Visitor Parking During normal business hours (8 am to 5 pm, Monday through Friday excluding NYIT holidays), visitors may park in designated visitor areas. Faculty, staff, and students cannot park in visitor parking areas.

Overnight and Weekend Parking
Overnight and weekend parking is by special permit only. Normally only resident staff and students and University owned vehicles are issued these permits. Visitors and others who require overnight and/or weekend parking accommodations should request a special permit in advance from the Office of Campus Security during normal business hours. Vehicles parked overnight or weekend without a permit are in violation of NYIT parking regulations.

Loading Zones
Each building on campus has a designated loading dock or loading zone. These zones are to be used only for loading and unloading deliveries to and from the building. Parking is not permitted in these zones. Only fifteen minute standing in these zones while loading or unloading is permitted.

Traffic and Parking Rules and Regulations
1. NYIT provides campus roads and parking facilities to its constituency as a privilege. Anybody driving and/or parking on campus agrees to abide by the relevant campus regulations, as well as state and local laws and regulations.
2. Driving or parking on campus is at your own risk. NYIT is not responsible for theft of the vehicle or any of its contents, or any other damage to the vehicle or its occupants unless demonstrably caused by the negligence or overt actions of NYIT or any of its employees.
3. Driving a vehicle on grass, sidewalks, or walkways is prohibited.
4. Vehicles must be driven in a safe manner based on the weather and other road conditions.
5. Vehicles must be driven within the posted speed limits.
6. Vehicles must yield to pedestrians on crosswalks and intersections.
7. Parking on campus is only authorized in appropriately marked parking spaces. Parking in unmarked areas is not permitted.
8. All faculty, staff, and student vehicles parking on campus must be registered and must display the proper parking decal.
9. Parking regulations are enforced 24 hours a day, 7 days a week, 365 days a year. Violators are subject to ticketing, fines, towing, or booting.
10. All citations, fines, and expenses related to violations, including towing or booting, of vehicles with NYIT parking permits are issued against the parking permit holder. For non-NYIT registered vehicles, the vehicle owner is responsible for all violations and fines.

11. Parking privileges are non-transferable.

12. One individual permit holder must have no more than one vehicle parked on campus at any one time.

13. If parking is not available in an assigned lot, use another lot at the campus. Call 516-686-7789 or 631-348-7789 to alert the Office of Campus Security that your assigned lot is full.

14. Parking on grass, roadways, sidewalks, walkways, loading zones, building entrances, or other access roads is strictly prohibited.

15. Tampering with or altering a NYIT parking permit is prohibited.

16. Parking in spaces designated for the disabled by vehicles not displaying a valid permanent or temporary license plate or permit with the International Symbol of Access is not permitted at any time.

17. Parking in spaces designated for the disabled by vehicles displaying a valid permanent or temporary license plate or permit with the International Symbol of Access while the individual to whom the plate or permit was issued is not traveling with the vehicle is not permitted at any time.

18. All campus roads and unmarked areas in parking lots are fire lanes. Fire lanes may or may not be explicitly marked.

19. Standing or parking in fire lanes is only allowed for emergency vehicles responding to an emergency. All other vehicles are prohibited from standing or parking in those areas.

20. No parking is permitted in loading zones.

21. Vehicles in violation of disabled parking rules, fire lane rules, loading zone rules, and blocking access or travel lanes are subject to towing without any advance warning.

22. Absence of signage is not an authorization to park. Parking is permitted in designated areas within the painted lines only.

23. "University Vehicles Only" parking is reserved only for vehicles owned by NYIT. Personal vehicles of employees or students, even with a valid NYIT parking permit, are not permitted to park in these spaces.

24. Visitor parking areas are reserved for visitors only (non-NYIT registered vehicles).

25. NYIT reserves the right to close parking lot(s) for snow removal, repair and maintenance, and special events.

26. Any vehicle towed at NYIT that is not retrieved within 24 hours of the tow will encumber a storage fee. Vehicles not retrieved after 60 business days will be disposed of.

