

NEW YORK COLLEGE OF HEALTH PROFESSIONS

Student Handbook Academic Year 2021-2022

Effective August 30, 2021 to August 28, 2022



Main Campus

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Welcome

Welcome to the New York College of Health Professions (College). We are pleased that you have chosen to enroll in this institution and wish you success as you begin a new trimester. We want to make sure that you fully understand what is expected of you as a student and also what you can expect from the College.

This Student Handbook has been developed to provide all students with a centralized source of information about the College's policies and procedures. The course catalog, pamphlets, and other distributed materials are other important sources of information related to your attendance and responsibilities at the New York College of Health Professions. The information contained in these documents and the Student Handbook is updated as needed and is considered the College's policy. The Student Handbook and any updates are available at the office of Student Services. The New York College of Health Professions reserves the right to make changes at any time, including to programs, course descriptions, the manner and method of instruction, faculty, tuition and fees, and College policies or procedures.

Students are responsible for their own learning experiences. As part of this responsibility, you must read and understand the information contained in this Student Handbook and follow all of the policies and procedures of the College.

Failure to read the policies and procedures contained in this Student Handbook does not exempt you from the responsibility of following them, as students are required to be familiar with these materials.

The Student Handbook may serve as a useful tool while you are enrolled at the College. You may refer to it to better understand specific policies, to answer questions you may have about your grades, or to find out who to contact about specific issues.

It is our sincere hope that by having this information readily available in this Student Handbook that it will be easier for you to follow established procedures. If something is still unclear to you, feel free to ask a staff member of the office applicable to your question (e.g., Admissions, Registrar, Financial Aid; see page 9) or the office of Student Services, in order to assist you.

The College welcomes the opportunity for students to provide feedback and make suggestions. Feedback and suggestions are made by submitting an online form at <https://forms.gle/FYXZGQhiWyvG52x98>

The faculty, administrators, staff, and Board of Trustees welcome you to the New York College of Health Professions.

Mission Statement

Vision

New York College of Health Professions (College) is committed to the maintenance and enhancement of health - physical, psychological, spiritual and institutional. In the service of that commitment, the College seeks affiliations with other institutions and explores a wide variety of approaches to enhancing and maintaining wellness and quality of life.

Mission Statement

New York College of Health Professions is committed to offering quality programs in health, science and the arts. The mission has three main components.

Education: To provide students with the knowledge and skills to enable them to become expert practitioners in their fields. To provide the knowledge and skills to enhance the health, wellness and quality of life in the larger community, and to develop educational materials to achieve that same purpose.

Service: To provide clinical and pharmacological services to the community as a complement to the programs of professional education. To provide services and products to the community, that complement the programs offered by the College.

Research: To develop and implement, with outside parties, new product development in health care, wellness and quality of life products.

Academic Calendars

Fall 2021 Trimester

August 30, 2021	Tuesday	Fall Trimester Begins
Sept 6	Monday	Labor Day/Closed
Sept 7	Tuesday	Add/Drop Deadline
Oct 25	Monday	Withdrawal Deadline
Nov 1	Monday	Spring Trimester Registration Begins
Nov 13	Saturday	Spring Trimester Registration Ends
Nov 25/26	Thurs/Fri	Thanksgiving Holiday/Closed
Dec 13	Monday	Fall Trimester Ends
Dec 24/25	Fri/Sat	Christmas Holiday/Closed

Spring 2022 Trimester

January 1, 2022	Saturday	New Year's Day Holiday/Closed
Jan 3	Monday	Spring Trimester Begins
Jan 10	Monday	Add/ Drop Deadline
Jan 17	Monday	Martin Luther King Jr. Day Holiday/Closed
Feb 21	Monday	President's Day Holiday/Closed
Mar 7	Monday	Withdrawal Deadline
Mar 14	Monday	Summer Trimester Registration Begins
Mar 26	Saturday	Summer Trimester Registration Ends
Apr 18	Monday	Spring Trimester Ends

Summer 2022 Trimester

April 15, 2022	Friday	Good Friday Holiday/Closed
Apr 17	Sunday	Easter Holiday/Closed
May 2	Monday	Summer Trimester Begins
May 9	Monday	Add/Drop Deadline
May 30	Monday	Memorial Day Holiday/Closed
July 4	Monday	Independence Day Holiday/Closed
July 5	Tuesday	Withdrawal Deadline
July 11	Monday	Fall Trimester Registration Begins
July 23	Saturday	Fall Trimester Registration Ends
Aug 15	Monday	Summer Trimester Ends

Expectations

What You Can Expect from the New York College of Health Professions

- A high quality, comprehensive education
- Competent, caring and experienced instructors
- A challenging yet reasonable workload
- A balance of theoretical and practical learning
- Respect for you as an individual
- Confidentiality regarding personal information in compliance with applicable laws, rules and regulations
- An environment in which to grow personally and professionally
- Support in making decisions about academic, personal and/or career-oriented issues
- An opportunity to learn and practice a variety of healing techniques
- Preparation for a career as a holistic health care professional

What New York College of Health Professions Expects of Students

1. Preparation for starting school - As a commuter institution, reliable transportation to school and all necessary childcare requirements should be arranged before the first day of class. The first week of school starts with a full workload, which includes homework and assignments. In fact, the entire first trimester can be very busy for the new student.

Understanding and acceptance of workload - In addition to scheduled class time, students should plan to spend several hours each week on homework, practice and outside assignments. It is recommended that students spend roughly three hours per course credit each week outside of class studying.

