New York Institute of Technology

BS In Health and Wellness
Department of Interdisciplinary Health Sciences
School of Health Professions
Student Handbook

2015

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Welcome

The BS Health and Wellness is offered by the Department of Interdisciplinary Health Sciences and we enthusiastically welcome each student to this dynamic major! This program follows all NYIT policies and procedures, and reinforces and expands on information found in the NYIT Undergraduate handbook.

Introduction

The Bachelor of Science in Health and Wellness offers students an excellent foundation in health sciences as well as liberal arts and basic sciences. It is designed to prepare graduates for entry-level administrative positions in the private and public sectors of health care such as the pharmaceutical industry, medical centers, clinics, fitness and wellness centers, the health insurance industry, community health centers and government health departments. In addition, coursework includes prerequisites to pursue graduate study in fields that include nursing, health administration, public health and occupational therapy.

Curriculum

The complete list of all courses needed to complete the degree can be found here. Students considering graduate studies in Physician Assistant Studies or Physical Therapy should major in BS Health Sciences as that major includes the more rigorous science courses required for those fields.

Semester Map

The recommended sequence of completing the degree can be found here. Some students may not follow this precise sequence due to any of the following reasons: not placing into the prescribed math or writing course their first semester at NYIT, transfer into this major from another NYIT major, transfer from another school, and/or unsuccessful completion of one of the required courses. Advisement with a program advisor can maximize the chance of completing the degree in a timely way.

Advisement

Students who are admitted as freshman are advised initially by the staff of the Advisement and Enrichment Center. After the first semester, they are then advised by a program advisor from our faculty. Students admitted as transfer students usually meet with a program advisor shortly after they are admitted.

Advisement for the fall semester begins at the end of the previous March and advisement for the spring semester begins the previous November. You will receive an email about exact dates from both the registrar and our department. Appointments for advisement are made by contacting
our department office at 516-686-3803 as the administrative assistant manages the schedule for all advisors. You can only register after an advisor has “opened” your ability to register and this can only happen after an advisement appointment. Those seeing their advisor during the priority advisement period are able to register online during their designated “priority time” which increases your chances of getting into courses with limited enrollment capacity.

You should prepare for your advisement appointment. Please click here to review your responsibilities during advisement. Before you see your advisor:

Click here to learn how to access your Academic Advisement Report (AAR) and review what you have already taken and still need to take. Also described is how to utilize the system to register.

Please check your program and course offering times for the upcoming semester.

Fill out an Advisement Preparation Form that includes some course options for the upcoming semester. As indicated on this form, you should use both your AAR and our semester map found here to help you. Please note that all required sciences must be taken with a lab. Please let your advisor know if you’ve transferred courses from a previous institution but those courses are not appearing as fulfilled on your AAR.

**Registration Blocks**

During advisement, the advisor removes the “Advisement Registration Block”. There may be other blocks as well that can only be removed by the bursar. This includes issues regarding financial aid, missing tuition payments, non-payment of parking violations, and non-payment of library fines. The student must contact the bursar to resolve the issue(s) in order to register on time. The program advisor cannot remove bursar blocks.

**Financial Aid**

All questions about financial aid should be directed to the NYIT Office of Financial Aid. Please note that most aid requires you to be a full time student which means taking at least 12 credits that are required by your undergraduate major. Taking courses that you need for a graduate program requirement that are not required by our undergraduate degree do not count towards the 12 credits. If you passed a required course but wish to retake it to get a better grade, this course also does not count towards the 12 credits. Plan your schedule for taking additional graduate school requirements and/or retaking courses for higher grades when these courses are in addition to 12 required credits.
Overrides

The number of students in a face-to-face course is limited and may be based on several factors; the size of the classroom, the number of stations in a lab, the nature of the course material, etc. For this reason, if you are closed out of a course, your advisor can’t simply “write you in”. If the course is a health sciences course, if the classroom can accommodate a few extra students and if the instructor approves, the department may consider giving you an override. If this is not a course offered by our department, permission must be obtained from the department offering the course and our program advisors have no authority in granting an override. (If a paper form is used, however, a signature must be obtained from both a Health Sciences advisor and the department offering the course).