27. Vehicles unattended for over 24 hours (except resident staff and students vehicles) will be classified as abandoned and will be towed and stored at the owner’s expense. Vehicles unclaimed after 60 days will be disposed of.

28. NYIT campuses are also patrolled by local law enforcement agencies, which will issue their own citations for violations of the New York State traffic and DMV laws and regulations.

29. Repeat offenders are subject to gradually increasing fines and sanctions including booting and/or towing. For the purposes of determining repeat offender status anybody who receives more than one citation within any 24 month period will be considered a repeat offender, even if the previous fines are paid and citations are closed.

**Registration of Vehicles**

Any student, staff, or faculty member who regularly operates a motor vehicle while on campus must register that vehicle with the college in order to receive a parking permit. In order to obtain the campus permit, each applicant must show a state vehicle registration card to verify description of the vehicle. Campus registration entitles a person to drive on campus and to park in designated parking spaces in parking lots only. Any registration obtained through misrepresentation or in violation of the motor vehicle regulations is void.

**Traffic and Parking Enforcement**

The Office of Campus Security enforces the traffic and parking rules and regulations on NYIT campuses in New York. Anybody who violates traffic and parking rules and regulations will be issued a citation. Depending on the
violation, each citation carries a fine. Additionally, depending on the violation and/or number of repeat offenses and unsettled previous citations the vehicle may be booted or towed.

Citations must be responded to within 10 days of issue.

The recipient of a citation may wish to plead guilty to the infraction indicated on the citation. In that case, check off the appropriate box on the citation and mail or deliver in-person a copy of the citation and the appropriate payment for the fine made out to “NYIT Traffic Court” to the Office of the Bursar within 10 calendar days of the issuance of the citation.

Office of the Bursar will accept walk-in pleas and payments in the form of cash, check, and credit card during their operating hours only. Outside of their operating hours walk-in pleas and payments only in the form of check and credit card will be accepted in the Office of Campus Security.

The mailing address is:
Office of the Bursar
New York Institute of Technology
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000

Or

Office of the Bursar
New York Institute of Technology
P.O. Box 9029
Central Islip, NY 11722-9029

Towing
Vehicles are subject to towing off campus and impounding at the owner’s expense by an outside agency if it is illegally parked and/or constitutes a safety hazard, interferes with college operations or is not moved upon notice. In addition, specific college policies allow towing of vehicles off campus as follows:

a. Any person who has been issued two parking summonses may have their vehicle towed.

b. Any person who obstructs a roadway, loading ramp, garbage dumpster or, who in any other way obstructs traffic, may have their vehicle towed.

c. Any vehicle parked without authorization in a space reserved for a handicapped person may have their vehicle towed.

d. Any person may have their vehicle towed whenever it is parked in other than a clearly marked parking space.

For further information about towing and parking fines please refer to the NYIT Traffic and Parking Rules and Regulations for New York campuses found at http://www.nyit.edu/campus_life/life_on_campus/policies_procedures/

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. By Oct. 1 of each year, NYIT will
publish an annual campus security report for each campus. These reports contain:

a. Crime statistics for the three most recent years concerning the occurrence on campus

b. 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.

Students may request a paper copy of the security report from the security office at each respective campus or locate the statistics online at www.nyit.edu. Students may click on “About NYIT” general information then click on “Security” for links to campus statistics and reporting.

**College Identification Cards**

A college photo ID card must be obtained from the Office of Campus Security as soon as possible after arrival on campus. The ID card must be carried at all times while on campus and must be presented on demand to any college official. The card may be used to check-out library materials; entitles the holder to a discount or free entry to campus events; is needed to gain entry to all computer laboratories; and is needed to gain entry to residence halls. The first ID card is free of charge, but there is a fee for a replacement card. To replace a card, students must pay the appropriate fee at the Student Enrollment Center and bring the payment receipt and a current schedule of registered courses to the Office of Campus Security.

*Old Westbury: Simonson House, Phone: 516.686.7789*
*Manhattan: New Technology Building, 16 West 61st Street, Main Floor. Phone: 212.261.1536*
*Central Islip: Building 66, Room 104. Phone: 631.348.3333*
*Hours of Operation: Monday – Friday, 8 a.m. – 1 p.m., 2 p.m. – 8 p.m.*

**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, students need to tell the dispatcher their name, location and nature of emergency.