Adequate financial support to devote major time and energy to schoolwork - Students should be aware of the full cost of participating in their program and have the financial support necessary to pay tuition and other direct expenses (including books and equipment), as well as to cover living expenses such as rent, food, transportation and childcare. If financial aid is needed, application should be made before enrollment. Financial aid is not guaranteed, and the student may be responsible for the entire cost of tuition and other expenses and fees. The schoolwork load will limit students' time and energy for additional work.

Self-care - The College's programs are demanding on many levels and require that students deal with a certain amount of stress. A commitment needs to be made to maintain optimal health and well-being. This may include such components as adequate sleep, diet, exercise and recreation; effective planning and use of time and energy; setting aside a quiet and undisturbed place for study at home; cultivating a personal support system and nurturing relationships; and seeking counseling, if needed.

Personal and academic integrity - Students must uphold high standards of personal and academic integrity. Any form of cheating or plagiarism is unacceptable and contrary to the purpose of the College and will be dealt with severely. A student found cheating on an exam or assignment or submitting plagiarized work may be given a failing grade for the course and/or, in the sole discretion of the College, may be subject to further disciplinary action, which may include dismissal. Students are expected to be honest in their communications with others, to maintain confidentiality of personal information and to treat fellow students, instructors and staff with respect.

Student Life

New York College of Health Professions is committed to developing and maintaining an optimal environment for students to work and study.

Holistic Health Options for Students

The College is committed to developing and maintaining opportunities for students to experience and benefit from holistic treatments. The College offers much in this area, not only for the purposes of wellness, but also to provide students with a working example of their future careers. Services are available below at a reduced cost to students. Students should contact the individual sites for information on pricing.

SYOSSET

Founded in 1976, the Integrative Health Center in Syosset provides professional treatments in Massage, Acupuncture and Herbal Medicine. Students are also encouraged to visit the Academic Health Care Teaching Clinics for massage and acupuncture, herbal consultations and holistic nursing. For appointments, call:

Integrative Health Center

516-364-0808, ext. 231

Academic Health Care Teaching Clinics

Graduate School of Oriental Medicine Teaching Clinic (Acupuncture/Herbal consultations) - Syosset 516-364-0808, ext. 231

Massage Therapy Teaching Clinic (Swedish and Asian Bodywork Treatments) - Syosset 516-364-0808, ext. 113

Academic Teaching Clinic (located in Bellevue Hospital) – 646-819-1916

The Herbal Dispensary

The Herbal Dispensary, located on the upper level of the Syosset campus, carries herbal remedies, homeopathic remedies and nutritional supplements for purchase by students. Pricing can be obtained by calling the Dispensary. Some of these products are dispensed only with the recommendation of a health care professional in the Integrative Health Center or the Teaching Clinics. The Dispensary can be reached at: 516-364-0808, ext. 197.

MANHATTAN

The College has opened a Manhattan site located at 462 1st Avenue (within Bellevue Hospital) where courses are offered towards its degree programs. This site offers both classes and clinic. Treatments are performed by student interns and supervised by licensed practitioners (Clinic Supervisors). Students attending classes at our Manhattan sites are able to schedule treatments at both the Syosset and Manhattan locations.

Academic and Support Services

New York College of Health Professions has dedicated staff to help students with all aspects of their enrollment. The following departments make up Academic Support Services:

- Admissions
- Bursar
- Financial Aid
- Registrar
- Student Services
- Dean
- Library
- Information Technology
- Career Services

Admissions

The office of Admissions' function is to enroll admitted new students at the New York College of Health Professions. Admissions is responsible for recruiting prospective students and ensuring that applicants to the College submit all required documentation necessary to determine admission. They are responsible for meeting with prospective students and conducting interviews and information sessions. Once a student completes the enrollment process and begins his or her first trimester of study, the responsibilities of the office of Admissions are concluded with respect to the student. Any student or alumni that wishes to enroll in another program would apply through the office of Admissions as if they are a prospective student, and they must adhere to the Admissions procedures.

Bursar

The office of the Bursar is responsible for tuition collection at the New York College of Health Professions. Note that tuition is collected at the time of course registration. A breakdown of the tuition and fees for all programs at the College is found on page 12. Students that are entitled to a refund in accordance with College policy will receive their refund from the office of the Bursar. The office of the Bursar is also responsible for providing the 1098-T Tuition Tax form to students after the end of the calendar year.

Financial Aid

The office of Financial Aid is responsible for working with students to help identify any available financial aid and assisting in completing the financial aid process. Students who are eligible to receive either federal financial aid or state tuition assistance program monies will work closely with the office of Financial Aid to ensure accuracy, timeliness, and completeness of their documents. Non-matriculated students are not eligible for financial aid.

Registrar

The office of the Registrar is responsible for all aspect of academic records including schedules, transcripts, and attendance. The office of the Registrar processes requests for verification of enrollment, verification of degree conferral, transcript requests, state licensing verification documentation, and printing of diplomas.

Student Services

The office of Student Services makes available services to assist students in their College experience and studies, including tutoring, advising during registration and the add/drop period, receiving and investigating student complaints and grievances, scheduling and conducting both the Committee of Academic Policy and Student-Faculty Committee meetings, coordinating New Student Orientation and Commencement, receiving and investigating Title IX incidents, and coordinating reasonable accommodations for students with a 504 plan. The office of Student Services is the point of contact for all student concerns.

