Introduction

Update Effective June 1, 2025

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

This Student Handbook provides you with information about the official policies and regulations of NYIT College of Osteopathic Medicine for the 2025–2026 academic year. All students should familiarize themselves with its contents and should follow the policies and procedures outlined in this handbook.

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

Mission

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

Vision

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

Outcomes

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

Academic Calendar

Class of 2029 (1st year)

Orientation	Tuesday, August 5, 2025 – Thursday, August 7, 2025
White Coat Ceremony (Arkansas Campus)	Saturday, August 2, 2025
First Day of Classes	Monday, August 11, 2025
White Coat Ceremony (New York Campus)	Tuesday, August 12, 2025
Labor Day (no classes)	Monday, September 1, 2025
Fall Holiday (no classes)	Monday, October 13, 2025
Thanksgiving Break (no classes)	Wednesday, November 26, 2025 – Sunday, November 30, 2025
Winter Break (no classes)	Saturday, December 13, 2025 – Sunday, January 4, 2026
Martin Luther King Jr. Day (no classes)	Monday, January 19, 2026
Presidents' Day (no classes)	Monday, February 16, 2026
Spring Break (no classes)	Saturday, March 14, 2026 – Sunday, March 22, 2026

Memorial Day (no classes)	Monday, May 25, 2026
Last Day of Classes	Friday, June 5, 2026

Class of 2028 (2nd year)

First Day of Classes	Monday, August 11, 2025
Labor Day (no classes)	Monday, September 1, 2025
Fall Holiday (no classes)	Monday, October 13, 2025
Thanksgiving Break (no classes)	Wednesday, November 28, 2025 – Sunday, November 30, 2025
Winter Break (no classes)	Saturday, December 13, 2025 – Sunday, January 4, 2026
Martin Luther King Jr. Day (no classes)	Monday, January 19, 2026
President's Day (no classes)	Monday, February 16, 2026
Spring Break (no classes)	Saturday, March 14, 2026 – Sunday, March 22, 2026
Last Day of Classes	Friday, May 8, 2026

Class of 2027 (3rd year)

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

First Day of Classes	Tuesday, July 1, 2025
First Day of Third-Year Clerkships	Monday, July 28, 2025
Last Day of Classes	Sunday, May 17, 2026

Class of 2026 (4th year)

Students are required to pass COMLEX-USA Level 1 and Level 2 CE, as well as the Core Clinical Competencies Seminar series as a requirement for graduation.

First Day of Classes	Monday, June 2, 2025
Last Day of Classes	Sunday, May 3, 2026
NYIT College of Osteopathic Medicine Graduation	TBA
NYIT College of Osteopathic Medicine Hooding Ceremony (Arkansas Campus)	TBA
NYIT College of Osteopathic Medicine Hooding Ceremony (New York Campus)	TBA

Non-Discrimination Policy: NYITCOM

Please refer to New York Tech's university-wide Statement on Non-Discrimination and its Non-Discrimination and Discriminatory Harassment Policy.

Access and Belonging

The NYITCOM Office of Access and Belonging collaborates with the New York Institute of Technology Office of Access and Community Engagement, and reports to the Vice President of Access and Community Engagement and to the Dean of the College of Osteopathic Medicine. The office is dedicated to ensuring that all members of the New York Tech community feel recognized, welcomed, and valued.

Drug and Alcohol Abuse Prevention Policy: NYITCOM

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

Please note:

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

If a student refuses to submit to such drug testing, or if such drug testing indicates a positive result (not based upon that student's legally obtained prescription drugs), the student, pending the final determination of a NYIT College of Osteopathic Medicine disciplinary hearing: (i) will be immediately suspended from their academic enrollment at NYIT College of Osteopathic Medicine, including suspension from all NYIT College of Osteopathic Medicine activities and

immediate revocation of all NYIT College of Osteopathic Medicine privileges; and (ii) will be immediately withdrawn from any current or pending NYIT College of Osteopathic Medicine clerkship.

General Grievance Policy

Any student with a general grievance should follow this policy:

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

Accreditation Standards Complaint Policy

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

The American Osteopathic Association
Department of Accreditation
142 East Ontario Street
Chicago, IL 60611

312.202.8124
predoc@osteopathic.org

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

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

Student Criminal Background Checks

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

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

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

1. AACOMAS application for felony or misdemeanor convictions

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

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

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

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

Title IX and Gender-Based Misconduct

Please refer to New York Tech's university-wide Title IX and Gender-Based Misconduct policies.

Financial Aid

The New York Institute of Technology Board of Trustees has established the following annual schedule of tuition and fees for 2025–2026:

	Class of 2029 First Year	Class of 2028 Second Year	Class of 2027 Third Year	Class of 2026 Fourth Year
Tuition	$68,000	$68,000	$68,000	$68,000
Student Activity Fee	250	250	250	250
Lab Fee	175	175	- 0 -	- 0 -
New Technology Fee	475	475	475	475
Simulated Patient Lab Fee	600	600	525	375
Healthcare Fee*	100	100	100	100
Life/Disability Insurance (variable/annually)	129	140	140	140
Graduation Fee	- 0 -	- 0 -	- 0 -	475
Total	$69,815	$69,490	$69,740	$69,729

** Students who elect to be inoculated with Recombivax HB vaccine in preparation for clinical clerkships will be charged the appropriate fee.*

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

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

Students in the Academic Scholars and D.O./Ph.D. programs are responsible for payment of all mandatory fees (for D.O./Ph.D. this includes any graduate fees incurred during their completion of the Ph.D. requirements).

M.S. in Academic Medicine: $840 per credit for applicable cost-bearing courses (Please contact the Office of Pre-Doctoral Academic Medicine Scholarship Program)

Global Health Certificate: $600 per credit (please contact the Office of Global Health or the Bursar for more information).

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

	Class of 2029 First Year	Class of 2028 Second Year	Class of 2027 Third Year	Class of 2026 Fourth Year
Medical	$6,056	$6,696	$6,696	$5,696

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

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

Note: Fees are neither refundable nor transferable.

Students whose tuition and/or fees are unpaid and who have not received an official deferment may be barred from classes/clerkships until their accounts are cleared by the Office of the Bursar.

The student must agree to the following:

By authorizing a registration, or by adding and/or dropping or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in New York Tech's online catalogs and the nyit.edu website with respect to payment of tuition and fees, refunds, adding and dropping courses, and withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by university rules and regulations set forth in New York Tech's online catalogs and website. I

agree to pay my debt to New York Tech for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay New York Tech all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if New York Tech engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if New York Tech engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due to New York Tech. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Tuition Payment Schedule Policy

Grad Year	First Half	Second Half
Class of 2026	04/15/2025	11/01/2025
Class of 2027	04/15/2025	11/01/2025
Class of 2028	04/15/2025	11/01/2025
Class of 2029	04/15/2025	11/01/2025

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

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

Students applying for financial aid must complete a FAFSA. You may complete the FAFSA online by visiting studentaid.gov. Contact the NYIT College of Osteopathic Medicine Office of Financial Aid at 516.686.7960, if further assistance is needed. Questions regarding a balance due should be directed to the Office of the Bursar at 516.686.7510 or via email at bursarow@nyit.edu. Office hours are Monday–Friday, 9 a.m.–5 p.m.

Tuition Refund Policy

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

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

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

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

Refunds

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

Refunds of Unearned Funds to Direct Loans

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

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

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

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

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

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

Unsatisfactory Academic Progress and the Appeal Process

If a student does not meet the SAP standards that are reviewed each academic year, the student will be temporarily suspended prior to dismissal from NYIT College of Osteopathic Medicine to give the student an opportunity to appeal the suspension/dismissal status by submitting a written letter petitioning to repeat the year to the Senior Associate Dean of Student Achievement and Academic Enrichment by the date in the suspension letter. A hearing will be scheduled to address the student's petition.

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

- If the Student Progress Committee (SPC) supports the student's petition, the student will repeat the current curriculum on an academic probation status. During the probation period, the student is eligible to receive financial aid. If the student successfully completes the probation period, the student is permitted to continue at NYIT College of Osteopathic Medicine and remains eligible to receive Title IV Financial Aid. Failure to successfully complete the probation period results in a final (no appeal) dismissal from NYIT College of Osteopathic Medicine.
- If the SPC does not support the student's petition to return to repeat the academic year, the student will be dismissed from the college with the right to appeal to the Dean of NYITCOM. The Office of Financial Aid will cancel all future aid and conduct the exit counseling process.

Attendance (for SAP purposes) is mandatory for:

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

Attendance is highly encouraged for all lectures.

Please refer to "Unsatisfactory Academic Performance in a D.O. Course or Clerkship" for more information.

Student Administration/Student Affairs Information

All non-academic aspects of the student experience are coordinated by the NYIT College of Osteopathic Medicine Offices of Student Administration/Student Affairs. The following offices are part of these units: Admissions, Financial Aid, Student Life, Student Professionalism-Hearings, Student Counseling and Wellness, Medical Student Performance Evaluation (MSPE), Residency Services and Career Advising, Registrar, and Student Advising and Mentoring.

General Registration:

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

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

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

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

Diploma Application:

- Toward the conclusion of the third year, students will complete a diploma application form specifying the name that will appear on the graduate's diploma. In the fourth year, students are electronically sent a *Graduate/Alumni Form*, where they will provide the address where the diploma is to be mailed. If a student's name should change at some point during the graduation year at NYIT College of Osteopathic Medicine, all required paperwork must be completed and submitted to the NYITCOM Office of the Registrar no later than April 30 of the anticipated graduation year. In addition, for a name change to be included in the graduation programs, all required paperwork must be completed and submitted no later than February 28 of the graduation year. If a student has opted out of FERPA directory information and wishes to have their name listed in graduation programs, they must notify the NYITCOM Office of the Registrar no later than February 28 of the anticipated graduation year.

Photo Release

Revised on May 28, 2020

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

Change of Campus Location

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

Leave of Absence Programs

A student who is attending classes/clerkships and needs to spend a period of time away from NYIT College of Osteopathic Medicine (NYITCOM) may apply for a Leave of Absence (LOA) under one of the following three programs: Medical/Family/Military Leave of Absence, COMLEX Level 1 Leave of Absence, or COMLEX Level 2 Leave of Absence. The student must be able to return to NYITCOM in 180 days or less and must be able to resume their education at the same point in the academic program that they began the LOA. If a student cannot return in 180 days at the same point in the academic program that they began the LOA, the student must withdraw. For financial aid purposes, the LOA student is still considered an *enrolled student*.

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

Grading

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

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

COMLEX Level 1 Leave of Absence (LOA)

It is anticipated that most students will complete COMLEX Level 1 prior to the start of the third year Introduction to Clinical Medicine Course. Students who do not demonstrate readiness for

the COMLEX Level 1 prior to the start of the third year Introduction to Clinical Medicine Course or who are not successful in passing COMLEX Level 1 during their third year, will be required to take a COMLEX LOA at the completion of their third year to prepare for the next COMLEX exam. A COMLEX LOA cannot exceed 180 days. Students are required to pass Level 1 before the LOA ends. Students cannot begin year four without passing Level 1.

COMLEX Level 2 Leave of Absence

Students who do not demonstrate readiness for, or who are not successful in passing COMLEX Level 2 by the end of year four, will be required to take a COMLEX LOA to prepare for the COMLEX Level 2 exam. Passing COMLEX Level 2 is a requirement for graduation.

Applying for a COMLEX Leave of Absence

1. The student must complete and sign the appropriate *Request for a Leave of Absence* form available on the Student Resources page of the COM website. The completed request form signed by the student must be returned to the appropriate office by the student. The form, including the appropriate departmental signatures, will be processed by the Office of the Registrar.
2. Before a student will be reinstated from any leave, a *Request to Return from a Leave of Absence* form, which can be obtained from the Student Resources page of the COM website must be completed, signed by the student, and returned. The form, with all of the appropriate departmental signatures, will be processed by the Office of the Registrar. For a Medical Leave of Absence, the student must submit a medical clearance from their physician. NYITCOM may also request a medical clearance from a physician chosen by NYITCOM prior to approving the *Return from a Leave of Absence* form.

Please note:

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

Applying for a Medical/Family/Military Leave of Absence

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

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

Please note:

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

Pregnant and Parenting Students

New York Institute of Technology recognizes the importance of balancing family and academic needs of new parents. As an osteopathic medical institution, the NYIT College of Osteopathic Medicine (NYITCOM) is aware that adequate parental support and leave promote and improve physical recovery, mental health, infant bonding, and familial engagement. NYITCOM is dedicated to creating a supportive environment for new parents that gives them the opportunity to continue their education on time or with as little disruption as possible.

Applicability
This policy is applicable to all matriculated NYITCOM students who are anticipating, or who have recently experienced, the arrival of a new child; this includes pregnant students, birth parents, and non-birth parents.

Birth parents are individuals anticipating or recently experiencing the birth of a child. A "non-birth parent" includes (1) spouses or partners of individuals anticipating or recently experiencing the birth of a child, (2) parents who have recently experienced, or are anticipating, adoption of a child, (3) parents who have recently experienced or are anticipating birth of a child by means of surrogacy, or (4) parents who have recently experienced or are anticipating fostering a child or taking custody of a child.

There are two types of accommodations which may generally be requested by NYITCOM students in these cases:

1. Continued enrollment with New Child Accommodations
2. Medical or Family Leave of Absence

NYITCOM also has lactation accommodation and anatomy lab policies specific to pregnant or lactating students.

Title IX may require additional, or different accommodations, for pregnant and birth parents to ensure equal access to its programs. Upon submission of any accommodation request by a pregnant student or birth parent, NYITCOM Student Administration will notify New York Tech's Title IX Coordinator, as required by 34 CFR 106.40(b)(2).

Students who are pregnant and seeking pre-birth accommodations for medical reasons should reach out to the Director of Accessibility Services at NYITCOM or to New York Tech's Title IX Coordinator.

New York Tech prohibits discrimination based on pregnancy and parenting status. Each student has the right to, and is encouraged to, contact the Title IX Coordinator for additional information and to ask questions or make complaints under this policy.

(1) Continued Enrollment with New Child Accommodation

A student who requests a New Child Accommodation (NCA) will work with Student Administration and faculty to design an individualized plan intended to maintain the parent's full-time, registered student status (including student health insurance, financial aid, housing, access to NYITCOM facilities and other rights and privileges of registered students). The NCA will encompass a predetermined time away from the traditional in-class environment, and provide a plan for the student's return to full participation in classwork, and, where applicable, research, teaching, and clinical training. While the NCA is designed to support students who wish to graduate and match with their original class, this policy does not guarantee that all students who take an NCA will graduate on time. Students are still responsible for completing their full graduation and course requirements.

The NCA is designed with the student's success in mind, taking into account the unique needs and goals of each student and the ongoing curricular requirements of the program. The individual plan to graduate on time may include, but is not limited to nor guaranteed to include: remote or alternate access to labs and/or courses; rescheduling or allowing alternate arrangements for exams; moving flexible time (such as the 'academic pause' during clinical rotations) to coincide with the NCA; or "banking" time the student completed during clinical rotations and re-entering that block at the conclusion of the NCA.

Procedure(s):

1. To pursue an NCA, students should contact NYITCOM Student Administration as early as possible to plan their time away and prepare for any restructuring of their schedule if needed.
2. The student must submit a proposed description of the plan elements or accommodations being sought. A letter from the birth parent's health-care provider stating the anticipated delivery date must be provided as part of the request. For non-birth parents, supporting documents may include a letter from the partner's health care provider stating anticipated delivery date, or letters from the adoption or foster care agency, or social worker. NYITCOM reserves the right to require additional information when needed to make an assessment as to eligibility or appropriateness of the student's requested plan.
3. The request should be submitted in writing to the Office of Student Administration, which will respond within five (5) business days to schedule a meeting with the student to discuss their request. The Office will work with the student to seek necessary input and approvals from the administrative and academic departments on the plan, including any rescheduling of course assignments, examinations, and other academic requirements. The Title IX Coordinator will be consulted if disputed accommodations for birth parents arise during this process.

(2) Medical or Family Leave of Absence

NYITCOM students expecting to become parents are also eligible to request a Medical/Family/Military Leave of Absence. Supporting documentation for new parents is the same described in (1)(b) above. The Title IX Coordinator will be consulted if a disputed leave for birth parents arises during this process.

(3) Accommodation for Lactating Parents

NYITCOM will accommodate students who wish to express breastmilk, regardless of whether they gave birth. NYITCOM prohibits discrimination or harassment against any student based on the request for or usage of lactation accommodations. Any suspected violations or noncompliance should be reported to the Title IX Coordinator.

Procedure(s):

1. Any student who is nursing or will be nursing in the near future may request a lactation accommodation by contacting the Office of Student Administration. The request does not need to be made in writing nor is a doctor's note required.
2. The Office will respond within five (5) business days either approving the request or notifying the student that additional information is needed. NYITCOM may approve requests on a temporary basis in good faith if further time, details, or permissions are needed to finalize the lactation accommodations.

Students may request changes to their existing lactation accommodation at any time. The Title IX Coordinator will be consulted prior to any denials, in whole or in part, of lactation accommodations.

NYITCOM has a designated lactation room for students to express breast milk located in Serota Hall. While this is the primary space for lactation at NYITCOM, there may be times when additional and/or temporary spaces are needed to ensure privacy and space for all lactating students. Students will be notified if a different location is assigned, and they should contact the Office of Student Administration or the Title IX Coordinator regarding any problems with using the assigned space.

(4) Pregnant or Lactating Students in the Anatomy Laboratory

Independent of whether a pregnant or lactating student requests accommodation after birth, participation in the anatomy laboratory requires special consideration. NYITCOM has adopted a policy regarding students who are pregnant or lactating during an Anatomy laboratory course. Pregnant or lactating students should familiarize themselves with the options described in the Anatomy Lab Policy for Students who are Pregnant or Nursing. In addition, a student may choose to take a leave of absence as set forth in Section 2 of this policy.