**PART IV – CAMPUS LOCATIONS/DIRECTIONS**

**Old Westbury**

NYIT’s Old Westbury campus is located on Northern Boulevard, east of Glen Cove Road and west of Route 107.

**By Car**

a. **From New York City and points west via the Long Island Expressway (I-495)**
   Take the LIE (I-495) east to Exit 39, Glen Cove Road. From the exit ramp, turn left onto Glen Cove Road and travel north for 2 miles. Turn right on Northern Boulevard (Route 25A) and go 1.2 miles to the Old Westbury campus entrance, on the right at the third traffic light. Upon entering the campus, take the first right to view a large-scale campus map.

b. **From New York City and points west via the Northern State Parkway**
   Take the Northern State Parkway to Exit 31, Glen Cove Road. From the exit ramp, turn left onto Glen Cove
Road and travel north for approximately 4 miles. Turn right on Northern Boulevard (Route 25A) and go 1.2 miles to the Old Westbury campus entrance, on the right at the third traffic light. Upon entering the campus, take the first right to view a large-scale campus map.

c. From southern Queens or Brooklyn
From southern Queens and Brooklyn, take the Cross-Island Parkway, the Clearview Expressway, or the Brooklyn-Queens Expressway north to the Long Island Expressway (I-495) east. Follow the directions for east from New York City and points west via the Long Island Expressway.

d. From Suffolk County via the Long Island Expressway (I-495)
Take the LIE (I-495) west to Exit 41N, Route 106/107 North. From the exit ramp, turn right onto Route 106/107. After approximately one half-mile, bear left on Route 107. Travel north on Route 107 for 3 miles. Turn left onto Northern Boulevard (Route 25A). The Old Westbury campus entrance is on the left at the fourth traffic light. Upon entering the campus, take the first right to view a large-scale campus map.

e. From Suffolk County via the Northern State Parkway
Take the Northern State Parkway west to Exit 35N, Route 106/107 North. From the exit ramp, turn right onto Route 106/107, heading north. After approximately three-quarters of a mile, bear left on Route 107. Travel north on Route 107 for 3 miles. Turn left at Northern Boulevard (Route 25A). The Old Westbury campus entrance is on the left at the fourth traffic light. Upon entering the campus, take the first right to view a large-scale campus map.

f. From southern Nassau or Suffolk Counties
Take the Meadowbrook Parkway or Wantagh Parkway north to the Northern State Parkway. Take the Northern State Parkway west to Exit 31, Glen Cove Road. At the traffic light, turn left, heading north. Travel north on Glen Cove Road for approximately 4 miles. Turn right on Northern Boulevard (Route 25A) and travel 1.2 miles to the Old Westbury campus entrance, on the right at the third traffic light. Upon entering the campus, take the first right to view a large-scale campus map.

Or: take the Wantagh Parkway or the Seaford-Oyster Bay Expressway (Route 135) north to the Long Island Expressway (I-495). Then follow the directions for west from Suffolk County via the Long Island Expressway.

g. From the Bronx, Westchester and Points North
Take the Throgs Neck Bridge to the Cross-Island Expressway south. Exit to eastbound Long Island Expressway (I-495), Then follow the directions for east from New York City and points west via the Long Island Expressway.

By Train
The Long Island Rail Road operates out of Pennsylvania Station in Manhattan, Flatbush Avenue Station in Brooklyn, and Jamaica Station in Queens. Visitors traveling to Old Westbury can take a train to the Greenvale station (Oyster Bay branch) and take a taxi to campus; or to Great Neck (Port Washington branch) or Hicksville (Port Jefferson and Ronkonkoma branches) and take Long Island Bus N20 to campus (weekdays only). From other Long Island train stations, transfer at Jamaica or Mineola to reach Greenvale. For more information, call 718.217.5477 or see the LIRR website, www.mta.nyc.ny.us/lirr/, for a complete system map, fares, and schedules. Amtrak trains arrive/Depart from Pennsylvania Station (see above). For more information, call 800.USA.RAIL or visit the Amtrak website, www.amtrak.com.