Academic Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the American Disabilities Act of 1990, the College shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the academic programs of the College. The College shall take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

Students should report a special need or disability during the Admissions process. After this disability is verified by an outside source, the student will be referred to the Office of Student Services at which time the following procedures will be implemented:

- The office of Student Services will consult with the appropriate academic Dean to determine whether the College can provide the necessary accommodations.
- If the student is otherwise qualified and is admitted and enrolled under normal admissions standards, the office of Student Services will send a written notification to the appropriate academic Dean and each of the student's instructors. This notification identifies the student, his/her disability or special need and the accommodation(s) required. This accommodation is mandated.

Dean

The program Dean is responsible for all aspects of the academic programs at the College. There is a program Dean for both the School of Massage Therapy and the Graduate School of Oriental Medicine. The Deans supervise the faculty in their program, as well as the Academic Teaching Clinics. Any specific concerns regarding the academic program at the College must be addressed with the appropriate Dean.

Library

The Steve Kaufman Library is located at the main campus in Syosset. All students, faculty, and staff have access to the library. The library is equipped with various reference materials including, but not limited to, anatomical charts, models, and posters, atlases, career development, college success information, journals, magazines, masters' thesis, multimedia, printed periodicals, ready reference, and books. Online periodical databases, e-information resources, and wi-fi are available. There is a reference librarian available to assist students. The library is open Monday through Thursday from 10:00 am until 7 pm and Friday from 11:00 am until 3:00 pm.

Information Technology

All students enrolled at the New York College of Health Professions have access to Self-Service, an online student portal where they can view all information regarding their enrollment such as their tuition, schedule and transcript. Students can make payments through Self-Service and request official transcripts. Students are also given a college email account upon enrollment. All students must communicate with the faculty and staff at the college using their college-provided email address. Students who forget their password or username must reach out to itsupport@nycollege.edu for account recovery.

Career Services

The office of Career Services maintains an online job registry exclusively for the College's alumni. Job postings received from individuals and offices seeking qualified New York College of Health Professions candidates will be on the College's website at www.nycollege.edu/careerservices. In addition, Career Services also provides information and assistance to students with potential job placement and space rental opportunities. Students may also seek assistance from the office of Career Services to strengthen interview techniques, job search strategies, and to prepare resumes/cover letters. The College also conducts periodic job fairs attended by a variety of potential employers. The College encourages all students and graduates to avail themselves of these services to assist students and graduates in their job search, but the College does not guarantee employment.

Enrollment Procedures

The following several pages outline the policies and procedures for enrollment at the New York College of Health Professions.

Enrollment Status

A student is considered to be enrolled at the College when he or she is registered for at least one course. If the student fails to register for at least one course when the student is first admitted to the College or the student has 0 credit bearing courses, the student will not be considered enrolled. An exception applies if the student is on an approved leave of absence (see discussion below). A student who fails to register for at least one credit bearing course or has 0 credit bearing course credits must submit a Change of Enrollment Form to officially withdraw; however failure to submit such form does not prevent the College from determining in its discretion that the student is withdrawn from the College.

Matriculated Status

Students who are matriculated are seeking a degree at the College. Any student who is seeking to earn the Associate of Occupational Studies (AOS) degree in Massage Therapy, the Bachelor of Professional Studies/Master of Science (BPS-MS) degree in Acupuncture, or the Bachelor of Professional Studies/Master of Science (BPS-MS) degree in Oriental Medicine are considered to be matriculated students. Students who are not seeking a degree from the New York College of Health Professions are considered to be non-matriculated. Certain services and programs are not available to students who are non-matriculated, including eligibility to receive financial aid.

Leave of Absence

Matriculated students in good academic and financial standing may request a Leave of Absence once per calendar year by submitting a Leave of Absence Form to the office of Student Services prior to the beginning of the term. The College may approve a Leave of Absence that will be valid for one trimester only. Students will not incur any charges during an approved Leave of Absence. Students on Leave of Absence are ineligible to receive any financial aid during the period of the approved leave. Please contact the office of Student Services for further information on this procedure.

It is the policy of the College to automatically withdraw from enrollment in its programs any student who failed to return to the College in the trimester following an approved Leave of Absence. Failure to return from an approved Leave of Absence will also affect the student's repayment of any outstanding student loans. Students

must consult with the office of Financial Aid for further details regarding the impact of Leave of Absence on student loan repayment.

If a student does not obtain a Leave of Absence and wishes to re-enroll in the College, he or she will be required to apply as a new student and will be responsible for the terms of admission and program requirements applicable in the term of readmission.

Voluntary Withdrawals

A student who decides to withdraw from his or her program of study should consult with the office of Financial Aid and the Bursar, as well as the Registrar. Federal regulations governing financial aid require that any student missing classes for 30 consecutive days must be withdrawn from the program. An official Change of Enrollment Status form must be completed and returned to the Registrar before a withdrawal can be processed. Students who do not enroll for the following trimester must also submit the Change of Enrollment Status form. Forms are available from the office of Student Services. Students that do not submit the required form may be subject to an administrative withdrawal for non-attendance from the Registrar. *We strongly encourage students to complete their entire course of study without interruption. Any student who voluntarily withdraws must meet with Financial Aid and the Bursar for exit interview counseling. Students who withdraw from the program may be entitled to a tuition refund, which is outlined on page 23.*

Readmission after Voluntary Withdrawal

If a student who has voluntarily withdrawn from the College wishes to re-enroll in the program, he or she is required to enroll under the terms of the current College catalog and enrollment agreement including tuition charges and program requirements. In addition, applicants must submit a letter with any supporting documentation stating the resolution of their withdrawal circumstances.