Withdrawal from the D.O. Program

A student must complete and submit a *Request for Withdrawal Form* to NYIT College of Osteopathic Medicine's Office of the Registrar in order to be entitled to an official withdrawal. The form requires approval of the Assistant Dean of Student Administration in Jonesboro or the Associate Dean for Student Administration in Old Westbury. The official date of withdrawal is the date the form is submitted to the Office of the Registrar. Depending upon the date of withdrawal, the student may be required to repay all or some of the financial aid received. Please consult a financial aid officer for additional information. If all coursework in a particular course is completed and the final exam taken, the student cannot withdraw until the grade for that course is posted.

Reinstatement into NYIT College of Osteopathic Medicine

A student who has withdrawn may apply for reinstatement within one year of the date of withdrawal. The student must complete a *Request for Reinstatement* form which is available in the Office of the Registrar or online, and requires approval of the Student Progress Committee (SPC). This form should be submitted to the Associate Dean for Student Administration in Old Westbury or the Assistant Dean of Student Administration in Jonesboro. If the withdrawal was for medical reasons, a *medical clearance* letter is also required.

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

Readmission to NYIT College of Osteopathic Medicine D.O. Program

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

Transferring to Another Medical School

A student may apply to transfer to another medical school by submitting a letter of request accompanied by supporting documentation to the Associate Dean of Academic Affairs, which clearly explains the extraordinary circumstances warranting a transfer. A personal interview with the Associate Dean of Academic Affairs will be scheduled to review the request. If the request is supported, the student and the medical school into which the student wishes to transfer will receive a formal letter of support from the Associate Dean of Academic Affairs, following direct communication with the dean of the medical school into which the student is transferring.

Request for Verification of Enrollment/Good Standing

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

Transcripts

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

Only unofficial transcripts can be released directly to students. In order for a transcript to be official, it must be sent directly to a third party.

Mental Health Initiative

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

A) Counseling Services

NYITCOM provides mental health counseling services from licensed professional counselors on both the Long Island and Arkansas campuses to assist students in developing greater self-understanding, as well as strategies for effective problem solving to enhance personal development and academic success. Students can schedule appointments directly with the counseling staff on their campus. Campus based counselors are available:

Long Island:

Students can schedule appointments with a counselor at comcounseling.li@nyit.edu or 516.686.3805, or by contacting the Director of Counseling and Wellness, Sadia Halim, at 516.686.7636 or shalim@nyit.edu. The NYITCOM Counseling and Wellness offices are located on the Long Island campus, in the Student Activity Center, Rooms 308 and 309.

Arkansas:

Students can schedule appointments directly through the Associate Director of Wellness Services and Counseling, Tracy Mosbey, at 870.680.8836 or tmosbey@nyit.edu and the Assistant Director of Counseling and Wellness, Chioma Ota at 870.680.8902 or cota@nyit.edu. The counseling offices are located in Wilson Hall, Rooms 414 and 418. If a student needs to speak with a counselor after business hours, call the Arkansas State University Police Department at 870.972.2093 and ask them to contact a counselor.

B) Additional Mental Health Services

- NYITCOM has a psychiatrist and psychologists available with the Center for Behavioral Health at the Riland Academic Health Care Center (Long Island campus). Students can schedule an appointment with the Center for Behavioral Health by calling 516.686.1274 or by calling the Riland Academic Health Care Center at 516.686.1300. Both the Long Island and Arkansas campuses can provide support for referrals to psychiatrists and mental health counselors in the area. Please check with the offices of Student Administration on either campus, or contact the Director or Associate Director of Counseling and Wellness at your campus using the contact information listed above.
- NYITCOM-Long Island is a partner school with the Northwell Zucker Hillside Hospital Behavioral Health College Partnership (BHCP) in Glen Oaks, N.Y. General number: 718.470.8100.
- NYITCOM-Arkansas is a partner school with St. Bernard's Healthcare Hospital in Jonesboro, AR. General number: 870.930.9090 . These programs work closely with affiliated colleges to address behavioral health issues impacting students. Inpatient and outpatient services are available as well as telecounseling options.
- NYITCOM-Arkansas has partnered with Arkansas State University's Counseling Department to provide access to mental health counselors free of charge to NYITCOM students. General number 870.972.2318.
- The Standard Life, Accidental Death and Disability Insurance Plans provides the following 24/7 confidential services:
    - Telephonic consultation with a Student Assistance Counselor
    - Three free sessions with a local counselor
    - Website with information on wellness and more
    - Any interested student should contact the Standard EAP by calling 888.293.6948. A counselor will work with the student to assess the initial needs and direct the student to an appropriate, local mental health provider.
- The **NYITCOM Help Is Here** website provides 24/7 mental health resources for students including local hotlines. This mobile friendly site puts vital information and support options at your fingertips, and provides potentially life-saving information to NYITCOM students.

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

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

Shadowing/Mentoring Experiences

It is a violation of the law and against the policy of the college for any unlicensed person to attempt to engage in the professional practice of medicine or any healthcare related activity. A student, therefore, is required to confine such activities to duly licensed and supervised teaching sites. A NYIT College of Osteopathic Medicine student is covered by the college's malpractice insurance only if the student is enrolled and participating in a program approved or sponsored by the college.

Student Activities and SGA

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

Student Government Association and Organizations

The Student Government Association (SGA) serves as the official representative organization for the NYIT College of Osteopathic Medicine student body and aims to:

1. Promote the highest academic, professional, and ethical standards in the study and practice of osteopathic medicine;
2. Provide an effective means of communication and representation for the student body to NYIT College of Osteopathic Medicine/NYIT administration, faculty, and staff on all issues involving the curriculum, co-curricular programs and services, policies and procedures, quality of life, and the daily operation of the college;

3. Provide representation of the student body to the American Osteopathic Association (AOA), the American Association of Colleges of Osteopathic Medicine (AACOM), and the Council of Osteopathic Student Government Presidents (COSGP);
4. Promote the organizational objectives and uphold the ethical standards of the American Osteopathic Association (AOA), the American Association of Colleges of Osteopathic Medicine (AACOM), the Council of Osteopathic Student Government Presidents (COSGP), and NYIT College of Osteopathic Medicine;
5. Promote student involvement and participation in professional and co-curricular activities that enhance quality of life and benefit the college community and the osteopathic profession. The SGA is governed by its Constitution and Bylaws and consists of an executive committee, class officers, and multiple committees with representatives from all classes. Additionally, the SGA recognizes and supports over 55 student organizations and Student Collective including professional, special interest, and social groups that all contribute to the academic and co-curricular environment of the medical college, the community, and the osteopathic profession.

All NYIT College of Osteopathic Medicine students are members of the SGA and are eligible and encouraged to participate in all aspects of the organization including SGA sponsored activities and SGA recognized student organizations and Student Collective.

Office of Student Life Policies

Any student organization or individual student wishing to sponsor an extra-curricular activity which includes a speaker must have prior approval from the organization's advisor. If additional assistance is required for scheduling, contracts, or logistics, etc., then the Office of Student Life must be notified prior to inviting the speaker. If an individual student wishes to sponsor an extracurricular activity which includes a speaker, then the student must have prior approval from the Office of Student Life.

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

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

All elections for SGA, class officers, organizations, and committees will be completed electronically with the ability to be reviewed and shared with the SGA and the Office of Student

Life. Only members of each specific organization are permitted to vote in elections for that organization.

Note: solicitation of the college, faculty, staff, and students must have the written approval of the Associate Dean of Student Affairs.

Housing at NYITCOM

On campus housing opportunities are available on both the Long Island and Arkansas campuses.

Long Island Campus Housing is provided by NYIT Office of Residence Life. All students living in university housing must abide by the stated policies and regulations. Enrollment in a meal plan is required for students living in the Long Island residence hall.

Students who are not living in the Long Island Campus Housing are eligible to purchase a non-residential student meal plan. More information about dining options can be found here.

Arkansas State University provides on-campus graduate housing for NYITCOM students. More information about on-campus housing at Arkansas State can be found online.

Meal plans are not required for students living in the graduate residence halls; however, meal plans are available for purchase by any student regardless of whether they live on campus. More information about Arkansas State University meal plans can be found here.

All students living in Arkansas State University housing must abide by the policies and regulations as stated in the NYIT Student Handbook and additionally relevant policies contained in the Arkansas State University Handbook.

The NYIT College of Osteopathic Medicine Office of Student Life maintains listings of available housing off-campus for both campuses. Housing list requests can be made to the Office of Student Life. For the Long Island campus, the list will be sent as a link that is updated as needed.

Student Travel and Research Publications Policy

Leadership Travel

NYIT College of Osteopathic Medicine supports student leadership attendance at conferences and conventions as an educational enrichment activity through funding allocated by the Student Government Association (SGA).

1. New York State Conference: NYIT College of Osteopathic Medicine will support students to attend the New York State Osteopathic Medical Society/Eastern Regional Osteopathic Conference (EROC) to provide exposure to the New York State Osteopathic Medical Society.
2. Funding provided by the SGA is approved by the Associate Dean of Student Affairs (Long Island) or Assistant Dean of Student Administration (Jonesboro).
3. SGA Organization Sponsored Group Trips/Off-Campus Events: All SGA Organizations seeking to sponsor and fund group trips or events off campus must receive the approval of the organization's advisor and the Associate Dean of Student Affairs (Long Island) or Assistant Dean of Student Administration (Jonesboro) prior to finalizing and announcing plans for the trip or event. Students are eligible to receive up to $250 in travel support.

Research Travel and Research Manuscript Submission

NYITCOM supports student research through funding to provide students the opportunity to publish and/or present their research at conferences and other meetings. Only the first author/presenting author may receive travel support.

Students seeking NYIT College of Osteopathic Medicine (NYITCOM) support for travel to attend a conference to present findings from their research or to pay fees for research manuscript submissions are required to:

- First seek support from the principal investigator through their external research grants under which the student conducted their research.
- If support for travel or manuscript submission is not available from a research grant, the student may submit a request for funding to the Office of Research (specific to the

campus the student is enrolled on) by submitting the *Student Travel Request Form* with supporting materials. Requests for travel support from the Office of Research must be submitted at least one month prior to the start of the conference. Students receiving support through the Office of Research may not receive additional funds from any other institutional source. Institutional support for student travel to international conferences requires approval by the Dean and is only approved under exceptional circumstances.
- Academic Medicine Scholars and D.O./Ph.D. students will continue to receive support for travel to present research findings and to publish research articles through their respective programs.

The following outlines the general NYITCOM support available for student research travel or submission of manuscripts (funding through grants is not subject to these restrictions and is at the discretion of the principal investigator consistent with the grant terms):

- Support for student travel to present their research or to pay for manuscript submission fees is limited to research that is being done under the guidance of a NYITCOM faculty member (full or part-time)
- Students are eligible to receive a reimbursement of up to $500 per conference attended or manuscript submission (original receipts required).
- Students are limited to support for one conference or manuscript submission per year and a maximum of two conferences and/or manuscript submissions in their four(+) years of medical school from all institutional funding sources (e.g., Office of Research, Dean's Office, department, etc.).
- Students on Academic Warning or Academic Probation are prohibited from working on research projects or traveling to conferences, as per the current NYITCOM Student Handbook.

Note: Student travel for professional development purposes only (not research and not representing NYITCOM in a leadership role) is not covered by this policy at this time. Regardless of funding source, all NYITCOM students are required to follow the Travel and Business Expense Reimbursement Policy for travel expenses.

Medical Student Performance Evaluation (MSPE)

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

Students must submit a comprehensive questionnaire to the Office of Student Affairs on the Long Island campus or to the Office of Student Administration on the Jonesboro campus by the end of December or early January of their third year. The information provided by the student on the MSPE Questionnaire will provide some of the information that is necessary to compose the MSPE. The Office of Student Affairs and the Office of Student Administration cannot guarantee that the MSPE will be completed to meet program deadlines if the form is submitted after the posted due date. In addition, upon completion of hospital clerkships, the student is urged to make every effort to ensure that their clinical supervisors submit completed third-year evaluations to the Office of Clinical Education.

The Office of Student Affairs and the Office of Student Administration will have all letters completed by the middle to end of September of a student's fourth year in order for letters to be scanned and uploaded to ERAS for the upcoming match. Changes to content cannot be accepted after August of the student's fourth year.

Though students are permitted to review and edit letters in the Office of Student Affairs or in the Office of Student Administration before transmittal, the student will receive the contents contained in the *Noteworthy Characteristics* and *Summary* sections of their letters via email either before or after their scheduled appointment. It is the policy of the Office of Student Affairs/Administration that the entire contents of their MSPE's cannot be mailed or emailed directly to the student, nor can the student get a copy of their MSPE after graduation; MSPE's need to be sent directly to the hospital or institution where the student is applying for a position.

Appointments to review letters in the office can be made by contacting the Assistant Director for the Office of Student Affairs for the students attending the Old Westbury campus or the Senior Career Advisor for the Office of Student Administration for students attending the Jonesboro campus. Students who are applying for any special match (San Francisco, Military, Central App, etc.) must inform their office representative at the beginning of the process in order to ensure their letters are completed by the match deadline. Students who cannot meet in person can arrange for Zoom appointments, where content other than the *Noteworthy Characteristics* and *Summary* sections of their MSPE will be read to them.

Residency and Career Services

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

Career Advising

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

Students meet with advisors during day and evening hours for individual one-on-one residency advising and group workshops, some run by practicing physicians representing different specialties. Students who are at risk of potentially not matching for academic reasons are referred to the academic deans in the COM.

Programs

Residency and Career Services sponsors programs throughout the year for all students—from first year through fourth year. Some of these include: *Getting Involved on Campus, Finding the Right Fit, Professional Communication, Establishing a Professional Identity, Developing a Match Plan, "Tales from the Trails," Mini-Match Meetings, Interviewing Skills, A Day in the Life of a Resident, Military Residency Workshop, Couples Matching Workshop, and a Virtual Residency Fair*.

Electronic Residency Application Service (ERAS)

The Office of Student Affairs/Residency and Career Services administers the Electronic Residency Application Service (ERAS) developed by the Association of American Medical

Colleges (AAMC). ERAS is the service that transmits applications, Letters of Recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts, COMLEX transcripts, and other supporting documents from applicants and their Dean's Office to residency program directors.

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

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

Other Application Services

In addition to ERAS, there are several other application services. These include the Military Match, SF Match for Ophthalmology, AUA for Urology, CentralApp for OB/GYN, and Emergency Medicine.

National Residency Matching Program

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

Early Matches

There are several specialties which are considered early matches as they release their results prior to the NRMP. These include the Military Match (December results), SF Match (February results), and the Urology Match (February results).

Alumni Association

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

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

Academic Affairs Information: Academic Policies

Academic Integrity/Honesty Policy at NYITCOM

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

The NYITCOM community endorses the following precepts:

All members of the community shall refrain from…

1. Providing false information for college records, forging or altering college records, or submitting fraudulent documents to the college for admission, enrollment, assessment, evaluation, promotion or graduation purposes.
2. Offering as original effort any report or other written assignment obtained from anyone else, through Artificial Intelligence (AI)* (See *Student Guidelines for Responsible Use of AI in NYITCOM Medical Education*), or used for another course.
3. Committing plagiarism by appropriating all or part of the literary composition of someone else and offering it as their own writing, ideas, or language.
4. Cheating in any form to obtain credit on any assessment, examination, or evaluation related to any college course.

In particular, the following behaviors must be scrupulously avoided…

1. Looking at another student's exam or collaborating on an exam unless expressly permitted.
2. Writing on desks, clothing, body parts, papers (other than paper explicitly provided to students for writing purposes), or any other object during an exam.
3. Possessing or using unauthorized notes, texts, or other aids (including digital aids) during an assessment or other assignments.
4. Discussing any exam (e.g., Comprehensive exam, OMM practical, Clinical Skills Assessments, OSCE, DPR practical, COMAT) at any point in time while the test is being administered (eg., make-up exams, exam weeks).
5. Recording or disseminating information related to test items or clinical assessments regardless of when the exam is being administered.

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

Administration (for the Arkansas campus). Failure to do so constitutes complicity in the dishonest behavior on the part of the witness.

Student Guidelines for Responsible Use of AI in NYITCOM Medical Education

As part of our commitment to excellence in medical education, we are aware that students might be accessing advanced Artificial Intelligence (AI) tools to study or enhance their learning processes. To ensure that we all benefit from these tools responsibly and ethically, the following guidelines must be observed:

1. Respecting Academic Assignment Guidelines

Students are not authorized to use artificial intelligence engines or software to produce work for a course or research protocol EXCEPT for assignments that professors have identified as "AI-Enhanced Learning" for which students will receive guidance on appropriate use of such technologies.

Without express permission, the use of generative AI tools is not permitted in a course for the following activities, and others defined by your professors:

- Composing discussion board prompts
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize an AI tool
- Writing SOAP Notes
- Solving patient cases
- Summarizing journal articles
- Writing entire sentences, paragraphs or papers to complete class assignments
- Engaging a Zoom note-taking companion

2. Originality and Contribution

When professors permit students to access AI for tasks such as class preparation, research, case practice, or generating quiz questions, students should acknowledge the contributions of AI in their work. Refer to the *Guidelines for Citing AI Assistance in NYITCOM Coursework* in the following section. When using an AI-simulated voice instead of one's own voice to record audio or video, explain the rationale and tools associated with the recording.