Online courses are strictly limited to 20 students. Permission to add another student to an online course must be obtained not only from the instructor and the department head but from the Dean and Provost as well. Permission for an online override is only granted when all three of the following conditions are met; the course is required by the degree map, the student is graduating that semester and there is no alternative open section.

Credit Limits

Full time students take between 12-17 credits for the same tuition charge. If you take 18 credits, you must pay the per credit fee for the additional credit. If you take more than 18 credits, you pay the per credit fee for each additional credit and must also secure special permission from the advisor and Dean to take such a heavy load. While this decision is often made by a student to try to speed program completion, not being successful in all courses due to the heavy load may then put you at an extreme disadvantage when applying to graduate school.

Permission to Take Courses Elsewhere

Taking courses elsewhere is usually done during the summer or winter session and requires that you complete this form:

There are several conditions for taking courses elsewhere:

1. NYIT is not offering the course during the summer or winter.

2. Your program advisor approves. To find out, you can either make an appointment to see your advisor by calling 516-686-3803 or emailing your advisor and asking. You must have available the course description of the course from the other institution and if approved, the program advisor signs the form.
3. The department who offers the same course at NYIT approves. It is your responsibility to get approval from the department that offers the course at NYIT. If the course is a health course, our department provides this level of approval as well.

4. The registrar approves. Please note that once you have completed 70 credits at NYIT, you can no longer take courses at a community college.

5. The bursar approves. Be aware that aside from paying tuition to the other institution you will have to pay NYIT $85/credit to transfer the credits.

Once you’ve taken the course, you need to request that the institution where you took the course sends an official transcript to NYIT. Make sure the transcript you request is addressed to "NYIT Registrar" and not just "NYIT" since it may then end up in Office of Admissions instead of Office of the Registrar.

Support Throughout the Semester

Throughout the semester students having academic issues are encouraged to contact the department and/or program advisor who may be able to assist. Please call the department office at 686-3803 to schedule an in person or phone appointment to discuss any issue. In addition, the Advising and Enrichment Center offers many valuable resources to help students in specific course subjects and in developing study and test-taking skills.

Student Solutions Center is also a wonderful resource and can assist with registrar and bursar issues.

Communicating with Instructors and Advisors

You are notified about course matters, department events, advisement, registration, graduation and other matters through NYIT email. It is your responsibility to check your email. You are expected to correspond with faculty through NYIT email and these emails should be written in a professional manner. Include the matter you’d like to bring to our attention in your subject line and never leave the subject line blank. Start off with “Dear Prof. __ “ or “Hi/Hello Dr. ___ “ rather than “Hey” or have no salutation at all. Use proper spelling and grammar and avoid using abbreviations more appropriate for texting. As instructors teach more than one course, mention which course you are enrolled in. Sign your name and include your id # if appropriate, especially if the email is to an advisor and you have a question about your academic record.

Academic Integrity

The NYIT Academic Integrity policies are explained in detail here. Please be aware that all issues of academic integrity, including plagiarism and cheating, are taken very seriously by our
department. Health professionals are expected to adhere to the highest levels of integrity: Students who behave in ways that reflect questionable moral and ethical character may not be deemed as ideal candidates for graduate study and/or employment in the healthcare field.

Plagiarism is the appropriation of all or part of someone else’s works (such as but not limited to writing, coding, programs, images, etc.) and offering it as one’s own. Cheating is using false pretenses, tricks, devices, artifices or deception to obtain credit on an examination or in a college course. If a faculty member determines that a student has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty has the academic right to 1) fail the student for the paper, assignment, project and/or exam, and/or 2) fail the student for the course and/or 3) bring the student up on disciplinary charges, pursuant to Article VI, Academic Conduct Proceedings, of the Student Code of Conduct.