Re-admission is not automatic and requires an interview with the office of Student Services and/or a determination by an ad hoc Admissions Committee. The student will be responsible for any cost increases or courses that have been added to the program curriculum since his or her prior enrollment. If a student has withdrawn for more than one trimester, he/she must re-apply and pay the application fee. For didactic classes, the College will maintain a student's earned credits and grades for a period of two years. After the two-year period, however, students must re-apply for admission and will be entitled to the credits previously earned based on written and/or practical exams. If the student previously graduated with a diploma or certificate and returns to complete a degree or another program, he/she will need to complete a new application for Admission and pay the application fee.

The College reserves the right to decline any student for re-admission based on its sole discretion providing that it doesn't discriminate based on race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation or veteran status.

Course Registration

Registration for the next trimester occurs in the 11th and 12th week of the current trimester. Failure to complete registration during the designated timeframe will result in a late registration fee. Payment of the late registration fee is required in order to be enrolled in the courses. Students are responsible for ensuring that all co-and pre-requisites are met for the courses they are registering.

Registration for courses is completed on a first come first served basis. Students will receive the course schedule prior to the start of the registration period. Students are required to meet with their academic adviser prior to the start of registration to discuss and obtain assistance in choosing appropriate courses. Students will not be

officially registered until all departments in Enrollment Services (Advising, Bursar, Financial Aid, and Registrar) have approved of the registration in writing. Once a student completes registration, he or she cannot make changes to the courses selected until the designated add/drop period.

Add/Drop Period

Students are able to make changes to their schedule after registration is completed only during the designated add/drop period. The add/drop period begins on the Monday immediately following registration through the end of the first week of the trimester. Changes made to a student's schedule prior to the start of the trimester do not incur a charge. Changes made to a student's schedule after the trimester begins incurring a charge of \$35 per change. If a student drops a course and adds a course, this counts as two changes, which will result in a charge of \$70. If a student receives financial aid, he or she must meet with Financial Aid prior to submitting an add/drop form to discuss how the changes will affect his or her tuition and financial aid eligibility. All changes to a student's schedule must be done by submitting an add/drop form.

From the beginning of the second week of the trimester until the end of the ninth week, students can withdraw from a class by submitting an add/drop form. When students withdraw from a course up to the ninth week after the start of the trimester, the course remains on their official transcript with a grade of "W", and their GPA is not affected. There are no refunds for course withdrawals that occur after the first week of the trimester. Any course withdrawal after the ninth week of the trimester will be assigned a grade of "WF", which does affect a student's GPA.

Student Finances Procedures

Tuition and Fees

Tuition for degree programs is based on a per credit charge of \$390 per credit for undergraduate level courses and a per credit charge of \$471 per credit for graduate level courses. Tuition calculation is done at the time of registration, and full payment is due with registration for each trimester. Interest free payment plans are available at an additional charge. Tuition and fees may be subject to change in the discretion of the College.

Students are expected to purchase their own textbooks and supplies that include, but are not limited to, massage tables, massage supplies, uniforms, transportation, and are responsible for personal expenses. Books and supplies can be purchased in person or online at the College's bookstore at store.nycollege.edu. It is estimated that these expenses should total approximately \$2000.00 for the entire program. Visa, Master Card, American Express, Discover, check, and money orders are accepted for tuition and fee payments. Students should make payment through Self-Serve.

The following fee table outlines the 2021-2022 fees for the College.

Fee	Description of Fee
\$45.00	Non-refundable Application Fee – School of Massage Therapy
\$45.00	Non-refundable Application Fee – Graduate School of Oriental Medicine
\$25.00	Registration Fee (per trimester)
\$30.00	Liability Insurance Fee (per trimester)
\$10.00	Student Activity Fee
\$25.00	College ID Replacement Fee
\$100.00	Clinic Fee – MT Clinic 1/GSOM Grand Rounds 1 through Clinic 4 (per trimester)
\$75.00	Lab Fee (courses noted on Course Descriptions)
\$450.00	Acupuncture/Oriental Medicine Clinic Kit (Acupuncture Technique 1)
\$100.00	Graduation Fee
\$325.00	Challenge Exam/Prior Learning Assessment Fee (per course)
\$50.00	Installment Plan Fee
\$50.00	Late Payment Fee
\$35.00	Add/Drop Fee (per course changed once trimester begins)
\$250.00	Late Registration Fee
\$10.00	Official Transcript Fee
\$25.00	Returned Check Fee
\$45.00	Replacement/Duplicate Diploma Fee (if after one year of graduation)
\$75.00	Make-up Exam Fee

Cost of Education

Cost of Education is the total estimated expenses for every two terms. It includes but is not limited to tuition, fees, living expenses, books, supplies and personal expenses. The cost of education is used to determine the student's eligibility for financial aid. Below is the approximated cost for the 2021-2022 award year.

Full-Time (12 plus credits)	Dependent ¹ Students	All others
Tuition and fees	\$9500	\$9500
Books and supplies	\$500	\$500
Transportation	\$1300	\$1300
Living expenses	\$875	\$12875
Personal expenses	\$1000	\$1000
Total	\$13,175	\$25,175

¹ "Dependent Student" as defined by Federal Student Aid.