3. Critical Thinking and Skepticism

While AI can offer valuable insights and assistance, before checking with an AI application, always apply your own clinical judgment and knowledge. AI is an aid, not a substitute for human critical thinking and decision-making skills. All generative AI tools are prone to 'hallucinate' to some degree. Hallucination is the phenomena where AI models make things up, add information, or ignore parts of the instruction. In other instances, they offer only boiler plate generalities or summarize from a specific website instead of summarizing knowledge in a wide field of cited academic references. In these instances, the output sounds plausible but is either flawed in some way or does not rise to the level of post-graduate or doctorate analysis. Students must critically assess the output of AI tools for validity, reliability, and applicability, in a specific context. It is essential to understand the limitations and potential biases of AI technologies. For example, in a medical education context, for a simulated patient case, request the large language model (LLM) to limit its analysis to the specific patient parameters provided. Otherwise, the LLM agent may add patient symptoms. For medical and scientific knowledge, the gold standard is an AI LLM that provides several links to high quality citations.

4. Data Stewardship

Students and faculty are required to uphold the highest standards of ethical data stewardship, ensuring the protection of personal identifying information (PII) and intellectual property rights. Effective data stewardship involves adhering to critical protocols mandated by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and regulations governing intellectual property and human subjects' research. This includes implementing strategies such as data anonymization, obtaining proper consent, data aggregation, encryption, and secure storage practices. Given the complexities associated with AI models, particularly their capacity to learn from vast datasets, it is crucial to exercise heightened vigilance during data upload processes to prevent any compromise of data integrity and security. For example, if a conversation is recorded on Zoom, that contains patient information, or confidential data about a student, one cannot use Zoom companion to summarize the notes.

5. AI Model Usage Restrictions

Students and faculty are prohibited from using AI models to analyze or summarize data containing personally identifiable information (PII), unless stringent conditions are met. Users are required to rigorously anonymize data sets, effectively removing all personally identifiable information prior to any AI interaction. Essential anonymization techniques include data masking, pseudonymization, and aggregation, all designed to safeguard individual identities. For handling highly confidential data, only a secure, limited-access small language model or a specially authorized enterprise model should be employed. These dedicated models are designed to ensure maximum data security and compliance with privacy standards. For example, unless the system is secure, it is unethical to upload contact databases for student organizations or resumes to generate letters of recommendation. These types of documents and data sets cannot be uploaded to a generic LLM as they contain PII.

6. Academic Integrity

The use of AI to engage in or facilitate academic dishonesty, including data fabrication, document manipulation, plagiarism, or misrepresentation of research findings, is strictly forbidden. Students and faculty should check all references provided by LLM agents.

7. Professionalism in Collaboration

When working with peers in AI-enhanced settings, uphold the highest standards of professionalism and teamwork. Respect diverse perspectives and contribute constructively to group learning. Recognize that not every student has the same access to the same tools, and that AI will produce different results for different users.

8. Awareness of Limitations

Recognize the limitations of AI technologies and the potential for biases within AI systems. Approach all AI-generated content with a discerning mind, questioning and validating findings against established medical knowledge and practices.

9. Reporting Concerns

Report ethical issues, inaccuracies, or technical problems with AI applications, report immediately to the course faculty. A proactive approach helps ensure the integrity and efficacy of our educational tools.

10. Violations

Violations of these guidelines will be considered a breach of academic integrity and will be subject to disciplinary action as per the university's academic policies. This may include, but is not limited to, failure in the assignment, course, or more severe academic penalties.

Guidelines for Citing AI Assistance in NYITCOM Coursework

The following guidelines will help ensure that your use of AI is both ethical and transparent:

1. **Understand What Needs to Be Cited:** If you've used an AI tool to assist with any part of your coursework that contributes to your final submission, this usage should be acknowledged. This includes, but is not limited to, idea generation, data analysis, draft creation, and literature review assistance.
2. **Use a Standard Citation Format:** While there's no universally accepted format for citing AI tools yet, you should follow your field's standard citation practices. This could mean adapting existing formats to include AI contributions.
3. **Be Specific About the AI's Role:** Clearly describe the extent of the AI's contribution to your work. For example, if you used an AI tool to help generate hypotheses or analyze data, specify these contributions in your methodology section or a footnote.
4. **Include the Name of the AI Tool and Version:** Just as you would cite any other source, include the name of the AI tool, the company or organization that developed it, and, if applicable, the version of the tool you used.
5. **Provide Context for the AI's Contribution:** In your acknowledgments or footnotes, briefly explain how the AI contributed to your work. For instance, "The initial draft of this paper was generated using [AI Tool Name], which was then extensively revised and edited for accuracy and coherence."
6. **Maintain Responsibility for Your Work:** Remember that the ultimate responsibility for the integrity, accuracy, and quality of your work rests with you, not the AI. The AI is a tool, and like any tool, it requires careful oversight and critical evaluation by the user.

Example Citation In the Text

- "As part of the initial drafting process, AI-generated content from [AI Tool Name, Version] was used to outline potential arguments and gather preliminary sources."

Example Citation In the Bibliography/Reference Section

- "[AI Tool Name]. [Version]. [Year]. [Publisher/Developer]. Accessed [Date]. [URL if applicable]."

Medical Student Test-Taking Environment Policy

Establishing an optimal test-taking environment is important for institutions of higher learning, especially for those in which examinations may represent high stakes assessments, such as medical school and licensing board examinations. Issues such as test security and examinee comfort and safety are high on the list of priorities and are continually under review in order to create a desirable testing environment. The responsibility for minimizing interruptions and unnecessary distractions (e.g., late arrivals, noises, constant movement, whispering) ultimately rests with the members of the group taking the test. Professionals are expected to demonstrate respect for the welfare of their colleagues and the established procedures of the institution. Accommodations for students will be provided once approved by the Accommodations Committee.

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

On-Site Examinations

Students are expected to abide by the following:

- Students are required to arrive on time for examinations. If a student arrives late for an examination, the student's time of arrival will be recorded by the appropriate academic official and reviewed by an academic dean. The student may be given a score of zero on any exam due to late arrival.
- Students shall bring (to their seats during an examination) only items that they are explicitly directed to bring, such as a laptop or tablet computer and pencil.
- Upon entering the examination room, students must take their seats quickly and quietly. Students may not begin the exam until instructed to do so.
- Prior to beginning specific computerized exams, students may be provided with a means for taking quick temporary notes or working through a problem. The student may not begin utilizing these materials until after they have formally begun to take the computerized exam. These materials must be returned to a proctor when the exam is completed.

- Coats/hats will not be allowed in the seating areas of the examination room. Accommodation will be given for religious headwear.
- For computerized examinations that require an access code, authorized test-takers will be provided with the code at an appropriate time. Unless explicitly stated otherwise, it is forbidden to share this access code with anyone else, regardless of their status as a member of the class.
- Food will not be allowed in any examination room. Fluids may be allowed for any examination of four hours or longer.
- Cell phones, smart watches, and other wearable devices are strictly prohibited in the examination room, even if the student has finished taking the exam.
- Students may not bring calculators to examinations.
- The use of personal headphones/ear devices is prohibited during examinations. Earplugs will be made available for students' use.
- To respect and protect the test-taking environment, students are expected to leave the testing environment upon completion of the assessment and must refrain from causing any distraction as long as others are still working on the exam.
- After leaving an examination room, students should not participate in conversations in the immediate area outside the examination room while an examination is in progress.
- Students shall not discuss details of any exam with classmates.

Any violation of the above may constitute a violation of the academic integrity and honesty policy and could result in Code of Conduct violation.

Off-Site Examinations

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

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

Laptop Borrowing Policy for Medical School Exams

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

Anatomy Lab Policy for Students who are Pregnant or Nursing

In the anatomy lab at NYIT College of Osteopathic Medicine, formaldehyde and phenol occur in concentrations that are below OSHA's permissible exposure limits.

Because there is only limited information available regarding the effects of organic solvents on fetal development and neonatal health, NYIT College of Osteopathic Medicine has adopted the following policies regarding students who are pregnant or breastfeeding.

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

1. The student may participate in lab activities and exams by submitting a *Waiver and Release* form stating that she understands and assumes the risks of participation. The form will also require a signature by the student's physician acknowledging that the physician has discussed the risks with the student. At the student's request, additional accommodations may be provided, if reasonably feasible, in consultation with the Office of Academic Affairs and the anatomy department.

2. The student may elect not to continue in the main curriculum and participate instead in a faculty-approved alternative series of exercises in place of dissection and other lab activities. These exercises are conducted outside of the anatomy lab area. All other curriculum requirements remain unchanged.

Attendance Policies for the D.O. Program

To perform well and develop as a future healthcare professional, active participation in all aspects of the medical school curriculum is required. Absence for any reason does not absolve students from the responsibility of the learning and mastering material covered in their absence.

Attendance is mandatory for:

1. All activities that require manual or verbal skill development as part of the learning process, such as:
    - Anatomy dissection/prosection
    - Osteopathic manipulative medicine laboratory sessions
    - Patient interviewing and physical examination skills
    - Other workshop activities
2. Learning activities based on group engagement that require all group members to contribute to the learning process, such as:
    - Small group case discussions
    - Team-based learning
3. Learning activities that involve patients who are invited to the class to contribute to the educational program
4. Other events or activities for which prior notification informs the student of mandatory attendance
5. Refer to Clinical Rotation Policies related to attendance during clinical years.

Students identified by the Office of Academic Affairs as having excessive absences may be referred to the Professionalism and Ethics Committee for a breach of the student code of conduct.

Students are expected to review individual course policies and procedures related to attendance as noted in the relevant course syllabi.

D.O. Dress Code and Professional Behavior

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

A. OMM Laboratory Dress Code Policy

- Students must wear clothing that allows skin exposure of the neck, abdomen, spine, posterior superior iliac spine (PSIS), knees, ankles, and feet.
- It is expected that undergarments will be worn under clothing at all times.
- Students may wear plain T-shirts and/or scrub wear when not the subject of examination or treatment but must remove them when required in the particular laboratory session.
- The wearing of street clothes, sweat pants, or other types of clothing not specified herein, is not permitted.
- A dedicated set of scrubs must be used for OMM labs, and these cannot be the same ones used for anatomy lab.
- Students are expected to keep fingernails neat, clean, and trimmed so as not to impair palpation or cause discomfort or injury to peers and patients.
- The wearing of hats or other head coverings, except for religious and health reasons, is not permitted.
- The OMM curriculum includes the requirement of hand contact by a partner with the student's head. Students who cover their heads for religious reasons must participate and may wear a thin scarf-like cloth, or another appropriate covering.
- The dress code applies to all OMM laboratory sessions and examinations.
- Students are not to chew gum, eat candy or bring any food or drinks to the laboratory.

B. DPR Laboratory Dress Code Policy

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

C. Anatomy Laboratory Dress Code Policy

Proper attire for the anatomy lab is defined as follows:

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

D. Simulation Laboratory Professional Dress Code And Demeanor Policy

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

- **Dress Code for the Standardized Patient (SP) Simulation Sessions:** Professional attire is required of students during their time in SP sessions, whether in person or in a virtual setting. For these exercises and for evaluations, students must wear a white coat and dress in a manner that is appropriate and that is befitting a physician. Students will not be permitted to work with Standardized Patients if they are wearing jeans, street clothes, scrubs, sneakers, flip flops, sandals, etc. Students who present to an activity, whether in person or virtual, without professional attire will be denied access to the session and may receive no academic credit for that activity.
- **Dress Code for the Robotic Simulator or Workshop Sessions:** Students must wear a white coat for all sessions. Scrubs are permitted. The wearing of hats or other head coverings, except for religious or health reasons, is not permitted in the laboratory. Students must wear closed-toed shoes.

Please refer to Technical Standards for more information.

Simulation Lab Privacy, Confidentiality, and Safety Policy

The Ferrara Center for Patient Safety and Clinical Simulation at Old Westbury and the Institute for Clinical Competence (ICC) at Jonesboro provide learners with realistic clinical experiences to learn, practice, and have their skills assessed in a standardized environment. Learners will interact with standardized patients–highly trained individuals who portray patients during human simulation activities and receive real-time feedback. Maintaining the privacy of personal information, the confidentiality of materials and the safety of all who enter The Ferrara Center/ICC is of utmost importance.

Important Points That Must Be Taken Into Consideration

- **Keep all simulation materials confidential:**
    - Sharing details of the simulation activity/assessment is strictly forbidden, unless otherwise instructed.
    - Any inappropriate viewing, discussion, or disclosure of recorded materials is considered a breach of confidentiality.
    - Maintaining confidentiality is considered an ethical responsibility for both the standardized patient and the healthcare learners involved in the simulation. Any departure from this is considered a violation of the ethics code.
- **Protect the privacy of all standardized patients:**
    - Identifying Information
        - The identity of the standardized patient within the scenario should be protected, and their personal information should not be revealed.
        - Any standardized patients' personal details that might inadvertently be discovered during an interaction inside or outside of the simulation center must be kept private and not disclosed to anyone outside of the learning environment.
    - Actual Medical History
        - Learners are strictly prohibited from disclosing any non-case related medical history or physical exam findings of their standardized patient.
    - Disclosing Real Abnormal Findings In Standardized Patients

        - If a learner is concerned about an abnormal physical exam finding (from a learner perspective) they should report this information to the facilitator in the learner hallway who will follow established protocols for such findings.
- **Adhere to established safety protocols:**
    - Physical Safety
        - The standardized patients have been trained to use the word "**STOP**" if they feel unsafe. For example, *"Stop, you can't use an otoscope to look into my eyes."* If you hear the word "**STOP**," immediately change your actions before continuing with the encounter.
        - Sharp objects CANNOT be used on a standardized patient's face.
        - HVLA cannot be performed on a standardized patient.
        - Never reach under or remove a standardized patient's undergarments.
        - The simulation lab is a *fragrance free* zone.
    - Psychological Safety
        - The Ferrara Center in Old Westbury and the ICC in Jonesboro are a safe space to practice skills, make mistakes, and receive feedback without endangering a real patient.

Following these principles and protocols will result in:

- **Increased Trust and Authenticity:** Both the student and the standardized patient will have increased trust in the programs and activities that they are participating in.
- **Fostering a Safe and Confidential Learning Environment:** Students and standardized patients will feel comfortable participating without worrying that their interactions or their information will be shared with others.
- **Professionalism:** Adhering to confidentiality standards is a professional obligation that the students are developing and maintaining confidentiality reflects their professionalism and ethical conduct within the medical training environment.

Make-Up Examination/Quiz Policy

Students who are unable to sit for, or complete, a formally scheduled examination may appeal to the Office of Academic Affairs for permission to take a make-up exam via the online form and by providing appropriate supporting documentation.

- For Years One and Two: These requests will be reviewed by the Director of Pre-Clinical Education (for Long Island campus students) or the Director for Academic Affairs (for Arkansas campus students).
- For Comprehensive and Pre-comprehensive Exams: the make-up exam will be of the same general scope and level of complexity as the original examination it is intended to replace; however, the format (oral, written, computerized) may vary from that of the original exam.
- For Clinical Education Exams: requests will be reviewed by the Assistant Dean for Educational Operations (for Long Island campus students) or the Director of Clinical Education (for Arkansas campus students).

Students who repeatedly request make-up examination dates may be subject to further review if make-up examination requests become excessive.

Academic Advisement

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

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

Additionally, each student is assigned a faculty member who will provide academic and professional advisement throughout their training at NYIT College of Osteopathic Medicine.

Publication of Scientific and Other Papers by Students

In the course of a student's study and work at NYIT College of Osteopathic Medicine, they may participate in research and other programs leading to articles which are acceptable for

publication. Students are subject to the same rules and expectations as the faculty regarding scientific ethics and honesty in the publication of such material.

Students seeking financial support from NYITCOM to publish their research findings may apply for funding through the Student Travel and Research Publications Policy.

For further information, contact the Office of Research.

D.O. Program Research Concentration

A student who wishes to focus time exclusively on an approved research project may elect a *Research Concentration* as part of their D.O. degree program. The student's participation in the research concentration must not exceed one academic year.

Students considering a research concentration should contact the Office of Research to discuss the application process. The Associate Dean of Research (Long Island) or the Assistant Dean of Research and Publications (Jonesboro) will review and approve the student's research proposal and selection of the concentration (see step #2). Students are expected to begin the approval process no later than March 1 of the academic year prior to the research project.

Application for Research Concentration

A student must apply to undertake a Research Concentration. During the Research Concentration, the student will be a part-time NYITCOM student. NYITCOM will cover the part-time NYITCOM student tuition costs. The student must adhere strictly to the following steps and timeline:

Application Process

1. Complete and submit the application form, providing the name and institutional affiliation of the research mentor, the dates of the research concentration period, and the research proposal title/topic.
2. The student will work with their research mentor to write and submit a research proposal covering the proposed Research Concentration period. The research proposal must be approved by the Associate Dean for Research and the Assistant Dean for Research at least one month prior to starting the Research Concentration. The proposal for a Research Concentration will be in the format of a grant application: Specific Aims (1

page), Background (2–3 pages), Preliminary Data (if any; 1–2 pages) and Experimental Approach (3–5 pages). This process typically takes 1–3 months for final approval.

During the Research Concentration Period

As a part-time NYITCOM student, the student will be required to take and pass four (4) courses, two (2) courses during the fall term and two (2) courses during the spring term.

Fall Term Courses:

- Research course – consists of performing the research described in the proposal with monthly evaluations from the research mentor.
- CITI Ethical Conduct of Research online course plus monthly peer discussion meetings and additional assignments as designated.

Spring Term Courses:

- Research course – consists of performing the research described in the proposal with monthly evaluations from the research mentor.
- NIH Introduction to the Principles and Practice of Clinical Research online course plus monthly peer discussion meetings and additional assignments as designated.

It is required that all students taking a Research Concentration will have successfully completed all required courses and passed all required licensing exams for their academic year prior to starting their concentration. Students applying for a Research Concentration between Years 2 and 3 must have taken and passed COMLEX Level 1 before receiving approval. Students applying for a Research Concentration between Years 3 and 4 must have taken and passed COMLEX Level 2 CE before the concentration begins. Failure to do so will result in denial of the Research Concentration request.