Each student enrolled in a course at NYIT agrees that, by taking such course, he or she consents to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism. Plagiarism includes submission of work that was originally done by a fellow student enrolled in the same or similar course. Each student also agrees that all papers submitted to any such service may be included as source documents in the service’s database, solely for the purpose of detecting plagiarism of such papers.

Attendance

It is your responsibility to be aware of the academic calendar. You are expected to begin attending class as soon as the semester starts and to start logging on the first week in online courses. Instructors are asked to submit attendance records to the registrar after the end of the second week of class. If you don’t attend or interact online during that time period you are marked “never attended” and your registration is cancelled.

Logging on even once in an online course is considered as “attended” and you are responsible for payment for the course unless you drop the course.

Withdrawal

During the first two weeks of the semester you are able to drop courses on your own. After the second week, only the instructor or department chair can facilitate a withdrawal. Students must inform their instructors in person in face to face classes or in an email to the instructor from their NYIT email account in an online course. A withdrawal form is filled out by the instructor or department head and sent to the registrar. Full or partial tuition refunds are described in the college catalog. After the third week of class, there is no tuition refund at all.

Grading policy for withdrawals:
First eight weeks of semester: W grade is assigned to all requesting a withdrawal. This does appear on the transcript but does not count in anyway in the GPA.

After the eighth week: W (withdrawn passing) or WF (withdrawn failing) may be assigned based on how the student is doing in the class. Both are listed on the transcript: While the W does not count in the GPA, a WF counts as an F grade.

**Grade Appeal**

The department follows the [NYIT grade appeal policy](#). Please note that there is a strict timeline: The student must notify the instructor by the third week of the semester following the awarding of the grade in question. Students should check the syllabus for grading guidelines and where a calculated numerical grade fell as this strictly guides the awarding of grades. “Tried my hardest” or “Never missed any class” or “Never came late” are not reasons why grades will be reconsidered. Instructors cannot consider missing work that is handed in once the semester has ended nor can they give opportunities for extra credit that are not given to all in the class.

**Academic Probation and Dismissal**

Our program follows all NYIT undergraduate policies which can be found [here](#).

**Career Guidance**

Students are introduced to a myriad of healthcare opportunities in HSCI 195: Professional and Cultural Issues in Healthcare and are encouraged to discuss their goals for employment and/or graduate study in the course of advisement visits each semester. Program advisors can help students realistically match their competencies and interests to rewarding career possibilities. Students are also encouraged to take advantage of [NYIT’s Office of Career Services](#) while at NYIT and upon graduating.

**Senior Practicum**

During the last year of enrollment in the BS Health and Wellness program students enroll in Senior Practicum I which is run by the department in conjunction with NYIT Career Services. This course involves completing an internship at a site of the student’s choice. Students attend a mandatory orientation session the semester before beginning their internship. At this session, the course instructor and Office of Career Services personnel explain what must be done to secure a site where you can work, in a paid or volunteer position, at least 60 hours during the semester (about 4-5 hours/week). In addition, students meet in class for to reflect on their experiences as well as immerse themselves in integral projects and tasks that promote professional behavior
Honor Societies

Phi Eta Sigma: Each spring the NYIT Advising and Enrichment Center coordinates the induction of freshman students who were elected for membership into the Phi Eta Sigma National Honor Society. To be eligible for membership, students must achieve a 3.5 GPA, or higher, during the fall or spring semester of their first year in college.

Alpha Eta: Each spring the School of Health Professions inducts senior students from all health disciplines into the Alpha Eta Honor Society. To qualify, students must have an overall 3.5 GPA by the last semester of attendance and the recommendation of the department.