Part Time – Less than 12 Credits	Dependent Students	All others
Tuition and fees	\$4500	\$5200
Books and supplies	\$250	\$500
Transportation	\$1000	\$1300
Living expenses	\$875	\$12875
Personal expenses	\$1000	\$1000
Total	\$7625	\$20875

Financial Aid

II. INTRODUCTION

A. Financial Aid Department

The office of Financial Aid consists of a Financial Aid Director and a Financial Aid Counselor. The office of Financial Aid is responsible for the administration of Title IV programs and coordinating with all other aid programs available at the New York College of Health Professions. The office is committed to providing financial aid options to those eligible that will ensure access to continuation of higher education for students who could not otherwise afford it.

B. Policy Development

The Director of Financial Aid is responsible for establishing and implementing financial policies and procedures to ensure the institution continues to follow federal, state, institutional and accrediting body.

C. Philosophy of Student Financial Aid

The goal of the office of Financial Aid is to help all students who are seeking monetary assistance in pursuing higher education. The office of Financial Aid assists students in resolving any or all issues concerning financial aid.

D. Code of Conduct

The New York College of Health Professions office of Financial Aid has always provided students with service that is professional, courteous and comprehensive. In addition, our staff has consistently applied the highest standards in awarding financial aid (grants and student loans). The office has established internal controls that are consistent with any applicable requirements to provide the utmost protection to students and their financial aid funding. The New York College of Health Professions office of Financial Aid staff:

- Will not accept gifts, meals, travel or any other items of nominal value from any student loan providers or guarantor agencies in exchange for NY College student loan business
- Will not accept money, equipment, printing or other services from student loan providers
- Will not serve on any lender advisory boards
- Will not maintain the use of a preferred lender list or recommend any lender
- Will not assign any borrower a lender
- Will not refuse to certify or delay certification of any loan based on the borrower's selection of a lender
- Will ensure that any employee or other agent of a lending institution is identified as such to the student
- Will not allow any employee or agent of a lending institution to provide staffing service to the financial aid office
- Will process loan applications through any lender a student chooses

- Will provide services that do not discriminate against students based on race, gender, ethnicity, sexual orientation, religion, disability, age or economic status
- Will provide award notifications and denials within a reasonable amount of time from the date of application
- Will refrain from taking any action for personal benefit
- Ensure that the information that is provided is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain.

Any questions about this code of conduct can be addressed to:

Office of Financial Aid
New York College of Health Professions
68014 Jericho Turnpike
Syosset, NY 11791
(516) 364-0808 ext. 132
Financial.aid@nycollege.edu

New York College of Health Professions is an approved institution for Title IV aid by the US Department of Education and grants by the New York State Education Department. Students are encouraged to apply for all forms of financial aid. The office of Financial Aid at New York College is available to help. To qualify for aid, each student:

1. Must be matriculated in an approved program
2. Must complete financial aid forms in a timely manner
3. Must be in good academic standing
4. Must not be in default of a student loan
5. Must take the required number of credits

Application Procedures

The federal and state governments are the two major sources of financial aid funds at the College. Students who wish to be considered for financial aid must submit the following:

1. The Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.
2. Students who are New York State residents are eligible to apply for TAP (Tuition Assistance Program) funds *if* they are enrolled in an approved program. A student can complete an Express TAP Application (ETA) when they complete their FAFSA online at <https://www.tap.hesc.ny.gov/totw/>.
3. Students will be notified by the office of Financial Aid of their eligibility for financial aid or of any steps necessary to receive further consideration for assistance. Students may be required to provide the office of Financial Aid with a copy of their, and/or their parent's, federal and state income tax returns, including schedules, as well as any additional income and asset information. Students are required to apply on an annual basis in October for financial aid consideration for the following award year.

Those receiving financial aid who withdraw from all classes may be responsible for remaining balances due resulting from the mandatory return of funds to the US Government.

Students need to understand the conditions of the award(s) that is accepted. Adherence to deadlines and satisfactory academic progress standards, in addition to other conditions that may apply, are mandatory and must be met in order to maintain eligibility for the financial aid awarded. Students may lose their financial aid if they fail to meet the conditions of the award.

Students must consult with the office of Financial Aid if their academic program or credits are reduced, since a change in the number of credits they are taking may affect the financial aid received. In addition, students taking credit outside of the curriculum run the risk of having their financial aid reduced. If you enroll in any class that is not part of the designated requirements for your program, you must consult with your Financial Aid Counselor.

III. STUDENT ELIGIBILITY FOR TITLE IV FUNDING

A. General Eligibility

ADD THAT HAS TO BE MATRICULATED A student is eligible to apply for financial aid if he/she:

- is enrolled as a matriculated student in an eligible program
- meets the federal aid citizenship requirements outlined below
- has received a high school diploma, or has the recognized equivalent of a high school diploma, typically a GED, or has passed a Department approved ability-to-benefit test, and
- does not owe a repayment of an SFA grant and/or is not in default on federal student loans, and
- is maintaining satisfactory progress in the program (please see pages 33-34 for Satisfactory Academic Progress details), and
- provides a valid Social Security Number, and
- has not borrowed in excess of the annual or aggregate loan limits, and
- for the Federal Pell Grant program, has not received a Bachelor’s degree, and
- for the Direct Loan Programs, is enrolled on at least a half-time basis.

Some of these general eligibility requirements are discussed in greater detail in this chapter and in following chapters.

B. Eligible Programs

The four programs offered by NY College have been reviewed and meet the requirements of an eligible program for financial aid purposes. Financial aid is awarded only to students who enroll in a full program and meet the eligibility requirements and conditions for financial aid.