Completion of the Research Concentration

At the conclusion of the Research Concentration, the student must submit a final report in the form of a proposed manuscript to the Office of Research and receive approval from the Associate Dean for Research and the Assistant Dean for Research: Abstract (1 page), Introduction (1 page), Materials and Methods (2 pages), Results (2–4 pages) Discussion (1–3 pages).

Reasonable Accommodations and Documentation: NYITCOM

New York Institute of Technology adheres to the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in, or be denied the benefits of this institution's classes or facilities. The College of Osteopathic Medicine provides reasonable adjustments to policies, practices procedures, and/or facilities as needed to support students with disabilities. The Deans in the Office of Academic Affairs have been designated to coordinate compliance with the nondiscrimination requirements contained in the ADA and Section 504.

Role of the Director of Accessibility Services

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

Eligibility for Services

To be eligible for services and/or accommodations, students or applicants with disabilities must identify themselves and present professional documentation to the Director of Accessibility Services, Cheryl Newman at cnewma02@nyit.edu or 516.686.1446.

Documentation must be recent (no older than three years), relevant, describing the nature of the disability, and providing recommendations for accommodations appropriate to the disability. If the documentation is incomplete or outdated, the college has the right to require that the student

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

Students should be aware that approved accommodations do not guarantee that the same or similar accommodations will be provided by national standardized examination organizations such as the National Board of Osteopathic Medical Examiners (NBOME) and/or United States Medical Licensing Examination (USMLE). These organizations have their own accommodations intake processes and procedures. They also are not subject to the same laws and disability standards as NYITCOM. Students should carefully review those processes at their respective websites, nbome.org or usmle.org.

Limits on Accommodations

Admission requirements for students with disabilities are the same as for all other students. It must be understood that accommodations for disabilities are meant to facilitate educational opportunities. While reasonable accommodations are granted by NYITCOM in accordance with federal law, it is important for students to be aware of the limitations surrounding accommodations. Accommodations do not guarantee admission or success in a program, and New York Tech does not offer services such as the following:

- Diagnostic evaluation for disabilities
- Special classes
- A reduced standard for academic performance
- Exemption from graduation requirements
- Credit for effort in place of demonstrated competence in the content
- Other measures which would affect the curricular standards of the program

Animal Assistance

Please refer to New York Tech's university-wide Assistance Animal Policy.

Documentation Requirements

Documentation is required for all types of disabilities. The evaluation and/or written documentation MUST NOT be conducted by a family member, and must be:

- Typed
- Printed on letterhead
- Signed and dated by the evaluator

This documentation must include the following, as pertinent to the accommodations request:

- Evaluator's title, professional credentials, area of specialization, employer, and state/province in which individual practices
- Date of the most current diagnostic evaluation
- History of the disability if not newly diagnosed
- A diagnostic statement identifying the disability, and a description of the current impact as it relates to meeting the various demands of higher education
- All diagnostic tests, with specific test results and interpretations, methods and criteria used
- Treatments, medications, or assistive devices or services currently prescribed, or in use
- Expected progression or stability
- Functional living skills (i.e., orientation, mobility, and activities of daily living)
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- Implications of existing co-morbid conditions

Documentation requirements for cognitive disabilities that impact the brain, such as:

- Learning Disabilities
- Attention-Deficit/Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorder (ASD)

The following type of documentation must be provided:

- A comprehensive neuropsychological evaluation, or
- A psychoeducational evaluation that includes aptitude and achievement (preferably one with measures normed for an adult)

The neuropsychological and psychoeducational evaluation must include detailed results of all testing measures used.

Documentation requirements for disabilities, such as:

- Chronic medical conditions
- Physical and mobility disabilities
- Mental Health conditions other than conditions mentioned above

The following type of documentation must be provided:

- A supporting, detailed letter written by the treating professional.

To be considered for accommodations, all documentation for existing conditions must be submitted. Once the documentation is received, recommendations for accommodations and support services will be considered on a case-by-case basis. Review of accommodations requests may take 14 calendar days after submission; however, the final determination may take longer depending on the complexity of the submission. For such reasons, students are encouraged to submit their request for accommodations as early as possible.

Following approval of accommodation for disability, the student may decline utilization of the accommodation by emailing the Director of Accessibility Services. If the student wishes to reinstate their accommodation, the student must contact the Director of Accessibility Services at least seven calendar days before the examination.

All students must adhere to the NYIT College of Osteopathic Medicine Student Code of Conduct as well as the Academic Integrity Policy of the college. Sanctions for student conduct or academic honesty violations and guidelines for procedures must be equally applied without regard to a student's disability.

Formal Grievance Procedure

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

Procedure for Disability Related Complaints at the College of Medicine

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

Address complaints to:

Melissa D. Wallace, Esq.
Director of Equal Opportunity and Title IX Coordinator
New York Institute of Technology
Tower House, Room 106
Old Westbury, NY 11568
516.686.1080
titleix@nyit.edu

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

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

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

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

The complainant and respondent can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within five calendar days to the Associate Dean of Student Administration, Serota Building, Room 213. A written determination shall be issued by the Associate Dean of Student Administration, in consultation with the Director of Equal Opportunity, and forwarded to the complainant and the respondent within ten calendar days after the request for reconsideration.

If a grievance is against the Assistant Dean of Educational Operations of the Office of Academic Affairs, or the Assistant Dean of Student Administration for the Arkansas campus, this grievance procedure is followed except the investigation will initially be conducted by the Associate Dean of Student Administration or the Director of Equal Opportunity as appropriate, and the request for reconsideration should be submitted to the Dean of the Medical School or their designee.

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

NYIT College of Osteopathic Medicine will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on complainants and others, if appropriate. This grievance procedure shall be construed to protect the substantive rights of interested parties to meet appropriate procedural standards, and to assure that NYIT College of Osteopathic Medicine complies with applicable regulations.

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

Important Note:

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

Grading System and Policies

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

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

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

Grades for Doctor of Osteopathic Medicine Degree

H – Honors
HP – High Pass
P – Pass
F – Fail
I – Incomplete
S – Satisfactory
U – Unsatisfactory
WA – Withdrawn, Administratively
W – Withdrawn, Passing
WF – Withdrawn, Failing
TC – Transfer Credit
AC – Assessment Credit

Definitions

(H) Honors – Awarded to students whose performance is determined to be in the top 10% of the cohort of students enrolled in the course for 500-level and 600-level courses (or as otherwise specified in the course syllabus). Awarded to students who attain a minimum COMAT standard score of 113 and an Overall Student Performance Evaluation Score of 4 in 700-level

clerkship courses and in the 800-level Emergency Medicine clerkship course (or as otherwise specified in the course syllabus).

(HP) High Pass – Awarded to students who attain a COMAT standard score of 108 to 112 and a minimum Overall Student Performance Evaluation score of 3 OR to students who attain a COMAT standard score of 113 or higher and an Overall Student Performance Evaluation score of 3 in 700-level clerkship courses and in the 800-level Emergency Medicine clerkship course (or as otherwise specified in the course syllabus).

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

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

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

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

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

Grade Notation

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

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

* Note: The Honors grade (H) and High Pass grade (HP) do not apply to the 800-level courses unless otherwise specified in the course syllabus. In addition, the High Pass grade only applies to 700-level courses unless otherwise specified in the course syllabus.

Therapeutic Relationship and Grading

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

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

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

Clinical Rotation Policies

Attendance

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

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

Students MUST attend the first day of the clinical rotation. Any exceptions to this requirement due to extenuating circumstances must be approved by the Office of Clinical Education.

Repeated tardiness may be designated as an unauthorized absence at the discretion of the clinical instructors.

Planned Absences

Students are expected to request approval for all planned absences. Students must send a formal request to their Direct Report (resident, attending, or DME). Students must also copy the sites Medical Education Coordinator and their NYITCOM Clinical Sites Manager.

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

- NYITCOM scheduled OSCE
- Board exam (day of exam)
- Presenting at a conference
- Religious holiday
- Significant family event
- Jury duty (if not excused)
- Bereavement
- Residency program interviews
- Any other event required by NYITCOM

Notes: Please see Third-Year and Fourth-Year Clinical Clerkship Manuals for further details regarding the Clinical Clerkship Attendance Policies.

Clinic

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

Absences for COMLEX-USA Level 1 and Level 2 Examinations

Students are permitted to be absent one day of a rotation to take the COMLEX-USA Level 1 and the COMLEX-USA Level 2 CE. All absences must be cleared through the hospital or

preceptor. In Arkansas, students must also get approval from the Regional Clinical Site Manager.

Absences for Residency Interviews

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

Holidays

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

Absences for **Religious Holidays** must be discussed and approved with the site prior to the start of the rotation. The time is expected to be made up at the discretion of the site.

Reporting Any Absence

Students are expected to follow the proper reporting guidelines for all absences. The student is required to send an email to their direct report (resident, attending or DME), the site's Medical Education Coordinator and their NYITCOM Clinical Site Manager. This should be done prior to the start of their rotation time (unless of an emergency) and include the reason for their absence and their planned return date.

- If for any reason a student must unexpectedly be absent from a rotation, the student must inform the appropriate individuals as soon as possible.
- Failure to communicate an absence as directed may be considered an unexcused absence and may be grounds for failure of the rotation.

Call Schedules

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

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

Whenever a student is required to stay overnight following a daytime shift, a bed must be provided for each student on call. If no adequate on-call room facilities are available (with

arrangements similar to those provided to interns/residents), students should not be required to stay past 10 p.m.

Clinical Rotation Dress Code

- Students are to wear clean, white NYITCOM clinic jackets with a name tag, and otherwise dress in a manner befitting a physician. Some affiliate hospitals may have additional dress codes, and NYITCOM students are expected to conform to these general hospital policies.
- Scrub suits are provided by the hospitals for services that require such attire.
- Students are to wear, prominently displayed, identification badges/cards in accordance with hospital rules—clearly indicating their status as students.
- In all patient interactions, students should introduce themselves as "Student Physician (Name)."

Scheduling of Rotations

For the 2025–2026 academic year, all third-year core rotations are scheduled by the Office of Academic Affairs. Please refer to the clerkship manual for details regarding requirements within these rotations and all other curricular requirements within the third year. Any change to a student's clerkship schedule must be approved by the Assistant Dean for Clinical Education (for the Long Island campus) or the Director of Clinical Education (for the Arkansas campus).

Fourth-year requirements include the following:

1. The first block rotation of fourth year for all students on normal scheduled rotation cycles will be an independent study block. Those students who wish to opt out of that rotation must first gain approval through the Office of Academic Affairs.
2. The last block of normal scheduled rotations will consist of a required Transition to Residency course for all students.
3. Students are required to complete all assignments related to the Osteopathic Principles and Practice curriculum.
4. One (1) four-week rotation in Ambulatory Primary Care (if not completed in Year Three) with an approved physician must be in an office, clinic, or affiliated site.
5. One (1) four-week rotation in Emergency Medicine (if not completed in Year Three) which must be done at a hospital that has an emergency medicine department.
6. Seven (7) elective rotations may be done in any field including but not limited to the specialties listed below at an approved hospital, doctor's office, ambulatory site, clinic, or NYITCOM affiliate site.
    - One (1) four-week elective may be used as an abroad rotation. This must be approved by the Director of the Center for Global Health.

    - One (1) four-week elective may be used as research rotations. Please contact the Office of Research for information about the application process and requirements for completion of the research rotation(s). If an additional four-week research elective is requested then it must be approved by both the Office of Academic Affairs and the Office of Research.
7. The normal schedule of rotations permits two (2) four-week periods for academic pause.
8. Pairs of two week rotations: A maximum of two pairs of two-week rotations (8 weeks in total), are permitted to complete two of the seven elective requirements, provided that this meets the following requirements:
    - Each pair must be done consecutively, but not necessarily at the same site.
    - Each pair must be in a related field of medicine.
    - Upon completing one pair of two-week rotations (four weeks in total), students will receive a final grade that reflects an average of the two overall scores.
    - If students do not have a pair of two-week rotations (four weeks in total) confirmed 30 days in advance of the next rotation start date, they will be required to withdraw from the scheduled two-week rotation or use that time as their "Pause." If a pause is not available, their graduation may be delayed.

One Credit, Three Credit, and Five Credit Rotations

There are opportunities for students to complete clerkships that are not the traditional four weeks in length. With the approval of the Assistant Dean for Clinical Education (Long Island Campus) or the Director of Clinical Education (Arkansas Campus), students will be able to complete one-week, three-week, and/or five-week clerkships. Students must consult with the Office of Clinical Education if they are interested in pursuing these rotations. All students must complete a minimum of 40 credits in fourth year.

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

Types of Scheduling

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

1. **Affiliated Sites/Hospitals:** Depending on the site, scheduling may be done by the student or by NYITCOM.
    - Student Scheduled: Please refer to the Fourth Year Clerkship Manual for further details related to the process of requesting a rotation. The student will be required to obtain and send any required supporting documents to the rotation site, including the Letter of Good Standing which will also be posted on Canvas. Once NYITCOM receives a completed *Rotation Confirmation Form* from the student, the rotation is confirmed. The student must verify all rotation

requirements with the rotation site. Students may change their schedule provided that they adhere to the 30-day cancellation policy.
    - NYITCOM scheduled affiliated sites: Please see the list of NYITCOM scheduled affiliated sites listed in Canvas.
2. **Outside Preceptor Rotations:** The student may choose to complete a rotation with a doctor's office to satisfy an elective rotation requirement and/or the Ambulatory Care rotation: In order to complete an outside rotation with a doctor's office for elective credit, first confirm the doctor's availability for the entire four-week period. Once the doctor accepts the student, the student will send a Letter of Good Standing (found on Canvas) to the doctor's office. Once the doctor's office has received both the signed Letter of Good Standing and a *Rotation Confirmation Form* (found on Canvas), the doctor signs off on the rotation confirmation and returns the form to NYITCOM, Office of Clinical Education. Once the signed *Rotation Confirmation Form* is received, the rotation is confirmed. Students may change their schedule provided that they adhere to the 30-day cancellation policy.
3. **Outside Rotations:** Non-Affiliated Non-VSLO (Visiting Student Learning Opportunities Program): Students may choose to complete a rotation with a non-affiliated hospital that is not a part of the VSLO system in order to satisfy one or more elective rotation requirements or the Emergency Medicine requirement. Students will apply directly with the hospital of choice. The student should start by contacting the hospital to make sure there is availability. If there is, the student would submit the needed documents including the Letter of Good Standing, malpractice insurance certificate, and any required hospital application. Please refer to the Fourth Year Clerkship Manual for further details related to the process of requesting a rotation. Upon confirmation of a specific non-VSLO rotation, students MUST contact the Office of Clinical Education of the schedule update. Students may change their schedule provided that they adhere to the 30-day cancellation policy.
    - Please note that hospitals may require the school to complete portions of the application. If this is the case, please send the application, along with specific instructions to the Office of Clinical Education. Please allow at least ten business days for processing of the forms.
    - Additionally, NYITCOM must have a contractual agreement with the outside hospital. If contracting is needed, please have the facility contact the Office of Clinical Education. Contract completion will require at least 30 days and up to 90 days to complete.
4. **VSLO (Visiting Student Learning Opportunities Program) Applications:** Students may choose to complete a rotation with a VSLO hospital to satisfy one or more elective rotation requirements and/or the Emergency Medicine requirement. To apply to a hospital that uses VSLO, the student must first upload all required documents to the VSLO system. Students are responsible for submitting all their certifications for verifications. If students update a particular document, they must notify NYITCOM as the school is unable to track this. Upon confirmation of a specific VSLO rotation, students MUST contact the Office of Clinical Education to notify NYITCOM of the schedule update. Students may change their schedule provided that they adhere to the 30-day cancellation policy.

- Please see the VSLO Handout on Canvas and the VSLO instructional information for specific required documents. NYITCOM will verify student status and upload documents, once a student submits their first VSLO application. NYITCOM will not release an application in an already scheduled/accepted rotation slot.

Scheduling Responsibility

It is the student's responsibility to:

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

Note:

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

Schedule Changes

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

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

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

Should a physician or teaching facility become unable to honor the teaching commitment for either an entire scheduled rotation or a few days during the course of a rotation, the rotation may be changed or the student may be reassigned for the affected days at the discretion of the the Assistant Dean of Clinical Education (Long Island campus) or the Director of Clinical

Education (Arkansas campus). Barring the availability of these alternatives, the student may have to take time off.

Clinical Education Responsibilities

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

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

Osteopathic Manipulative Medicine

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

Educational Accountability

Students encountering a problem during a clinical clerkship at a hospital or clinical site should immediately contact their direct supervisor and then follow up with the NYITCOM Office of Clinical Education. The appropriate NYITCOM institutional official may directly intervene or suggest appropriate hospital-based authorities to resolve the problem, as needed.

Evaluation

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

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

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

Student Performance Evaluation Forms

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

Only one official evaluation form should be completed by the designated clerkship preceptor or attending physician. If multiple individuals (attending physician, residents, interns,) were involved in the teaching/learning experience, the designated preceptor must complete and submit a "composite" evaluation that considers input from all contributing instructors. The completed form, with composite grade and comments should be sent to NYITCOM. This may be done by submission through E*VALUE, fax or email. An official composite form completed by an intern or resident is not an acceptable substitute for the designated preceptor's evaluation.

The student must receive an overall passing score (a score of 2 or greater on the *Student Performance Evaluation* form) from the preceptor in order to receive academic credit for the rotation, and meet all clinical clerkship attendance requirements.