By Bus
The N20 bus travels via Northern Boulevard from Main Street in Flushing, Queens, to Route 107 in Greenvale, then via 107 to the Long Island Rail Road station in Hicksville, Nassau County. The bus stops at the Old
Westbury campus at regularly scheduled intervals on weekdays only. Call 516.228.4000 or visit the Long Island Bus Website, www.mta.nyc.ny.us/libus/, for fare and schedule information.

**From Local Airports**

a. **From JFK International Airport**  
   Take the Belt Parkway east to the Cross Island Parkway north. From there, follow the driving directions from southern Queens and Brooklyn. For detailed maps, directions, and information about public transportation, visit the John F. Kennedy International Airport website, www.kennedyairport.com.

b. **From LaGuardia Airport**  
   Take the Grand Central Parkway east, which becomes the Northern State Parkway in Nassau County. Follow the directions from New York City and points west via the Northern State Parkway. For detailed maps, directions, and information about public transportation, visit the LaGuardia Airport website, www.laguardiaairport.com.

c. **From Long Island MacArthur Airport**  
   Take the Southern State Parkway west to the Seaford-Oyster Bay Expressway (Route 135) north. From there, follow the directions from Suffolk County via the Long Island Expressway. For maps, directions, and information about public transportation, visit the MacArthur Airport website, www.macarthurairport.com.

**Manhattan**

The main entrance of NYIT’s Manhattan campus is housed in four buildings on Broadway and West 61st Street, between 60th and 61st Streets, just north of Columbus Circle. The Enrollment Services Center is located at 16 West 61st Street, at the corner of Broadway. Public transportation and taxis are recommended, due to the lack of parking and difficulty of driving in Manhattan.

**Parking**

If on-street parking is unavailable, at least three nearby parking garages offer NYIT discounted rates. Parking vouchers must be validated at the security desk of the Manhattan campus to receive the discounted rate.

a. Prior Parking, 40 West 61st Street, between Broadway and Ninth Avenue, 212.245.9594  
b. Regent Garage, 45 West 61st Street, between Broadway and Ninth Avenue, 212.245.9594  
c. Manhattan Parking System Mack Parking, 345 West 58th Street, 212.582.7110

**By Subway/Train**

The Eighth Avenue (A, C, and E trains) and Broadway (1 and 9 trains) lines stop throughout the day at Columbus Circle, a half-block south of the Manhattan campus entrance. They stop at Pennsylvania Station for those traveling into Manhattan via the Long Island Rail Road, Amtrak, or New Jersey Transit. For those arriving at Grand Central Station via Metro North Railroad, take the No. 7 train or the S train (Grand Central-Times Square shuttle) to Times Square-42nd Street and transfer to an A,C,E, 1, or 9 uptown train. Visit the New York City Transit’s website, www.mta.info/nyct/subway/index.html, for detailed maps, fares, and other information.

**By Bus**

The 57th Street and 66th Street cross-town buses stop at Broadway. The Manhattan campus entrance is three blocks north of 57th Street and five blocks south of 66th Street. The Broadway bus stops at the corner of Broadway and 60th Street. Visit the New York City Transit website, www.mta.info/nyct/bus/index.html, for detailed maps, fares, and other information.
From Local Airports

a. **From JFK International Airport**, take the Van Wyck Expressway (I-678) north to the Long Island Expressway (I-495) west. Take the LIE to the Queens Midtown Tunnel into Manhattan and follow signs uptown. For maps, directions, and information about public transportation, including the AirTrain, visit the airport website, [www.kennedyairport.com](http://www.kennedyairport.com).

b. **From LaGuardia Airport**, take the Grand Central Parkway west to the Triborough Bridge into Manhattan. Take the FDR Drive south to the 59th Street exit and travel west on 59th Street. For detailed maps, directions, and information about public transportation, visit the airport website, [www.laguardiaairport.com](http://www.laguardiaairport.com).

c. **From Newark Liberty International Airport**, take Route 178 east toward the New Jersey Turnpike. Take 1-95 North exit toward Exits 15E-18E/Lincoln Tunnel. Take Exit 16 onto Route 495 eastbound through the Lincoln Tunnel. Follow signs uptown. For detailed maps, directions, and information about public transportation, including the AirTrain, visit the airport website, [www.panynj.gov/aviation/egrfram.htm](http://www.panynj.gov/aviation/egrfram.htm).