<u>Program Title</u>	<u>HEGIS Code</u>	<u>Degree Award</u>
Massage Therapy	5299	AOS
Advanced Asian Bodywork	1299	BPS
Acupuncture	1299	BPS/MS
Oriental Medicine	1299	BPS/MS

C. Enrollment Status

The student’s enrollment status is based on the number of credits for which the student enrolls every trimester. A full-time student is a student who is carrying a full academic workload as defined below:

Full-Time	Minimum of 12 credits
3/4 -Time	9 to 11 credits
1/2 -Time	6 to 8 credits
Less-than-Half-Time	5 credits or less

D. Citizenship Status

U.S. citizens or eligible non-citizens are not asked to verify their citizenship or eligible non-citizen status unless their FAFSA application fails the database match. Financial Aid funds are not disbursed until the student's citizenship status is confirmed.

1. Changes in Citizenship Status during the Award Year for the Federal Pell Grant Program:

If a student becomes a citizen or eligible non-citizen at any time during the award year, that student may be eligible for Pell Grant funds as if he or she had been eligible the entire award year.

For DIRECT LOAN PROGRAMS:

Similarly, if a DIRECT LOAN borrower becomes a U.S. citizen or an eligible non-citizen during a period of enrollment, the borrower may be eligible as if he or she had been a U.S. citizen or eligible non-citizen during the entire period of enrollment. In a case where the period of enrollment is an academic year, the student would be eligible for the full annual maximum loan; regardless of when during the academic year he or she became eligible.

2. Verification of Eligibility by College

The College will verify a student's citizenship eligibility status during the award year (or period of enrollment for DIRECT LOAN PROGRAMS), when aid is first disbursed.

E. Valid Social Security Numbers

To be eligible to receive SFA funds, each student must provide a Social Security Number (SSN). The Social Security Administration (SSA) and the Central Processing System (CPS) work together to conduct matches that verify that the given student's SSN is correct, and that the SSN corresponds to the given student's name and birth date. If a match does not exist, the ISIR will contain a "C" code and must be resolved.

A copy of the student's social security card may be mandatory for those students who fail the SSA database match. Financial Aid funds are not disbursed until the student's Social Security Number is confirmed.

As is the case for the SSA citizenship match, no comment is provided on the output document when the SSN match is successful. A match flag of "4" will be provided in the FAA Information Section of the output document for a successful match. The confirmation of the SS match will be carried forward to the following award year if the student reapplies.

1. Data Entry Errors

If the student's Social Security number is entered incorrectly when entering the FAFSA, a new FAFSA must be entered. (Instead of making corrections to the initial record.) The Social Security number must be corrected on the student's record, and the new FAFSA application submitted. A new match will be conducted between CPS and the SSA database.

2. Conflicting Name, Date of Birth, or SS#

If the student's Name, Date of Birth, or Social Security # are correct with the CPS but incorrect with the Social Security Administration (SSA), the student should go to a local Social Security Administration office with proper documentation and request that the SSA make the needed corrections in its system.

Federal Grants

Federal Pell Grant

These grants are available to students at the undergraduate level only. Awards are based upon determination of eligibility and the cost and length of the program.

Federal Supplement Education Opportunity Grants (FSEOG)

These grants are awarded to Pell eligible students with the greatest need, as determined by the Financial Aid office.

Federal Work Study

College work study is a need-based program awarded to eligible students who want to work while they are attending the College.

Veterans Educational Benefits and Educational Assistance (G.I. Bill)

Application forms, information and assistance are available at the offices of the local Department of Veterans Affairs and through the Registrar's Office. If you have any questions please call 1 -800-827-1000 or 1 -888-442-4551 or online at www.gibill.va.gov

In accordance with Title 38 US Code 3679 subsection (e), this College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This College will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Vocational Rehabilitation

The office of Vocational and Educational Services for Individuals with Disabilities (VESID) provides services and financial support to students with certain disabilities. Further information may be obtained from the local Division of Vocational Rehabilitation. Please call the local Long Island office in Hauppauge at 631-952-6357.

Loans

Federal Direct Subsidized Loan

This loan program provides loans to undergraduate students attending schools that participate in the Direct Loan Program. The Secretary of Education subsidizes the interest while the borrower is in an in-school, grace, or deferment period. There is a 1.057% origination fee that is deducted from the loan and the 2021-2022 interest rate is 3.73%

Federal Direct Unsubsidized Loan

This Loan Program provides loans to undergraduate, and graduate, and attending schools that participate in the Direct Loan Program. The borrower is responsible for the interest that accrues during any period. There is a 1.057% origination fee that is deducted from the loan and the 2021-2022 interest rate is 3.73% for undergraduate student and 4.30% for graduate students.

Federal Direct Plus

The Federal Direct PLUS Program provides loans to parents of dependent students attending schools that participate in the Direct Loan Program. The Federal Direct PLUS Program also provides loans to graduate or professional students attending schools that participate in the Direct Loan Program. The borrower is responsible for the interest that accrues during any period. There is a 4.228% origination fee that is deducted from the loan and the 2021-2022 interest rate is 6.28%

Federal Direct Grad Plus

Federal Grad Plus Loans are available to graduate students. Repayment begins 60 days after the loan is disbursed. Grad Plus borrowers may receive a deferment while enrolled at least half time. Students may apply via www.studentloans.gov.

Alternative Financing

All students registered for at least 3 credits may be eligible to apply for credit-based financing, which is intended to supplement the Direct loan. Please speak with a Financial Aid representative for more details.