Third-Year Rotation Exams

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

Post rotation exams are required for the following assigned rotations:

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

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

* Recommended, but not required at the Long Island site

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

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

Other Evaluation/Feedback Methods

Hospital Visits by Academic Affairs

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

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

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

Miscellaneous Clinical Education Policies

Meals, Parking, Tolls, Fees

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

Student Health

To comply with state and local requirements, the college requires each student to provide proof of physical examination, including updated immunizations and QuantiFERON Gold test or PPD, prior to commencing clinical clerkships. **Some hospitals require additional blood and/or urine tests**, that may include drug screening. All students will be offered the opportunity by the college (free of charge) to be vaccinated with a Hepatitis-B vaccine. Students who refuse the vaccine will be asked to sign a declination form.

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

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

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

Adverse Clinical Incidents

It is the responsibility of the student to report all needle sticks or exposures immediately, but no later than 24 hours after the incident, to the Hospital Infection Control Coordinator or employee assistance program. All laboratory tests should be performed immediately after the incident at the hospital site. The hospital is entitled to reimbursement from students and/or their health insurance. Ongoing diagnostic follow-up will likewise be required. If indicated, ongoing treatment may also be necessary.

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

All Adverse Clinical Incidents including, but not limited to needle sticks that occur at any rotation site must be reported to the Office of Clinical Education to Feona Elliott at felliott@nyit.edu for the Long Island campus or Ben Woodruff at ben.woodruff@nyit.edu for the Arkansas campus, and New York Tech's Director of Risk Management Cheryl Monticciolo at cheryl.monticciolo@nyit.edu. Both the completed NYITCOM *Adverse Incident* form and a copy of reports filed at the hospital or site on the day of the incident must be submitted within 24 hours.

Malpractice Insurance

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

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

Grade Appeal Proceedings for the D.O. Program

Filing of Course Grade Appeal

a. Initial Appeal

1. Any student who feels their assigned grade for a NYITCOM course is incorrect or undeserved is encouraged to discuss the concern personally with the course or clerkship director or clinical preceptor, as applicable.
2. Reasons for questioning a course grade assignment are limited to evidence of the following:
    - inconsistent application of published requirements for achieving a passing grade
    - arbitrary or capricious assignment of the course grade
3. The student may submit a written course grade appeal identifying and explaining the reason for requesting a review of their grade to their respective Assistant/Associate Dean for Academic Affairs within two (2) business days of the post of a score or course grade.
4. Within three (3) business days of the receipt of the appeal letter, the appropriate dean or their designee will meet with the student to examine the course grade appeal.

b. Investigation and Deliberation

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

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

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

c. Final Appeal

1. If the student is dissatisfied with the decision of the designated academic official, the student may request a review of the decision by delivering a written request to the appropriate site dean no later than two (2) business days from the date of the decision letter.
2. Upon receipt of the written request for review, the appropriate site's dean will request a summary from the academic office.
3. The appropriate site's dean may request the student to attend a session to discuss the decision.
4. The appropriate site's dean shall make one of the following determinations in regard to the appeal:
    - Affirm the decision of the designated dean
    - Overturn the decision of the designated dean and provide a new resolution

d. Decision

The site's dean shall deliver the decision in writing to the student as well as the academic office, within five (5) business days of the receipt of the written appeal request.

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

Unsatisfactory Academic Performance in Foundations of Osteopathic Medicine Course

A student who does not initially pass the Osteopathic Medical Knowledge (OMK) component of the Foundations of Osteopathic Medicine course, including students who have previously completed the Biomedical Sciences, M.S. degree at NYITCOM, will automatically be assigned the grade of F (Fail), be placed on Academic Warning (see Academic Warning Status below) and not proceed into the following spring coursework but instead will be enrolled in an enrichment course. Upon successful completion of the enrichment course, the student will be offered the opportunity to retake the Foundations of Osteopathic Medicine course the following year while on Academic Warning. If a student does not successfully complete the enrichment course, the student will be placed on a Student Progress Committee hold (SPC Hold) pending a

petition to the Student Progress Committee (SPC) requesting to repeat the first year. If the student is permitted to repeat the year following the failure of the enrichment course, they would repeat the entire academic year on Academic Probation. Students who repeat the first year following the enrichment coursework are ineligible to hold or run for student leadership roles to support academic success. The SPC will make the final determination of whether the student will be permitted to repeat the year. Any student who chooses not to petition to repeat the year or whom the SPC does not permit to repeat the year will be dismissed from the college.

If a student passes the OMK component of the Foundations of Osteopathic Medicine course, but does not pass any other portion of the course, the student will be assigned the grade of U (Unsatisfactory) and will be scheduled for a meeting with the SPC to review the student's record and develop an appropriate academic plan so the student may continue in the academic program on academic warning. These students will be notified in writing of the status by the Office of Academic Affairs at NYIT College of Osteopathic Medicine.

For those students who are repeating Foundations of Osteopathic Medicine during the 2025–2026 academic year:

Any student who is repeating the Foundations of Osteopathic Medicine course during the 2025–2026 academic year must successfully complete all portions of the course. A student who is repeating the Foundations of Osteopathic Medicine course and is not successful at any portion of the course will receive a grade of F (Fail). These students are not eligible for remediation and would be subject to dismissal from the college.

Unsatisfactory Academic Performance in either Principles and Practice of Osteopathic Medicine I or Principles and Practice of Osteopathic Medicine II or Principles and Practice of Osteopathic Medicine III Course

When a student does not meet satisfactory outcomes of any component of Principles and Practice of Osteopathic Medicine I or Principles and Practice of Osteopathic Medicine II or Principles and Practice of Osteopathic Medicine III course then the student will be assigned the grade of U (Unsatisfactory). The student will be scheduled for a meeting with the SPC to review the student's record and develop an appropriate academic plan so the student may continue in the academic program on academic warning. These students will be notified in writing of the status by the Office of Academic Affairs at NYIT College of Osteopathic Medicine.

Unsatisfactory Academic Performance in a Single Clerkship in a Clinical Academic Year

When a student does not meet satisfactory outcomes during any clerkship then the student will be assigned the grade of U (unsatisfactory). The student will be scheduled for a meeting with the SPC to review the student's record and develop an appropriate academic plan so the student may continue in the academic program on academic warning and remediate the

unsatisfactory clerkship. These students will be notified in writing of the status by the Office of Academic Affairs at NYIT College of Osteopathic Medicine.

Note 1: If a student is unable to complete a clerkship due to an unanticipated personal or family emergency, a grade of W (Withdrawal) will be assigned, and if approved by the Office of Academic Affairs, the student will later be reassigned to another clerkship.

Note 2: If a hospital or clinical clerkship site dismisses a student amid a clerkship, a grade of F (Fail) will automatically be assigned, and the student will be referred to the SPC.

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

Pre-Clinical Courses:

If a student is unsuccessful in passing two preclinical courses in an academic year, the student will receive the grade of F (Fail) in both courses and will be informed by the Office of Academic Affairs. The student has the right to petition the SPC to repeat the year on Academic Probation or the student may be dismissed by the SPC (see Academic Dismissal Status below) effective from the date of the letter, with the right to appeal to the Dean of NYITCOM. Any student who appeals to the Dean of NYITCOM must first meet with the SPC.

Note 1: A student approved to repeat an academic year will be charged 50 percent of the regular tuition charges for any billing period for which the student had already paid 100 percent in the prior year. The student will pay full fees in the repeat year.

Note 2: A student will not be permitted to repeat more than one year during their total enrollment at NYIT College of Osteopathic Medicine.

Clinical Courses:

If a student fails two clerkships in a clinical academic year, the student will be informed by the Office of Academic Affairs of their referral to the SPC. During their meeting with the SPC, the student may petition to repeat the year on academic probation (see Academic Probation Status below) or the student may be dismissed (see Academic Dismissal Status below) effective from the date of the letter from the Dean of NYITCOM.

Note 1: A clinical student will be placed on a Student Progress Committee (SPC) Hold, pending the student’s application to repeat in the following academic year.

Note 2: A student approved to repeat an academic year will be charged 50 percent of the regular tuition charges for any billing period for which the student had already paid 100 percent in the prior year. The student will pay full fees in the repeat year.

Note 3: A student will not be permitted to repeat more than one year during their total enrollment at NYIT College of Osteopathic Medicine.

Remediation Policy

A student who is assigned the grade of U (Unsatisfactory) in a course or clerkship may be approved to remediate it in the scheduled remediation period.

A student may remediate only one course or clerkship per academic year. In such cases, the student will be placed on academic warning status. A grade of U (Unsatisfactory) will be recorded on the official transcript until the course or clerkship is successfully remediated, at which time the grade will be changed to P (Pass). If unsuccessful in remediating the course or clerkship, the student will be assigned the grade of F (Fail) and be referred to the SPC to petition to repeat the year on academic probation. If a student does not petition to repeat the year on academic probation or the SPC denies the petition, they will be dismissed as of the date on the letter from the SPC with the right to appeal to the Dean of NYITCOM.

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

Note: Please see COMAT Policy for information pertaining to course grades as they relate to unsatisfactory performance on COMAT examinations.

Academic Warning Status

A student who is allowed to continue and remediate must, within one week of being placed on academic warning, contact the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist regarding their academic warning status to establish an individualized enrichment plan. This plan may include attending tutorials as scheduled and, in certain cases, meeting with a health professional as suggested by the college. A second-year student on academic warning may not take COMLEX-USA Level 1 until they have successfully completed the remediation. Failure to meet with the Academic Enrichment Specialist or comply with the enrichment plan may result in the student being dismissed.

In addition, a student placed on academic warning status may not:

- Participate in any off-campus conferences, workshops or trips
- Run for or hold an officer's position in any national or local college related organization
- Be elected to an honorary organization
- Participate in research activities based on campus

If a student who qualifies for a leave of absence is on academic warning status at the time of the leave of absence, upon return to NYIT College of Osteopathic Medicine, the student will continue on the academic warning status.

In addition to the Office of Academic Affairs, the SPC may place or remove an Academic Warning status on a student.

Academic Probation Status

If a student is approved to repeat an academic year as a member of the following year's class, the student will be placed on academic probation. Within the first week of beginning the repeated academic year, a student who has been placed on academic probation is required to meet with the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to arrange an academic enrichment plan. This plan may include attending tutorials as scheduled and, in certain cases, meeting with a health professional as suggested by the college.

After the student successfully completes all courses or clerkships during the probation status year, the student's probation status will be removed.

In addition, during the probation period, the student may not:

- Participate in any off-campus conferences, workshops or trips
- Run for or hold an officer's position in any national or local college related organization
- Be elected to an honorary organization
- Participate in research activities based on campus

If the student does not successfully complete all courses or clerkships, the student will receive a grade of F (Fail) in the course/clerkship which will result in immediate dismissal from the college.

Exception: Academic probation status does not apply to students who, during the 2025–2026 academic year, fail the Foundations of Osteopathic Medicine course for the first time and fail the Foundations of Osteopathic Enrichment course. Please see *Unsatisfactory Academic Performance in Foundations of Osteopathic Medicine Course* above.

Note: Please see COMAT Policy for information pertaining to COMAT exam failures.

Academic Dismissal Status

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

A dismissed student is not eligible for reinstatement or readmission.

Promotion and Graduation Requirements

Promotion Requirements for the D.O. Program

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

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

Requirements For Graduation for the D.O. Program

NYIT College of Osteopathic Medicine's official graduation dates are traditionally in May and on June 30, July 31, September 30, and December 31, with the commencement and hooding ceremonies taking place in May. Students graduating in May, June, July, September, and December are required to participate in the commencement and hooding ceremonies. The Student Progress Committee will serve as the faculty/administrative board charged with recommending students for graduation.

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

1. Be at least twenty-one years of age
2. Have exhibited professional conduct and excellent moral and ethical behavior
3. Have satisfactorily passed prescribed examinations
4. Have satisfactorily completed the program of study required by the degree
5. Have been in residence at an AOA or LCME accredited college of medicine, the last two years of which must have been at NYIT College of Osteopathic Medicine
6. Have passed the COMLEX-USA, Level 1 and COMLEX-USA, Level 2 CE of the National Board of Osteopathic Medical Examiners. Please note: COMLEX-USA, Level 2 CE scores must be received by NYIT College of Osteopathic Medicine prior to the graduation date

7. Have attended the NYIT College of Osteopathic Medicine Hooding Ceremony which includes the administration of the Osteopathic Oath and hooding with the osteopathic medical doctorate hood
8. Have satisfactorily met all financial obligations to the college

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

Licensing Examinations – Performance in a COMLEX-USA Examination

A. COMLEX Requirements

Students must achieve a passing score on COMLEX-USA Level 1 and COMLEX-USA Level 2 CE in order to graduate, as mandated by the AOA's Commission on Osteopathic College Accreditation.

The examination dates must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the student's scheduled graduation date.

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

The National Board of Osteopathic Medical Examiners (NBOME) is an independent, nongovernmental, not-for-profit organization tasked with providing examinations that assess competencies for osteopathic medicine for medical licensure. NYITCOM expects that each student will review NBOME's Bulletin of Information for policies related to the COMLEX-USA series of assessments which can be found at nbome.org.

B. COMLEX – Level 1 Policy

Students will complete a series of assessments to determine readiness for COMLEX-USA Level 1 prior to taking the exam. These assessments may include COMSAE exams, COMBANK practice tests, FBS COMAT exam, and any other assessments determined by NYITCOM academic leadership. Readiness determination is made through the Academic Retention Committee made up of members of the Office of Academic Affairs, including Academic Enrichment Specialists, and the Office of Student Affairs utilizing outcomes data to stratify risk and improve first time pass rates on the examination.

It is expected that most students will complete COMLEX-USA Level 1 prior to the start of the third year Introduction to Clinical Medicine Course.

Students who do not demonstrate readiness for the COMLEX-USA Level 1 prior to the start of third-year clinical rotations will meet with the Office of Academic Affairs to determine their plan for the exam. These plans will be individualized based upon assessment performance, course performance over the first two pre-clinical years, and personal circumstances.

Students who fail COMLEX-USA Level 1 must schedule a meeting within ten business days with the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to develop a plan for retaking the exam. Students shall be required to present their plan to the Student Progress Committee for review after a second failure of the COMLEX-USA Level 1. These plans will be individualized based upon assessment performance, course performance over the first two pre-clinical years, and personal circumstances. To prepare for the next COMLEX exam, students will be required to develop an academic study plan with the Office of Academic Affairs.

Students who do not take the COMLEX-USA Level 1 exam before the start of the Introduction to Clinical Medicine Course or have failed the examination will be placed on Academic Warning upon the start of the third year or the receipt of the failed score respectively, until a passing score on the examination is received. While on Academic Warning, students are required to develop with the Office of Academic Affairs an academic study plan. Students must obtain a passing score on COMLEX-USA Level 1 prior to starting their fourth year (see Promotion and Graduation Requirements).

C. COMLEX – Level 2 Policy

Students will be eligible to take COMLEX-USA Level 2 CE upon passing designated COMAT exams (see COMAT Policy). NYITCOM utilizes additional assessments for determination of readiness including COMSAE exams, COMBANK Practice Tests and other assessments with benchmarks utilizing outcomes data shared during the academic year.

Students who do not demonstrate readiness for the COMLEX-USA Level 2 CE will meet with the Office of Academic Affairs to determine their plan for the exam. These plans will be individualized based upon assessment performance, previous academic performance, COMAT performance, and personal circumstances. To prepare for the next COMLEX-USA exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students must have achieved a passing score on COMLEX-USA Level 2 prior to submitting a rank-order list in the NRMP application for residency (typically in February of the student's match year). Any student not able to achieve a passing score on this level of the board exam will not be certified by NYITCOM as eligible, and may not submit a rank-order list or progress in the residency match.

Students who fail COMLEX-USA Level 2 CE must schedule a meeting within ten business days with the Assistant Dean of Academic Achievement and an Academic Enrichment Specialist to develop a plan for retaking the exam. These plans will be individualized based upon assessment performance, previous academic performance, COMAT performance, and personal circumstances. To prepare for the next COMLEX-USA exam, students may be required to enroll in a Directed Studies course or take a Leave of Absence.

Students who fail the COMLEX-USA Level 2 CE exam will be placed on Academic Warning until a passing score on the examination is received and are required to develop with the Office of Academic Affairs an academic study plan.

C. COMLEX – Level 3 Policy

Temporary Alternate Pathway for COMLEX-USA Level 3 Attestation

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

View the NBOME Guidelines for Temporary Alternate Pathway for COMLEX-USA Level 3 Attestation.

COMAT Policy

Successful Performance on COMAT Exams

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

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

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

        - Obstetrics/Gynecology
        - Pediatrics
        - Psychiatry
        - Surgery
        - *Note:* For those students taking the Emergency Medicine COMAT exam, passing this exam may be applied to fulfill this requirement.
4. The corresponding COMAT examination **must be taken** in order to pass the following rotation courses: Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery.
5. The OMM COMAT is offered during scheduled dates for each campus as published by clinical education, which is when most students are expected to take the examination; however, students may request to take the OMM COMAT on a different date from the Director or Dean of Clinical Education. If approved, then it may be taken on a scheduled COMAT date on which a student does not have another COMAT examination.
6. Students with COMAT exam failures may be referred to the Student Progress Committee (SPC) for review.
7. The clinical COMAT exam standard scores (with the exception of the Emergency Medicine COMAT) are one factor used in determining a student's class rating that is incorporated into the student's Medical Student Performance Evaluation (MSPE).

Academic Support for Student Retention

As part of supporting student retention and assessing the academic success of the college, student performance indicators are tracked continually as part of the assessment of the system.

Students Who Fail a Comprehensive Exam, COMAT, or Course

A student who fails a comprehensive exam, COMAT, or course is required to participate in the academic support process. As such, the student is required to contact an Academic Enrichment Specialist within three business days of scores being posted. If an Academic Enrichment Specialist is not contacted by an identified student within that time frame, the Academic Enrichment Specialist will contact the student and request a meeting. If there is no response from the student within two business days of this request, the student is subject to a charge of "Failure to Comply."