Graduate Programs

Program advisors are happy to discuss graduate programs and an additional electronic guide has been prepared for this purpose. Students are encouraged to check admission requirements for specific programs and schools as standards change from year to year. Aside from prerequisite courses, schools have varying requirements for hours of volunteer and/or paid experience.

Some disciplines solely use a centralized application; some have individual applications; while some disciplines have some programs that are part of a centralized application while others that are not. Applications should be made as soon as programs begin accepting them and students should not wait until shortly before the deadline. Many programs start interviewing candidates as soon as applications start coming in and may fill a class before the deadline is reached. (For example if your are applying for a graduate program that starts September 2016, you should prepare applications summer 2015 and submit by September 2015 even if the due date is Nov 30 or Dec. 31).

Please be aware that while the NYIT GPA counts only the highest grade when there are multiple attempts to take a course, most graduate programs calculate new GPAs that include all attempts. Some graduate programs also include every course ever taken at every attended institution, even if the courses were not transferred to NYIT. Some programs also calculate separate GPAs that include just science courses. Some programs have limits as to whether or not they will consider candidates who had to retake a certain number courses or if they received below a certain grade (may be a B- or C+) in any course even if they passed and even if their overall GPA is high.

The BS in Health and Wellness includes most prerequisites for programs that include nursing, public health and health administration. Students interested in Physical Therapy or Physician Assistant Studies should major in BS in Health Sciences which include almost all prerequisites for those majors. Graduate programs in Occupational Therapy have much variation in prerequisites and individual websites must be checked. A student majoring in BS Health and Wellness interested in Occupational Therapy may need additional courses in biology, physics (that would need an additional math prerequisite) and abnormal psychology that are not included
in the degree requirements. (Alternatively, a student majoring in BS Health Sciences wishing to enter an Occupational Therapy graduate program would need an additional psychology course in Human Development).

Health Administration (MHA) and Public Health (MPH): usually require prerequisite courses that are offered as part of the BS in Health and Wellness program. Programs vary in how much work experience they wish applicants to have prior to starting the program.

As noted previously, if a student receives any type of financial aid, the additional coursework noted above must be taken in addition to 12 credits of coursework that is required by the BS Health and Wellness degree.

**Recommendation Letters**

If you are requesting a recommendation letter for graduate school or employment from one of our faculty members, please give at least two weeks’ notice. The recommendation request should include:

- Inquiry as to ability of the faculty member to provide a recommendation letter.
- Information about the program of interest, to whom the letter should be sent and how it should be sent (email, separate letter, upload to centralized application system).
- Recommendation deadline.
- Your resume to assist the faculty member in being more familiar with student experiences.
- Acknowledgement in advance of the extra time the faculty member will take to provide the recommendation.

Faculty members are happy to help students and support success in the process. However, unfortunately when requests are made at the last minute with inadequate information, requests cannot always be accommodated.

**Clubs and Student Activities**

Participation in clubs and student activities are great ways to develop leadership capabilities, do volunteer work, broaden horizons and make friends.

*The NYIT Student Government Association (SGA)* advocates on behalf of student interests and includes senators from each NYIT division. Our department encourages our students to become active and represent the School of Health Professions. Please contact the SGA president to find out how to facilitate election to the student senate and visit the website about events and clubs.

*Health Professions Club* is a new club that started spring 2015. Here is a message from the club officers: The club offers volunteer opportunities and information involving the health care field. Our goal for the Health Professions Club is to help our members explore the health care field and
build their confidence working in it. The club provides volunteer work that we hope our members will enjoy and learn all that the health care field has to offer. We also hope to become a larger club and have the Health Professions Club be a part of NYIT for years to come. To join our club or find out more information please contact any of the following people:
Alexandra Hermanowski - President ahermano@nyit.edu
Michelle Ramsaroop - Vice President mramsaro@nyit.edu
Jamie Palumbo - Treasurer jpalumo1@nyit.edu
Alyssa Narine - Secretary anarin01@nyit.edu