New York State Tuition Assistance Program (TAP)

Eligibility for TAP or Part Time Tap

The New York Tuition Assistance Program is available to eligible New York State residents with a high school diploma attending full-time (12 credits or more per term) in post-secondary institutions in the State. The TAP grant is applied toward tuition and is based upon the New York State net taxable income of the student and, if applicable, parents. TAP Eligibility Requirements are listed below.

- be a legal resident of NYS and have resided in NYS for 12 continuous months;
- be a U.S. citizen or eligible noncitizen;
- be matriculated in an approved program of study and be in good academic standing with at least a “C” average as of the 4th semester payment
- be enrolled as a full-time student taking twelve or more credits applicable toward the degree program, per semester;
- be charged at least \$200 tuition per year;
- meet income eligibility limitations;

- not be in default on any state or federal student loans and not be in default on any repayment of State awards;
- be in compliance with the terms of any service condition imposed by a NYS award.

The State Education Law has been amended to create a Part-Time Tuition Assistance Program. To be eligible for Part-Time TAP, students must be freshman, have earned 12 credits or more in each of two consecutive trimesters, and maintain a “C” average.

Aid for Part-time Study

Awards are available to part-time students registered for 3 to 11 credits per trimester. Students are eligible during their second trimester. Students should contact the office of Financial Aid for further information.

In addition to maintaining satisfactory academic progress for Title IV Funds, students must maintain satisfactory academic progress for TAP eligibility. Satisfactory progress is a measure of the student’s *achievement*, of earning credits toward a degree with a specified grade point average. Pursuit of program is a measure of the student’s *effort* to complete a program.

Student must meet the two standards (completion of credits and minimum grade point average by the payment number listed) outlined in the following table in order to be certified to receive TAP payments:

Program: Baccalaureate Program															
Calendar: Trimester 2010-11 and thereafter (non-remedial students) - C average must be met by 6th payment															
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th
A Student Must Have Accrued at Least This Many Credits	0	4	8	14	22	30	38	46	56	66	76	86	96	106	116
With at Least This Grade Point Average	0	1.1	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Program: Associate Program									
Calendar: Trimester 2010-11 and thereafter (non-remedial students) - C average must be met by 7th payment									
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A Student Must Have Accrued at Least This Many Credits	0	2	6	14	22	30	38	46	54
With At Least This Grade Point Average	0	1.0	1.3	1.5	1.5	1.8	2.0	2.0	2.0

Pursuit of Program (POP)

Pursuit is an effort or completion requirement. A student must receive a grade for enrolled courses in order to be eligible for TAP payments. Any grade that indicates the student completed the course is acceptable, except a Withdraw or an Incomplete (W or I).

Payments 1 & 2	Payments 3 & 4	Payments 5&6	Payments 7 & 8
50%	75%	100%	100%

Failure to meet TAP academic requirements of Satisfactory Academic Progress (SAP) and Pursuit of Program (POP) will result in suspension of State Aid until satisfactory academic progress has been restored. Students receiving TAP funding, however, may be eligible for a one-time waiver of satisfactory academic progress (SAP and/or POP).

In order to receive the waiver, the student must demonstrate extraordinary circumstances which have adversely affected academic progress. All waivers must be supported by appropriate documentation and be approved by the program Dean. For additional information, please contact the Financial Aid Office.

Effective 2010-2011 for non-remedial students receiving first NYS award payment prior to 2010-2011.

Program: Associate Program									
Calendar: Trimester Calendar 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students (if a student's first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)									
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A Student Must Have Accrued at Least This Many Credits	0	2	4	9	15	21	30	37	45
With At Least This Grade Point Average	0	.5	.5	.75	.75	1.3	2.0	2.0	2.0

Program: Baccalaureate Program															
Calendar: Trimester Calendar 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students (if a student's first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)															
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th
A Student Must Have Accrued at Least This Many Credits	0	2	4	9	17	25	33	40	50	60	70	80	90	100	110
With At Least This Grade Point Average	0	1.1	1.1	1.2	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Student Tuition Liability/Refund Policy

There is no refund issued if a student withdraws from one or more courses after the first week of the start of the trimester. Refunds may be given if a student withdraws from the entire program in accordance with the chart below. In order to receive a full or partial refund of paid tuition and fees, all students who withdraw from their program must complete a Change of Enrollment Status Form at the Student Services Office and once processed, the College will calculate the student's tuition liability and applicable refund for any given trimester as follows:

PERIOD OF WITHDRAWAL	STUDENT LIABILITY	REFUND PERCENTAGE
Prior to the first day of class	0%	100%
During the first week	10%	90%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

Title IV funds are awarded under the assumption that the student will attend school for the entire period for which assistance is awarded. A return of Title IV refunds will be calculated for financial aid students based on the percentage of the trimester that the student completes. Students who complete more than 60% of any term (9 weeks of a 15-week trimester) are considered to have earned 100% of the aid for that period. Students who complete less than 60% of a given term will receive aid based on the percentage of the term completed. Please contact the Bursar for additional information on the Title IV refund policy. Any unearned Title IV moneys will be returned in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. FSEOG

Any financial aid that is unearned due to withdrawing from the College prior to the 60% point of the term will be returned to the US Department of Education by the College no later than 45 days from the date of determination.

The refund percentage for students who unofficially withdraw will be based on their last date of attending class. All refunds to students shall be made within 30 days of the official cancellation/ withdrawal date. Refunds of overpayment on active accounts will be made within 14 days of receipt of Title IV funds and 30 days for all other overpayments.

Those receiving financial aid who withdraw completely will be billed for remaining balances resulting from the mandatory return of funds to the Federal government.