Faculty and staff involved in academic support include but are not limited to:

- Assistant Dean of Academic Achievement
- Academic Enrichment Specialists
- Associate Directors of Counseling and Wellness
- Faculty

A student's academic support includes but is not limited to:

- Referral to an Academic Enrichment Specialist for assistance with academic learning strategies
- Referral to faculty for subject areas identified as weaknesses by ExamSoft analysis or COMAT reporting
- Referral to an Associate Director of Counseling and Wellness
- Referral to the Assistant Dean of Academic Achievement
- Academic Enrichment Specialists will maintain appropriate documentation of meetings with students in academic support. Academic Enrichment Specialists, as members of the Academic Retention Committee, will inform the committee of student academic progress as it relates to student support during regularly scheduled meetings.

A student who receives an unsatisfactory grade in any course is required to meet with the Assistant Dean of Academic Achievement.

Students Repeating a Year or Failure of COMLEX-USA Examination

Students repeating a year of training or failing any level of COMLEX-USA examinations, are required to participate in the academic support process. As such, the student is required to meet with an Academic Enrichment Specialist for academic support.

Faculty and staff involved in academic support include but are not limited to:

- Assistant Dean of Academic Achievement
- Academic Enrichment Specialists
- Associate Directors of Counseling and Wellness
- Faculty

A student's academic support includes but is not limited to:

- Referral to an Academic Enrichment Specialist for assistance with academic learning strategies
- Referral to an Associate Director of Counseling and Wellness
- Referral to the Assistant Dean of Academic Achievement
- Academic Enrichment Specialists, faculty, and staff will maintain appropriate documentation of meetings with students in academic support. Academic Enrichment Specialists, as members of the Academic Retention Committee, will inform the committee of student academic progress as it relates to student support during regularly scheduled meetings.

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

- Meeting with the Assistant Dean of Academic Achievement
- Referral to an Associate Director of Counseling and Wellness
- Meeting with an Academic Enrichment Specialist for regularly scheduled meetings. The Academic Enrichment Specialist will refer students to faculty in areas of weakness as identified on COMLEX score analyses.

Students Who Have a Delay in Taking or Passing COMLEX-USA Examinations

A student who is unable to sit for COMLEX-USA Level 1 exam before entering year three will be placed on Academic Warning and are required to participate in the academic support process. As such, the student is required to meet with an Academic Enrichment Specialist for academic support.

Faculty and staff involved in academic support include but are not limited to:

- Assistant Dean of Academic Achievement
- Academic Enrichment Specialists
- Associate Directors of Counseling and Wellness
- Faculty

A student's academic support includes but is not limited to:

- Referral to an Academic Enrichment Specialist for assistance with academic learning strategies
- Participation in an academic learning plan
- Referral for Counseling and Wellness services
- Referral to the Assistant Dean of Academic Achievement
- Academic Enrichment Specialists, involved faculty, and staff will maintain appropriate documentation of meetings with students in academic support. Academic Enrichment Specialists as members of the Academic Retention Committee, will inform the committee of student academic progress as it relates to student support during regularly scheduled meetings.

Students on Academic Warning due to a COMLEX-USA examination delay who fail to meet the components of the Academic Learning Plan are subject to a charge of "Failure to Comply."

Academic Degrees

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

Pre-Doctoral Academic Medicine Scholarship

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

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

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

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

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

Through this seven-year program the student will earn two degrees: Doctor of Osteopathic Medicine (D.O.) and Doctor of Philosophy (Ph.D.) in Medical and Biological Sciences. The Ph.D.

degree will provide the student with training in the theory and practice of medical and biological research. This will include the conduct of a focused research project under the guidance of a faculty mentor.

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

Global Health Certificate

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

Utilizing New York Tech's digital prowess and participation in collaborative programs, CGH aims to expand existing NYIT College of Osteopathic Medicine and university-wide programs to innovatively create new ones. In the global health certificate, students learn to think differently about problems and solutions to be better equipped to deal with threats to our health including emerging diseases and social disparities. CGH is well positioned to be a leader in addressing emerging global health challenges through high impact inquiry, student engagement, and community outreach at home and abroad.

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

Director, Center for Global Health
NYIT College of Osteopathic Medicine
Serota Building, Room 142
516.686.3912 or 4923
cgh@nyit.edu

Biomedical Sciences, M.S.

NYITCOM offers a Master of Science in Biomedical Sciences (BMS) on both the Arkansas and Long Island campuses. The BMS program is designed to improve the candidacy of individuals interested in attending medical school. The program can be taken by any individual and used to enhance their application to any medical school. Students are required to earn 35 credits to complete the BMS program.

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

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

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

The BMS has five components:

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

foundation in the application of the scientific method. There are several research paths: wet lab, educational, health policy/population health, and clinical.

5. Seminar – Students discuss critically-current relevant research in science, medicine, or medical education. This will introduce students to scientific literature, data interpretation, and reading comprehension.

Degree Requirements

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

- Receive a passing grade in every course of the curriculum
- Successfully complete research requirements
- Display professional and ethical behavior at all times
- Be enrolled full-time
- Complete all requirements for the degree within one (1) year of beginning the program. Exceptions to this rule may only be made by the BMS leadership committee.
- There is no final comprehensive exam at the end of this program, rather each course is completed individually and utilizes multiple assessment methods to determine students' mastery of the material.

Requirements for Acceptance into NYIT College of Osteopathic Medicine

Students that successfully complete all the requirements of the Biomedical Sciences, M.S. program may apply to NYIT College of Osteopathic Medicine. Students accepted to the BMS program in Arkansas will be considered for admissions to the D.O. program on the Arkansas campus, while students in the Long Island program will be considered for admissions to the D.O. program to the Long Island campus.

Concurrent Programs

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

Contact

Interested applicants for any concurrent degree programs should contact:

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

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

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

The online M.B.A. degree program enhances the graduate's efficiency and skills as a clinician by equipping the student for the business side of medicine. The student learns to effectively manage resources, including time, money, equipment, and personnel, and becomes prepared to cope with practice management, HMOs, and the administration of academic healthcare centers, hospitals, and clinical departments. The online M.B.A. degree curricular program is contextualized for health care management and consists of nine credits of waivable program core, 21 credits of non-waivable program core, six credits of electives, and a three-credit capstone course.

Entrance Requirements

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

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

The Master of Science in Clinical Nutrition (M.S.), a 36-credit online program, provides didactic knowledge at the interface of clinical medicine and nutrition, and develops skills to utilize nutrition in the practice of preventative medicine, wellness, and total body care.

Students study preclinical medicine science integrated with courses on the molecular and cellular roles of nutrients in maintaining health and preventing disease. Coursework in nutrition assessment, medical nutrition therapy, and nutrition support enhances student ability to access nutrition resources for patients. Interactive discussions with nutrition faculty and colleagues provide students with an understanding that nutrient status can be altered by the patient's genetic profile, underlying disease processes, concurrent drug and medical therapy, and lifestyle. As students enter their clinical years, they have multiple opportunities to develop skill in recognizing nutrient alterations in individual patients and in devising nutrient interventions appropriate to each case. Under faculty guidance, students access nutrition support for patients in acute and chronic conditions, and critically evaluate the plethora of nutrition information available to patients and professionals. Upon successful completion of the M.S. program, students are eligible to apply for credentialing as physician nutrition specialists.

College of Osteopathic Medicine Students also have the opportunity to complete the Advanced Certificate in Nutrition for Healthcare Professionals. This 12-credit online program is designed specifically for physicians, nurses, physician assistants and medical students to integrate principles of nutrition in the treatment of patients. It provides critical information and skills to healthcare practitioners, allowing them to advise patients, answer their basic nutrition questions and evaluate risk factors and pathophysiology of diseases related to nutrition.

Entrance Requirements for NYITCOM Students:

An applicant, to either program, must have successfully matriculated and completed their first year at the NYIT College of Osteopathic Medicine, as well as have NYITCOM's approval to apply for the program. See the Master of Science in Clinical Nutrition (M.S.) program and the Advanced Certificate for Healthcare Providers program for additional information regarding requirements and curriculum.

Medical/Healthcare Simulation, M.S.

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

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

Professionalism

NYIT College of Osteopathic Medicine faculty, staff, leadership, and students, have adopted the following statements of professionalism to guide students throughout their medical education, future careers, and to help support the educational mission and goals of the college. Accordingly, NYITCOM faculty, staff, and leaders will pledge to model this behavior and support the students in living up to these standards.

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

Professionalism

- I acknowledge the necessity of integrity, honesty, and mutual respect in an effort to facilitate effective teamwork with my future colleagues and health professionals.
- I will conduct myself professionally in my demeanor, appearance, timeliness, use of language and communications in the presence of patients, colleagues, and peers, as well as in the classroom, on social media platforms, email, and in all health care settings.
- I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities.

- I will not use my professional position to engage in inappropriate relationships with patients or members of their families.

Respect

- I commit to creating an educational environment which fosters an atmosphere of mutual respect and trust among my fellow medical students, faculty, patients, staff, and members of the health care team.
- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.
- I will treat each body donor with the utmost reverence throughout my educational experiences.
- I have the right not to be harassed, or be subjected to financial, romantic or sexual advances from those with whom I work.
- I have the right not to be discriminated against, because of my race, color, ethnicity, sex, gender, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, creed or religion, or veteran status.

Responsibility

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

Compassion

- I will treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team.
- I will not become complacent, but rather, I will approach each patient with genuine empathy and concern.
- I will look out for fellow healthcare colleagues, students, and myself, striving to proactively recognize signs of physical and/or mental distress caused by overwork or stress, and guide those in need towards the proper resources.

Education

- I will foster a genuine recognition and appreciation of the responsibility of lifelong learning throughout my medical education and career.
- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I have the right to expect an education fitting of a future physician, understanding that I will be challenged with a rigorous medical curriculum without being treated unjustly or humiliated.
- I have the right to express my ideas, as relevant to the academic content, in the classroom, or in writing, free from political, religious, or institutional restrictions, even if these ideas are unpopular.

Honesty

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

Affirmation

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

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

American Osteopathic Association (AOA) Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

NYIT College of Osteopathic Medicine Student Code of Conduct

Introduction

The college has established policies that set minimum standards for student behavior. These standards are designed to achieve and support the educational mission and goals of NYIT College of Osteopathic Medicine, to create an environment where all students have the same opportunity to succeed academically, and to promote health and safety. Every student who accepts enrollment at NYIT College of Osteopathic Medicine thereby agrees to abide by the policies, rules, and regulations published by the college. In addition, all students are required to sign the statement of professionalism/code of conduct. The following policies, deemed the *Student Code of Conduct*, govern the conduct of all students at any NYIT College of Osteopathic Medicine campus or facility. The code is intended to preserve community standards including the pursuit of academic integrity, safety, health, and welfare of all members of the NYIT College of Osteopathic Medicine community.

Judicial Authority and Jurisdiction

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

Students will be considered for disciplinary action whenever conduct that may be in violation of the Student Code of Conduct occurs on the NYIT College of Osteopathic Medicine campus or related facilities and/or conduct adversely affects the NYIT College of Osteopathic Medicine community. For violations that do not occur on NYIT College of Osteopathic Medicine campuses or related facilities, action will be considered if NYIT College of Osteopathic Medicine officials decide that institutional interests are involved. While similar jurisdictional principles apply to allegations of gender-based misconduct, Title IX requires a specific jurisdictional assessment as set forth in the Gender-Based Misconduct and Title IX Policy, which will control in those cases.

Offenses

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

A. Academic Integrity/Honesty

Non-compliance with the Academic/Integrity/Honesty Policy and NYIT College of Osteopathic Medicine Medical Student Professionalism Affirmation.

B. Alcohol and Other Drugs

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

C. Bullying and Cyber-Bullying

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

D. Computer Misuse

Unauthorized access, alteration or degradation of a computer, or computer system or network; use of NYIT College of Osteopathic Medicine computer resources for commercial purposes or personal or financial gain, even if the user is using their own personal computer; piracy of intellectual and commercial properties; posting any message which is libelous or defamatory; posting or transmitting any message, data, image or program which is indecent, obscene or pornographic; threaten, harass, stalk, abuse or otherwise violate the legal rights of others; use profane language; sharing, discussing, disseminating, and/or furnishing all or part of the contents of the COMLEX and USMLE exams.

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

E. Discrimination or Discriminatory Harassment

- Discrimination or harassment on the basis of a legally protected class, as set forth in the Non-Discrimination and Discriminatory Harassment Policy. See Offense Section **L. Gender-Based Misconduct** below for sex-based offenses.

F. Disruptive Conduct

Behavior that:

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

G. Endangerment

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

H. Failure to Comply

Non-compliance with any New York Institute of Technology or NYIT College of Osteopathic Medicine official regulation, policy, directive, or a decision or sanction imposed.

I. Fabrication/Fraud/False Testimony

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

J. Fire and Emergency Safety

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

K. Participation in Unprofessional Acts

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

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

L. Gender-Based Misconduct

Violation(s) of the Gender-Based Misconduct and Title IX Policy that are not subject to the Title IX Procedure. All references to gender-based misconduct in this code of conduct are only to violations not subject to Title IX's jurisdiction.

M. Smoking

Violation of NYITCOM's Smoking Policy, which is described in the *NYITCOM Student Handbook*.

N. HIPAA Violations

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

O. Social Media

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

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

- Anatomy Lab Policy: Posting of pictures with bodies of donors or discussion of confidential donor information that was shared with members of the Anatomy lab group only.

- Cyber Bullying: Any involvement in the harassment, humiliation, threatening or exploitation of another individual.
- Illegally accessing or unauthorized reporting of private, confidential, or proprietary student information or test information.
- Postings including indecent language or images on any NYIT College of Osteopathic Medicine affiliated site.

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

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

P. Theft and Trespass

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

Q. Vandalism

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

R. Weapons, Firearms, Explosives

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

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

Reporting Violations of the Student Code of Conduct

Students, faculty, and staff share in the responsibility for upholding the Student Code of Conduct. Every member of the NYIT College of Osteopathic Medicine community (whether directly involved or a third party who has seen or received information) is expected to report alleged violations of the code to the Office of Student Administration. Reports on student conduct can be made using the appropriate reporting form. The timeliness of the report will be evaluated by the Associate Dean of Student Administration in determining whether NYIT College of Osteopathic Medicine has appropriate jurisdiction.

Non-Retaliation Policy: No member of the NYITCOM community will be penalized or retaliated against in any way for participation in code of conduct process.

Review Process for Violations of the Student Code of Conduct

Any member of the college community may report a possible violation to the Associate Dean of Student Administration by setting forth specific allegations that a student is in violation of any standard of this code. The Associate Dean of Student Administration joined by the Assistant Dean of Student Administration, or the designee(s), will commence a preliminary investigation into the allegations within five (5) business days, or as soon as reasonably possible after receiving the report.

The format and substance of the preliminary investigation will be determined by the Associate Dean of Student Administration, taking into account the identity of the source, the severity of the allegations, and the amount of additional information needed. It may include meeting with the complainant or reporting party, reviewing available evidence, and meeting with witnesses and/or the accused student.

If the preliminary investigation results in a determination by the Associate Dean of Student Administration that charges are appropriate and proper jurisdiction exists, the accused student (and complainant, if applicable) will be notified of the charges. Written notification of charges will occur within five (5) business days of the conclusion of the preliminary investigation, or as soon as reasonably possible thereafter; however, where allegations involve gender-based misconduct—either in whole or in part—the *Formal Investigation Procedure* in Appendix A will apply.

Information Meeting

After the appropriate investigation process has been completed, if charges are warranted, a written notice of charges will be sent to the accused student (and complainant, if applicable). That notice will include an opportunity to attend an information meeting (except in cases involving interim suspension) as described below.

Either in writing prior to, or during the information meeting, the student will be provided with:

- Details of the allegations and of the specific sections of the code alleged to be violated.
- Information related to the student's rights and responsibilities in the conduct process, including the right to accept responsibility for all charges and enter into an administrative hearing.
- An opportunity to understand all information in their student conduct file.

After the alleged student's information meeting, the student (and complainant, if applicable) have the right to send a written response to the charges within two (2) business days of the information meeting.

At the conclusion of the information meeting and any responses by either party, the Associate Dean of Student Administration will determine if a formal hearing is required.

Students with disabilities requiring accommodations in the conduct process should notify the Associate Dean of Student Administration (or designee), in writing, as soon as possible in the conduct process to ensure timely implementation of accommodations.

Judicial Bodies and Forums

A. Administrative Hearings

The administrative hearing will be conducted by the Associate Dean of Student Administration. Also present will be the Assistant Dean of Student Administration/Student Affairs at either

campus location. Administrative hearings or summary resolutions are for the students electing to accept responsibility for the alleged violation and where the alleged violation is deemed appropriate for such a hearing. Written decisions will serve as the official records of administrative hearings and are not subject to appeal. Decisions will be sent to the student accepting responsibility for the violation, and to the complainant where applicable, within ten (10) business days from the conclusion of the administrative hearing.

B. Professionalism and Ethics Review Board

The Professionalism and Ethics Review Board is the judicial body that conducts formal hearings. The Professionalism and Ethics Review Board is made up of faculty members and administrators from both the New York and Arkansas campuses.

Judicial Hearings (Formal)

The burden of proof used in all conduct cases under this code 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 this Code of Conduct. The burden of proof rests with the institution throughout the process. The charged student is presumed to be not in violation, and their responsibility must be established to the satisfaction of the Professionalism and Ethics Review Board by a preponderance of the evidence.