Central Islip

NYIT’s Central Islip site is located on Carleton Avenue (County Road 17), just south of East Suffolk Avenue.

By Car

a. **From New York City and points west via the Long Island Expressway (I-495)**: Take the LIE (I-495) east to Exit 56, Route 111. From the exit ramp, turn right at the first traffic light onto Route 111. Bear to the left (south) onto Wheeler Road/County Road 17, which will become Carleton Avenue. Travel south on Carleton Avenue for approximately 2.5 miles and turn left into the site entrance.

b. **From New York City and points west via the Southern State Parkway**: Take the Southern State Parkway east to Exit 43A, Central Islip. From the exit ramp, bear to the right (north) onto Carleton Avenue/County Road 17. Travel approximately one mile and turn right into the site entrance.

c. **From points east via the Long Island Expressway (I-495)**: Take the LIE west to Exit 56, Route 111. From the exit ramp, turn right at the first traffic light onto Route 111. Bear to the left (south) onto Wheeler Road/County Road 17, which will become Carleton Avenue. Travel south on Carleton Avenue for approximately 2.5 miles and turn left into the site entrance.

d. **From points east via Sunrise Highway**: Take Sunrise Highway (Route 27) to the Carleton Avenue North exit. From the exit ramp, bear right (north) onto Carleton Avenue/County Road 17. Travel approximately one mile and turn right into the site entrance.

By Train

The Long Island Rail Road operates out of Pennsylvania Station in Manhattan, Flatbush Avenue Station in Brooklyn, and Jamaica Station in Queens. Visitors should take a train to the Central Islip station (Ronkonkoma branch) and take a taxi or walk west on Suffolk Avenue, then south on Carleton Avenue to the site (approximately one mile). From other Long Island train stations, transfer at Jamaica. See the LIRR website, [www.mta.info/lirr/](http://www.mta.info/lirr/), for a complete system map, fares, and schedules. Amtrak trains arrive/depart from Pennsylvania Station (see above). For more information, call 800.USA.RAIL or visit the Amtrak website, [www.amtrak.com](http://www.amtrak.com).
By Bus
The 3C bus travels between the Central Islip court buildings and the South Shore Mall in Bay Shore. The bus stops at the Central Islip site at regularly scheduled intervals. Call 631.852.5200 or visit the Suffolk County Bus website, www.sct-bus.org, for fare and schedule information.

From Local Airports
a. From JFK International Airport
   Take the Belt Parkway east to the Southern State Parkway east to Exit 43A, Central Islip. From the exit ramp, bear to the right (north) onto Carleton Avenue/County Road 17. Travel approximately one mile and turn right into the site entrance. For detailed maps, directions, and information about public transportation, visit the JFK International Airport website, www.kennedyairport.com.

b. From LaGuardia Airport
   Take the Grand Central Parkway east to the Long Island Expressway (I-495) east to Exit 56, Route 111. From the exit ramp, turn right at the first traffic light onto Route 111. Bear to the left (south) onto Wheeler Road/County Road 17, which will become Carleton Avenue and travel south on Carleton Avenue for approximately 2.5 miles. Turn left into the site entrance. For detailed maps, directions and information about public transportation visit the LaGuardia Airport website, www.laguardiaairport.com.

c. From Long Island MacArthur Airport
   Follow the signs to Johnson Avenue. Take Johnson Avenue to Sunrise Highway (Route 27) west. Take Sunrise Highway to the Southern State Parkway west. Take Southern Parkway to exit 43A north (Carleton Avenue/County Road 17). Travel approximately one mile and turn right into the site entrance. For detailed maps, directions and information about public transportation visit the MacArthur Airport website, www.macarthurairport.com.