A. Hearing Notification

Students who request a formal hearing, or where one is required by the chair, will be afforded reasonable written notice at least five (5) business days prior to the hearing. The student may waive this right and request a hearing sooner, which will be subject to Professionalism and Ethics Review Board availability. Written notice shall include:

1. A statement of the time, place, and nature of the hearing, including a description of whether the hearing will be conducted at NYIT College of Osteopathic Medicine with the parties physically present, or remotely.
    - If being conducted remotely, the notice will describe the technology/platform being used, which will ensure that the Professionalism and Ethics Review Board and parties are able to simultaneously see and hear a party or witness while they are speaking.
    - Parties may request an in-person or remote hearing format, but it is ultimately within the discretion of the chair.

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, including a list of the specific sections of the code that will be adjudicated and the potential sanctions that may result.
4. Information regarding hearing procedures and logistics, including the presence of other parties and/or witnesses at the hearing.
5. A statement that if the student fails to appear or provide adequate written notice prior to the scheduled hearing, the hearing may be held in the student's absence.
6. A statement that no student will be found responsible for a violation of the code solely because the student failed to appear before a Professionalism and Ethics Review Board, and that the decision of the Board will be determined based on all the documentation and testimony presented at the time of the hearing.

A student may request a hearing to be rescheduled once if proper notice is given, at least two (2) 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 chair and under extraordinary circumstances.

B. Scope of Inquiry

A student's previous student conduct record from NYIT College of Osteopathic Medicine and any other past misconduct presented will only be considered at the discretion of the chair when deemed related to the present allegation, such as when a pattern of misconduct is alleged. However, after a student is found responsible for a violation of the code, any academic or previous disciplinary record may be considered when determining the appropriate sanction(s).

C. Disciplinary Consolidations

The Associate Dean for Student Administration will make determinations regarding consolidation of hearings where multiple respondents are involved in alleged violation(s).

If an incident results in multiple charges, any of which are subject to the university's Title IX Procedure, then all charges from the same incident/series of incidents, regardless of their nature, will be processed together through the Title IX Procedure.

D. Formal Hearings: Role of the Chair

The role of the chair when presiding over a formal hearing will be to:

1. Advise the student of their rights under this Code of Conduct.
2. If an advisor is present, review the advisor's role and limitations during the hearing as outlined in this code.

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 there are no conflicts of interest between any of the hearing panel members and the student parties. In the case of gender-based misconduct allegations, the Title IX Coordinator will be involved in this assessment.
5. Ensure that all questioning of witnesses is done in an orderly and respectful fashion. The chair reserves the right to determine the method for delivery of questions posed by the parties.
6. Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation, or harassment. The chair, at their discretion, may remove anyone who refuses to be orderly.
7. Administer an appropriate oath of truthful testimony to the parties and to all witnesses.

E. Formal Hearings: Role of Advisors

1. While parties are allowed to have an advisor of their choosing accompany them to a hearing, NYIT College of Osteopathic Medicine does not provide advisors to parties and cannot guarantee equal advisor rights if one party elects to utilize an attorney as their advisor. Parties are generally not permitted to have more than one advisor; however, exceptions may be made on a case-by-case basis. If the option to have an additional advisor is made available to one party, it will be made available to the other.
    - Gender-based misconduct allegations and others of a serious nature (as determined by the Associate Dean for Student Administration or designee), entitle the parties to an advisor upon receipt of notice of an investigation as described above.
2. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so. The parties are expected to ask and respond to questions on their own behalf throughout the process. Although the advisor generally may not speak on behalf of their advisee, the advisor may consult with their advisee. For longer or more involved discussions, the parties and their advisors should ask for breaks to allow for private consultation, which should not occur excessively.
3. Advisors should not be witnesses due to the potential conflict, which may impact the weight given to their testimony by the Professionalism and Ethics Review Board.
4. Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence. Advisors are expected to maintain the confidentiality of the records shared with them and may be required to confirm this in writing.
5. Any advisor who oversteps their role as defined above, who shares information or evidence in a manner inconsistent with institutional policy, or who refuses to comply with chair directives, will be warned. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the meeting/interview may be ended, or other appropriate measures implemented, including NYIT College of Osteopathic Medicine requiring the party to use a different advisor.

F. Formal Hearings: Role of Witnesses

1. Witnesses may participate in-person or via video technology that allows the Professionalism and Ethics Review Board and the parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an advisor without express permission of the chair, which will only be permitted in exceptional circumstances.
2. The chair will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.
3. If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the chair may reschedule the hearing.
4. In exceptional circumstances only, the chair may determine that a witness may testify outside the presence of the charged student (or the written statement may be redacted prior to being provided 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 chair 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. This opportunity is rarely available to a complainant, as their identity is often vital to a charged student's ability to respond to the charge(s). The chair is responsible for the final decision regarding the disclosure and appearance of complainants and witnesses.
5. When written statements are relied upon, they should be signed or witnessed by an NYIT College of Osteopathic Medicine or other NYITCOM official (a statement sent from an official New York Tech email account may serve as a proxy signature).
6. Prior to the hearing, the chair will work with the parties to finalize a witness list. The chair, only with the agreement of all parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the investigator, and their presence is not essential to assess their credibility.
7. The chair reserves the right to determine the relevance of the questions and the method for delivery of questions to the witnesses at the hearing.
8. In cases where an investigation was conducted, witnesses scheduled to participate in the hearing must have been first interviewed by the investigator(s). The student conduct officer may allow exceptions in limited circumstances, upon good cause shown.

G. Formal Hearings: Testimony and Questioning

1. The chair will facilitate questioning of the parties and witnesses by the Professionalism and Ethics Review Board and by the parties. The chair will determine the method by which the parties will submit their questions for their review and posing. Questions that the parties wish to have posed can be questions for that party themselves, another party, or witnesses.

2. The chair maintains final discretion in questioning and will limit or disallow questions they deem irrelevant and/or inappropriate.
3. Any party or student witness may choose not to offer evidence and/or answer questions at the hearing. Choosing not to provide information does not constitute an admission of responsibility. However, absent a full statement, the Professionalism and Ethics Review Board may lend more weight to written documents and statements of witnesses. The Board may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer any or all questions. This protection from self-incrimination does not extend to student organizations.

H. Formal Hearings: Evidentiary Considerations

1. The investigator, where applicable, and the Professionalism and Ethics Review Board will only consider evidence that is deemed relevant. Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of this code of conduct.
2. Unrelated, past behavior of parties will not be considered in making determinations of responsibility. For allegations of gender-based misconduct, this includes parties' prior sexual history with non-parties and parties' mental health diagnosis and/or treatment.
3. Where an investigation is warranted, the parties are expected to provide all evidence during the investigation. Existing evidence offered after that time may only be allowed in limited circumstances, upon good cause shown.
4. The Professionalism and Ethics Review Board will be provided all relevant but not impermissible evidence (including an investigation report where applicable), including the names of all parties, witnesses, and advisors, at least five (5) business days in advance of the hearing. The parties will be provided with electronic copies of all the materials provided to the conduct body as part of the hearing notice, unless those materials have already been provided.

I. Hearing Procedures

All formal hearings are private and closed to the public. Formal hearings are recorded by NYIT College of Osteopathic Medicine only via audio or video recording, and the recording will act as the official record of the hearing. The hearing will follow the order set forth below:

1. Presentation of the incident and the sections of the code alleged to be violated by the chair.
2. Brief review and affirmation of student rights and responsibilities by the chair.
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: first by the hearing body, and then by the other party, where appropriate and in the format determined by the student conduct officer.
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 (or chair), followed by questioning of those witnesses by the hearing body (which may include questions posed by the parties, if relevant and appropriate). Witnesses are then dismissed.
8. Follow-up questions to the charged student.
9. For gender-based misconduct cases and other cases involving a complainant, Steps 3–7 are repeated for complainant and complainant's witnesses. That is, when a complainant is participating in a formal hearing, they have the same procedural rights as the charged student to make an opening statement, present evidence and witnesses, submit questions to, and respond to questions from, the hearing body and charged student, and provide a closing statement. The chair will determine which portions of the hearing the complainant is entitled to attend to ensure equal access.
10. Closing statement by each of the parties, where applicable.
11. Meeting adjournment. The chair has the right to make the appropriate revisions to the hearing procedure so long as the student's rights are upheld and maintained.

J. Formal Hearings: Deliberations

1. Deliberations are closed, except for members of the student conduct hearing body, and are not audio or video recorded.
2. Responsibility is determined by a majority vote of the student conduct panel members. The vote and final decision of the student conduct hearing panel, including the determination of responsibility and sanctions, if appropriate, are recorded in writing.
3. Each party may submit an impact and/or mitigation statement to the hearing panel which will be reviewed and considered only once a determination has been made that this Code of Conduct was violated. The statements may be considered by the panel in determining appropriate sanctions.

K. Findings

In formal hearings, within fifteen (15) business days after the conclusion of deliberations, the hearing body will provide to the parties the outcome, in writing, which will occur on or about the same date as the other party's notice, and will include:

1. A description of the alleged misconduct.
2. Information about the policies and procedures that NYIT College of Osteopathic Medicine used to evaluate the allegations.
3. A summary of the relevant and not otherwise impermissible evidence and findings of fact used to support its determination.

4. The determination of, and rationale for, the appropriate sanction(s).
5. The procedures and permissible bases for appealing.

The Professionalism and Ethics Review Board constitutes final institutional action on behalf of NYIT College of Osteopathic Medicine unless a written appeal from either the person filing the complaint or the person accused of the violation is submitted in accordance with the Appellate Review. A student's enrollment status shall remain unchanged pending the completion of the appeal process or timeframe to appeal (except in the case of Interim Suspension or Emergency Suspension).

Sanctions

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

1. Warning – Written notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties. This warning does not go into the student's permanent records.
2. Censure – Written reprimand for violation of specific rules with the warning that violation of any other college rule within the stated period of the censure may be cause for more severe disciplinary penalties. In addition, the student is prohibited from attending conferences, participating in research projects, running for or holding office (national or local), or being elected to any honorary organization for the period of the censure. This censure does not go into the student's permanent records.
3. Disciplinary Probation – A specified period of time during which the student has the opportunity to demonstrate the ability to be a responsible member of the NYIT College of Osteopathic Medicine community. During that time the student is required to refrain from any further violation of the rules of conduct and any other requirements intended to rehabilitate the student. Any further violation of the Student Code of Conduct places the student's status with the college in jeopardy. The student is prohibited from attending conferences, participating in research projects, running for or holding office (national or local), or being elected to any honorary organization during the probationary period. Disciplinary Probation becomes part of the student's permanent record.
4. Suspension – Suspension from academic enrollment and revocation of other privileges or activities and from the privilege to enter on the campus premises or related facilities for a period of time not to exceed two years. Criteria for return if appropriate will be specifically outlined in writing. Suspension becomes part of the student's permanent record.
5. Expulsion – Complete termination of student status and academic enrollment for an indefinite period of time. This penalty may be recommended by the Professionalism and Ethics Review Board but shall be imposed only upon approval of the New York Tech vice

president overseeing the College of Medicine. An order of expulsion shall set forth in writing the conditions that will permit readmission, if any. Expulsion becomes part of the student's permanent record.

Please note: if a referral for a mental health assessment is required, the counseling assessment conditions must be specifically outlined in the letter of determination.

Appellate Review

The individual filing the complaint or the student accused of the violation may appeal a decision of the Professionalism and Ethics Review Board by submitting a written appeal within three (3) business days of the receipt of the written decision. The written appeal should be addressed to the Dean of NYIT College of Osteopathic Medicine. The letter must include specific documentation of the grounds for the appeal.

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's conduct case but rather a review of the specified error as outlined below.

Appeal requests are limited to the following grounds:

1. To consider new evidence, unavailable during the original hearing that could impact the original finding or sanction.
2. Failure to follow the disciplinary hearing process as outlined in this code, which could have impacted the outcome.
3. The sanctions imposed were disproportionate to the violation of the code of conduct for which the student was found to be responsible.

Appellate Review Process

1. If one party appeals, the other will be notified and will be provided the opportunity to respond within three (3) business days.
2. The record of appeal will consist of and be limited to the written appeal, written decision of the Professionalism and Ethics Review Board, and any documentation relevant to the grounds for appeal.
3. For appeals not involving gender-based misconduct, the dean will review the written appeal and may in their sole discretion: (i) convene an Appellate Review Panel; (ii) meet with the relevant parties to discuss the appeal; (iii) make a determination based upon the written record only.
4. For appeals involving gender-based misconduct, the dean will convene an Appellate Review Panel who will decide the appeal. In gender-based misconduct cases, when an

appeal is received, NYITCOM will ensure each member of the appellate panel has been vetted for conflicts and trained as required by law.

5. The appellate body may affirm, modify, or reverse the decision and/or sanctions previously rendered by the Professionalism and Ethics Review Board. The appellate body may also return the case to the Board for further review and adjudication.
6. The written appellate decision and rationale will be sent to the person filing the complaint and the person being charged with the violation within ten (10) business days of the receipt of the appeal (or response by the other party, where applicable), unless notification is given that additional time is necessary for consideration of the appeal.
7. The appeal determination is the final institutional action on behalf of NYIT College of Osteopathic Medicine.

Student Conduct Records

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

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

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

Appeals seeking the removal of transcript notations of suspensions (but not expulsions) may be submitted in writing to the dean no less than one year following the conclusion of the suspension period. Removal is within the sole discretion of the dean.

Record of Disciplinary Proceedings

An audio or video recording will be made of formal hearings by NYITCOM. No unauthorized recording is allowed. If a recording malfunction occurs, the hearing body will include a summary of the testimony sufficiently detailed to permit review in case of appeal. The recording shall be maintained by the Office of Student Administration. A charged student, or complainant, where applicable, may review the recording of their hearing by scheduling an appointment with the Associate Dean of Student Administration.

Delivery of Disciplinary Notifications

The university's official mode of communication with students is through their New York Tech-issued emails and the U.S. mail. Students are expected to check their official email accounts on a regular basis, and failure to check email is not considered an excuse for failing to respond to a communication, missing deadlines, or failing to complete required documents.

Privacy and Confidentiality

All conduct proceedings and records are confidential in accordance with the Family Education Rights and Privacy Act (FERPA). New York Tech will abide by applicable laws requiring confidentiality and privacy with regard to the student conduct process.

Interim and Emergency Suspension

1. **Interim Suspension:** In situations of potential code violations where there is reasonable cause to believe a student's alleged behavior or action and/or continued presence at NYIT College of Osteopathic Medicine poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, or continuance of normal NYIT College of Osteopathic Medicine functions, the Associate Dean of Student Administration (or designee) will temporarily restrict a student from specific university facilities including, but not limited to, buildings, classrooms, and clinical sites, or temporarily suspend the student from NYITCOM 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 the university. The Associate Dean of Student Administration (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.
2. **Emergency Suspension:** In situations not necessarily involving potential code violations, but where there is reasonable cause to believe a student's alleged behavior or action and/or continued presence at NYIT College of Osteopathic Medicine poses a clear and present danger to the health, safety, or general welfare of individuals, the campus community, continuance of NYIT College of Osteopathic Medicine functions, or university property, the Associate Dean of Student Administration (or designee) will temporarily restrict a student from specific facilities including buildings, classrooms, and clinical sites, or temporarily suspend the student from NYIT College of Osteopathic Medicine for an interim period of time pending an evaluation of that student's well-being by an outside licensed practitioner and/or the Office of Student Administration. The Associate Dean of Student Administration (or designee) may require specific evaluations to take place. Outside evaluations are conducted at the expense of the student.

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

Appendix A: Formal Investigation Procedure

1. Notice of Investigations

Both parties, or solely respondent where no complainant is involved, will receive notice of the complaint and of the commencement of an investigation within five (5) business days of the initial evaluation by the Associate Dean of Student Administration or designee. This initial evaluation will typically occur within five (5) business days of receipt of a complaint.

The notice will include:

- Sufficient information available at the time to allow the parties to respond to the allegations, including the conduct alleged to constitute the violation(s) and the date(s), time(s) and location(s) of the alleged incident(s), if known
- A statement that College of Osteopathic Medicine prohibits retaliation during and after the process and that it prohibits knowingly making false statements or submitting false information during its process
- That the parties may have an advisor of their choice accompany them throughout the process
- Information about the assigned investigator and next steps in the investigation

Amendments and updates to the notice may be made as the investigation progresses.

2. Promptness of Investigations

NYITCOM will complete investigations with reasonable promptness, depending upon the complexity of the matter and the number and availability of witnesses, but generally in no more than 60 days.

If a party or witness chooses not to participate in the process or becomes unresponsive, NYITCOM reserves the right to continue it without their participation to ensure a prompt resolution. Complainants maintain their right to withdraw complaints at any time, and if withdrawn, the institution will determine whether the nature of the alleged violation(s), evidence available, and other health and safety factors warrant continuation of the conduct process or other measures.

NYITCOM may undertake a short delay in its investigation or conduct process (several days to a few weeks) if circumstances require. Such circumstances may include but are not limited to the

need for language assistance, the absence of parties and/or witnesses, and/or health conditions. The investigation and conduct process will run concurrently with any criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) business days except when law enforcement specifically requests and justifies a longer delay.

The College of Osteopathic Medicine will promptly resume its process as soon as feasible. During any unavoidable delay, NYITCOM will implement and maintain supportive measures for the parties as deemed appropriate.

3. Mechanics of Investigation

Investigations will be conducted by investigator(s) who have been vetted for impartiality and appropriate training. Investigations consist of interviewing all relevant parties and witnesses, obtaining all available, relevant evidence, and identifying sources of expert information, as necessary.

Interviews may be conducted in person, via online video platforms, or in limited circumstances, by telephone. NYITCOM will take appropriate steps to ensure the security/privacy of remote interviews.

It is within the discretion of the investigator to record interviews—if the investigator is going to record, the parties will be informed of that fact, and the recording will be done equally for all parties in an investigation. If interviews are recorded, the parties may review copies of their own interviews upon request. No audio or video recording by anyone besides the investigator is permitted during investigation meetings.

The investigator will provide written notification of the date, time, and location of each meeting, as well as the expected participants and purpose. The investigator will make good faith efforts to provide the parties with status updates throughout the course of the investigation.

The investigator will allow each party the opportunity to suggest witnesses, offer evidence, and propose questions they wish the investigator(s) to ask of another party and/or witness; however, it is within the investigator's discretion as to the appropriateness and relevance of each.

4. Completion of Investigation

Upon conclusion of the investigation, the investigator will draft a report to aid in the next steps of the conduct process. The report may vary based on the allegations, but it will generally assess and synthesize evidence, summarize the investigation and interviews, and identify witnesses for future proceedings. The report will be shared with the Associate Dean for Student Administration (or designee) who will determine in coordination with other administrators (such

as the Title IX Coordinator), whether the student should be charged with a code of conduct violation.

The parties will each receive written notice of the decision to charge (or not to charge) and of their right to an information meeting within five (5) business days of the investigation's conclusion. The investigation report will also be provided to each party upon the scheduling of their information meeting.

Technology

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

Instructional Resources

- Canvas: Serves as a repository of academic content and instructional materials. This site contains materials used in NYIT College of Osteopathic Medicine curricula. Most of the content is available to NYITCOM students for access anywhere and anytime over the web.
- Streaming Videos and Lectures (Kaltura MediaSpace): NYITCOM's MediaSpace is a web-based application ("campus tube") that allows students to view and stream classroom lecture capture videos. Annoto—a plugin for Kaltura—offers a set of interactive tools such as personal notes and chat functionality within the video player. In addition, the KMS GO app from Kaltura is optimized for viewing streaming content on mobile devices and/or tablets. For redundancy, all classroom lecture capture videos are uploaded to a dedicated Microsoft OneDrive folder for student use and available on Canvas.
- Electronic Library Resources: Available resources include Textbooks, Professional Journals, Medical One Search, and Health Sciences Databases. Additional services and assistance are available for researchers and students upon request.
- Secure Exam Software (ExamSoft): Provides computerized testing, feedback, and assessment.
- Interactive Web Forums and Discussion Boards (Canvas): Serve as academic gathering places for faculty and students to discuss academic questions.
- Smart Auditoriums and Lecture Spaces: NYITCOM teaching spaces are equipped with the latest visual and auditory technologies to enhance pedagogical methods utilizing various video conferencing, projection, Zoom, and Extron systems.

- Virtual Lecture Delivery: Zoom and other teleconferencing solutions are utilized to provide virtual learning experiences. These communication tools help students continue to learn remotely and engage with faculty members.
- Mailing Lists and Other Email Communication: Students, faculty, staff, and administrators routinely communicate through email. Students regularly receive information through mailing lists and are expected to check their NYITCOM email account daily. Only a NYITCOM email address should be used when communicating with the school.

NYIT College of Osteopathic Medicine acknowledges the dynamic advancements in technology within the medical field and the educational landscape. To keep pace with these changes, NYITCOM has introduced iPads as a primary tool for instructional purposes, enabling students to leverage the latest technology in their learning endeavors. Furthermore, the college provides students with access to a comprehensive collection of video streaming resources and a plethora of other online resources through the iPads.

As a part of its commitment to providing cutting-edge learning resources, NYIT College of Osteopathic Medicine distributes an Apple iPad (11th Gen, 10.9-inch, WiFi, 128GB) to all incoming students during orientation week. The iPads serve as an indispensable tool for medical students, who can leverage specialized apps to annotate instructional materials, and receive prompt feedback and assessment results from computerized testing, thus enabling a seamless learning experience.

Frequently Asked Questions

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

Q: Will I be able to choose my iPad model (e.g., iPad or iPad mini)?
A: No. All incoming students receive a standard iPad during orientation. This device is essential and will be used throughout your medical school journey at NYITCOM.
Q: What happens to my iPad after graduation?
A: You are welcome to keep your assigned iPad upon successful completion of your program. However, if a student withdraws or is dismissed for any reason, the iPad must be returned to NYITCOM.
Q: Are cases and keyboards provided with the iPad?
A: No. To personalize your learning experience, students are responsible for purchasing their own protective case and keyboard that best suit their needs.
Q: What software and resources will be pre-loaded on my iPad?
A: Your iPad will come with standard Apple applications (Safari, App Store, etc.). Additionally, it will be equipped with all necessary school resources, relevant apps, and convenient homepage links to key NYITCOM technology platforms.
Q: Will I receive a new iPad if technology advances during my studies?

A: No. The iPad provided to incoming students is current technology designed to support your learning for the duration of your program. The university does not replace these devices with newer models as they become available.
Q: What should I do if my iPad is damaged or lost? Will NYITCOM repair or replace it?
A: Students are responsible for the care and maintenance of their iPads. For any hardware or software issues, please contact Apple Support directly. Your iPad is covered by an AppleCare Protection Plan, which includes accidental damage coverage. Replacing a lost iPad is the student's responsibility.
Q: How often should I update the software on my iPad?
A: It's important to keep your iPad software up to date for optimal performance and security. The Academic Technology Group (ATG) will notify students if there are specific updates that should be temporarily avoided due to compatibility concerns.
Q: Is the iPad mandatory, and can I refuse or sell it? When does it become my property?
A: Yes, the iPad is an integral part of the NYITCOM curriculum and is required for various academic activities, including examinations, to support a paper-reduced campus. Therefore, students may not refuse or sell the iPad. Ownership of the iPad transfers to the student upon graduation.
Q: Will most of my exams be administered on the iPad?
A: Yes, the majority of examinations will be conducted digitally using your assigned iPad.

Members of the Incoming Class

Having a reliable laptop can be a significant asset for your studies. We recommend students have access to a laptop computer that meets the following minimum specifications for optimal performance.

Recommended Laptop Specifications

- Windows Laptops:
    - **Operating System:** Windows 11 or later
    - **Antivirus:** An approved antivirus software is required.
    - **Connectivity:** Wireless network capability (Wi-Fi 6 or newer recommended)
    - **Display:** 13-inch or 15-inch display (consider resolution of 1920x1080 (Full HD) or higher for better visual clarity)
    - **Processor:** Intel Core i5 (12th generation or newer) or equivalent AMD Ryzen processor
    - **Memory (RAM):** 16GB or more
    - **Webcam:** Integrated webcam
- Apple Laptops:
    - **Operating System:** macOS 13 (Ventura) or later
    - **Antivirus:** An approved antivirus software is required.
    - **Connectivity:** Wireless network capability (Wi-Fi 6 or newer recommended)
    - **Display:** 13-inch or 15-inch display (Retina display recommended for optimal visual quality)

- **Processor:** Apple silicon (M1 chip or later)
- **Memory (RAM):** 16GB or more
- **Webcam:** Integrated webcam

Additional technology information may be found on the Student Resources page of the NYITCOM website.

Long Island Campus Technical Support: Technical support is available to students at specified hours (generally 12–2 p.m. when classes are in session) through the Academic Technologies Group (ATG), Room 301 in Rockefeller Building. Support is also available by appointment as well, and can be provided virtually via Zoom to accommodate students while off campus. The ATG web-portal has an abundance of knowledge base articles for a variety of topics and allows students to open a ticket with the technical team. Additionally for university-related tasks and services, NYIT's Information Technology Services Helpdesk is accessible at nyit.edu/itshelp or via phone at 516.686.1188.

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

Microsoft OneDrive and Google Drive

OneDrive, an integral component of New York Tech's Microsoft O365 suite, and Google Drive are distinguished cloud-based storage and collaboration platforms that cater to the diverse needs of students at NYIT College of Osteopathic Medicine. These services offer students the opportunity to access, store, and share an extensive range of university content securely, from almost any location, facilitating a convenient and efficient mode of collaboration. Please be aware that New York Tech is moving towards using Microsoft as its primary platform for cloud storage.

Acceptable use of OneDrive and Google Drive accounts is restricted to files containing only non-sensitive data. These cloud-based storage platforms should not be used for storing confidential data, which pertains to any information that could lead to personal or institutional financial loss or contravene a statute, act, or law if accessed by unauthorized entities. Confidential data comprises a wide range of sensitive information, including but not limited to:

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

Medical Library Information

The mission of the New York Institute of Technology College of Osteopathic Medicine Libraries is to support the training and education of osteopathic physicians. By providing access to the highest quality resources, services, and expertise, the library strives to facilitate research, learning, and discovery among the NYITCOM Community. To this end, the libraries promote the tenets of osteopathic medicine and lifelong learning, recognizing the broader goals of advancing medical education and improving healthcare outcomes.

Long Island Campus Library Hours: Monday–Friday: 8 a.m. to 10 p.m.; Saturday and Sunday: 10 a.m. to 4 p.m. Library hours may be modified based upon holiday and vacation schedules.

NYITCOM-Arkansas Library Hours: Monday–Friday: 7:30 a.m. to 9 p.m.; Saturday and Sunday: 12 p.m. to 6 p.m. Library hours may be modified based upon holiday and vacation schedules. Students at NYITCOM-Arkansas will also have access to the Arkansas State University Dean B. Ellis Library.

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

Medical Libraries Policies

- NYITCOM students, faculty, and staff are entitled to full access privileges to the libraries online databases by using their NYITCOM credentials.
- A valid student ID is required to check out library materials.
- The NYITCOM Libraries do not charge overdue fines. However, students are required to consult with a librarian to replace lost or damaged items. All library materials must be returned as a criterion for promotion and graduation.
- Copiers located in the Long Island Library require the use of student IDs as copy cards. Please see a library staff member for assistance in adding funds to the cards. A copy card is not required on the Arkansas campus.
- Food and drinks are not prohibited in the libraries, but restrictions may apply.

Loan periods

- **Long Island Library:**
    - Books: Three books per subject, two weeks, one renewal
    - Laptops: Three hours
    - Power Station: Five hours
    - WiFi hotspots: One week

    - OMM Tables: As needed
    - Other loanable items: Four hours, with ID card left in library
- **Arkansas Library:**
    - Books: Two books, one week, renewable twice
    - Power Station: One week
    - WiFi Hotspots: One week
    - OMM Tables: One week
    - Other loanable items: Four hours, with ID card left in library
- Reserve materials are available at the circulation desk and may be borrowed for up to four hours.
- Reference books and journals do not circulate and may be used in-library for up to four hours. This policy pertains to anatomy models at the Arkansas Medical Library.
- Materials used within the libraries may be returned to the staff member at the circulation desk for shelving.

Campus Security

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

Long Island Campus
Michael Zaleski, Associate Director, Safety and Security
Simonson House
516.686.7789
owsecurity@nyit.edu

Here for Your Protection

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

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

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

NYITCOM-Arkansas

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

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

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

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

Arkansas State University Police Department

Physical Address:
503 Robinson St.
Jonesboro, AR 72401
Phone: 870.972.2093
Fax: 870.972.3866

Mailing Address:
P.O. Box 2767
State University, AR 72467

Emergency Telephones

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

Clery Act Report

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

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

For NYITCOM-Arkansas: please also refer to the Arkansas State University Clery Report.

What is the Campus SaVE Act?

The **Campus Sexual Violence Elimination (SaVE) Act** increases transparency on campus about incidents of sexual violence, including domestic violence, dating violence, stalking and sexual assault. The act also guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. The Campus SaVE Act amends the Clery Act, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Obama signed SaVE into law on March 7, 2013 as part of the Violence Against Women Act (VAWA) Reauthorization.

You may obtain a copy of the security report:

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

Campus Parking and Vehicle Registration

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

- Long Island Campus
- Arkansas Campus

Identification

An official identification card will be issued to each student in the form of a picture ID card. The ID card must be worn visible at all times while on campus. Students will be required to present their ID cards in order to gain entry to the study room, gym and library. In addition, the ID card is required for checking out library materials as well as gaining access to the buildings and labs after 5 p.m. Lost ID cards will be replaced at the student's expense at a cost of $10 fee per card. The replacement fee is to be paid at the NYIT Office of the Bursar in Harry Schure Hall and receipt is to be brought to the Security Office in Simonson House.

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

Video Cameras

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

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

Facilities Information

Building Accessibility

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

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

Building Hours

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

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

Long Island Campus

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

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

Serota Academic Center (NYIT College of Osteopathic Medicine III): Monday–Friday 7 a.m. to 2 a.m; Saturday (By ID card only) 9 a.m. to 2 a.m.; (By ID card only) Sunday 1 p.m. to 2 a.m.

Arkansas Campus

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

College Property

All college property must remain in its assigned location.

Student Lockers

NYITCOM-Arkansas campus lockers are available for student use in Wilson Hall. Only combination locks are to be placed on the lockers. All students are required to clean out their lockers at the end of every school year. Students are urged not to keep valuable items in lockers as the school cannot and will not be responsible for damage to and theft of personal property.

Photocopying

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

Cancellation of Class

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

Many factors are involved in determining whether the NYITCOM-Arkansas campus will be open, closed, close at an earlier time, or open at a delayed time. The NYITCOM-Arkansas campus generally follows the Arkansas State University (ASU) inclement weather policy in terms of

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

When One Campus Closes and the Other is Open

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

Smoking Policy: NYITCOM

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

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

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

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

Definitions

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

Compliance

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

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

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

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

Health Services Information

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

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

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

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

The Academic Health Care Center, Riland Building, Long Island campus, provides the following services: Family Medicine, Internal Medicine, Physical Medicine and Rehabilitation, Osteopathic Manipulative Medicine, Genetic Counseling, Physical Therapy, Occupational Therapy, Exercise Physiology, Speech Pathology, Immunology, Psychology, Radiology, Acupuncture, Neurology, Sports Medicine, Psychiatry, Psychology, Ehlers Danlos Center.

Hours:

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

Phone: 516.686.1300
Fax: 516.686.7890

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

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

Hours:

- Monday–Friday: 8 a.m. to 5 p.m.
- Wednesday Telehealth Visits: 4 to 8 p.m.

Phone: 631.348.3254
Fax: 631.348.3031

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

NYITCOM-Arkansas: The NYIT College of Osteopathic Medicine at Arkansas State University's Health Center is available to students for routine vaccinations, COVID testing and titers. For routine medical care, students are urged to identify a primary care physician in the Jonesboro, Arkansas area and/or use the Urgent Care facilities close to campus

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

Mandatory Health, Life, and Disability Insurance for Students

All NYIT College of Osteopathic Medicine students are required to maintain continuous active medical insurance sponsored by a domestic health insurance plan.

For academic year 2025–2026, NYIT College of Osteopathic Medicine medical insurance will be provided by Aetna Student Health (PPO plan). Every student is **required** to enroll in the insurance plan unless an acceptable waiver is provided in a **timely** manner.

The only acceptable reasons to waive a NYITCOM medical plan are:

1. Student is covered under a parent's employers group insurance; or
2. Student is covered under a spouse's employers group insurance; or
3. Student is covered under a partner's employers group insurance; or
4. Student is covered by Medicaid in the state of their campus (NY students must have NY Medicaid, AR students must have AR Medicaid) – Didactic students only
    - Clinical students may not waive with Medicaid* coverage (only exception is students that reside in the state of NY or AR for the entire year and provide proof of E*Value schedule)
    - Any other state Medicaid is not accepted
    - *Note on Medicaid: You cannot have active Medicaid if you are enrolled in the student plan. This is considered insurance fraud.
5. Student is covered by Military/VA
6. Student is on COBRA (must provide proof of payment monthly)
7. Student is on Medicare
8. Student is on an individually purchased, ACA-compliant domestic health insurance plan – first- and second-year students only with the following additional requirements:
    - The plan deductible must not be more than $3,000.00
    - The plan out-of-pocket maximum must not be more than $6,350.00
    - The plan must have a provider network for primary care, specialty, hospital, and diagnostics care
    - Students on rotations must have comprehensive coverage at all rotation sites

Students may not opt out of life and disability plans. Life and disability insurance will be provided by the AMA Med Plus Advantage Plan for all students. Students may not waive life, disability, and AD&D coverage.

Enrollment Information

All students must complete a beneficiary form (to ensure proper information for the insurance company and to specify your chosen beneficiary) even when not on the Aetna Student Health policy. The form can be found at HSAC.

Incoming students must have their enrollment submission and/or waiver submission on file no later than the first day of orientation. You should submit your enrollment or waiver request to HSAC.

If there is a change in insurance status for you or your dependent, (i.e. you are no longer covered by the insurance you indicated on your waiver; marriage; birth of a child; etc.), you must complete the appropriate online request to HSAC within 15 calendar days of the date of change.

A student's bursar account is charged for medical, life, and disability insurance automatically. Charges for medical insurance will be removed if a proper waiver form has been completed and filed with the Office of Student Life within the 14 calendar day period. There will be no exceptions. NYITCOM can cancel the student health insurance policy within 15 days and no premium will be collected. The insurance carrier does not issue refunds.

Waiver information will be verified several times throughout the year. A current waiver with active insurance coverage must always be on file. You do not need to submit a waiver unless your insurance coverage has changed, or you receive a new insurance card. Waiver information may be submitted online to HSAC with a copy of the front and back of your current health insurance ID card(s).

The annual waiver period is May 15–June 30 for continuing students. If an annual waiver is not approved, the student will automatically be enrolled in the NYITCOM-sponsored student medical plan.

Procedure to Enroll After the Initial Eligibility Period

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

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

Loss of Coverage

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

Virtual 24/7 Healthcare Services

NYITCOM provides its students 24/7 medical care access (via phone or video) from anywhere in the U.S. and while traveling internationally through Aetna Student Health for those enrolled in the student health insurance plan, or CVS Minute Clinic for those students who are not enrolled in student health insurance plan.

Directory Information: NYITCOM

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