Students must understand the conditions of the award(s) that they accepted. Adherence to deadlines and satisfactory academic progress standards are mandatory. Students must consult with the Financial Aid office if the academic program or credits are reduced, as a change in registration may affect the financial aid received.

Voter Registration

New York College of Health Professions is required to provide its students with information regarding voter registration. Please see <https://www.ny.gov/services/register-vote> for information on how to become a registered in New York.

Academic Records

Academic records are maintained by the office of the Registrar. Academic records include transcripts, grades, attendance, and a complete admissions file. Upon enrollment at the College, all documents and forms that are submitted to admissions become part of a student's permanent academic record. Permanent files are kept on campus for a total of five years, at which point they are stored in a secure storage facility and can be recalled when needed. A student has the right to view their academic record by requesting access through the office of the Registrar.

A student's permanent academic record contains the following documents:

1. Acceptance Letter
2. Add/Drop Forms
3. Application for Admissions
4. Admissions Essay
5. Buckley Amendment/FERPA Form
6. Change of Enrollment Status Form
7. Class Schedule
8. Course of Study
9. Document of Reasonable Accommodations Form (504)
10. Financial Intent Form
11. Immunization Record
12. Interview Checklist
13. Interview Form
14. Leave of Absence Request Form
15. Meningitis Awareness Form
16. Official Transcripts (high school and college)
17. Physical Form
18. Provisional Acceptance Agreement
19. Registration Forms
20. Requirement Immunization Form
21. Statement of Commitment
22. Student Oath
23. Transfer Credit Waiver

The next several pages outline key information that all students must be aware of with regard to participation in College courses and information that will be recorded in a student's permanent academic record.

Attendance

The College expects its students to attend all classes, labs and clinic sessions during their enrollment in the College. Absence from class may affect the student's final grade. Absences for religious observance will be excused, but students will be responsible for missed course work. Faculty members and academic departments maintain attendance records. Administration runs weekly attendance reports to monitor student attendance. Students are notified of attendance issues through Student Services.

Absence

Students are marked absent if they do not attend class, arrive after the midpoint of the class, or leave without instructor approval before the class is dismissed. Attendance records are kept by instructors. Instructors will report three consecutive absences by a student to Student Services. Excessive absence from class will affect the student's final grade. Note that some courses have a set limit of the number of classes that can be missed. Exceeding these limits results in an automatic failure of the course regardless of academic performance.

Lateness

Students are marked late if they arrive fifteen minutes after the start of the scheduled class. Three instances of lateness will be considered the equivalent to one absence. It is the student's responsibility to notify the instructors when missing a class. Most instructors provide a contact number or email address the first day of class. If the student does not have contact information for the instructor, the student should call the main number at the College, extension 100, in order to leave a message in the instructor's mailbox. Students who will be absent from classes for an extended period are required to notify the office of Students Services.

Class Cancellation/School Closure

Should inclement weather necessitate the cancellation of classes, students should consult one of the following for information: Radio - WINS 1010 AM; WCBS 880 AM; WKJY 98.3 FM; TV- WCBS-TV, News 12 Long Island; call the college receptionist at ext. 100, or check the College website (www.nycollege.edu) for updated information. Additionally, all students should sign up to receive emergency email and text messages from the College through the e2campus system opt-in Emergency Alert Notification Opt-in Form found on the college website under Student Services.

Class Work Make-up

Students are responsible for making up any class work, exams or clinical sessions missed due to absence. Attendance requirements and permission to make-up course work and exams are subject to the discretion of the academic program. Absence for extenuating circumstances may include, but is not limited to, a non-repeating event caused by illness, death in the immediate family, jury duty or any unforeseen personal or family emergency. Documentation may be required.

Students who have been approved to make up a class by an instructor should find an alternate section of the class to attend by referring to the current term course schedule in their specific program. In addition, they are required to obtain a Class Make-Up Form which can be obtained from the office of Student Services. This form should be completed by the instructor of the make-up class and submitted afterwards by the student to the instructor of the missed class.

Make-up Exams

All New York College students are expected to take all quizzes and exams during the regular class time in which they are administered. Make-up quizzes and exams may be given at the discretion of the instructor and there is a \$75 fee charged to the student. Make-up exams are not offered when a student missed an exam due to vacation or a social event/occasion. Students will be permitted to make-up a midterm or final exam only under the following circumstances:

- Death in the immediate family. Documentation will be required.
- An unforeseen personal emergency, such as accident or injury of the student or a member of the immediate family. Documentation will be required.

- Jury duty. Documentation will be required.
- An illness documented by a note from the treating physician or other health care professional.

Students are expected to make up midterm exams within one week of the class missed (prior to the next class meeting). Final exams must be made up during the intersession break before the start of the following trimester. Failure to make up a midterm or final exam will result in a grade of zero for that exam. A failed midterm or final exam may result in a failing grade for the course. Failed courses must be repeated and successfully passed at additional expense to the student in order to meet graduation requirements.

Academic Transcripts

All courses that students register for that have not been dropped as permitted during the designated add/drop period, are added to their official transcript. The academic grading scale is as follows:

NOTE: Each course syllabus will list the minimum passing grade for the course.

<u>Grade</u>	<u>Numerical Grade</u>	<u>Equivalent GPA</u>
A	(93-100)	4.0
A-	(90-92)	3.67
B+	(87-89)	3.33
B	(83-86)	3.0
B-	(80-82)	2.67
C+	(77-79)	2.33
C	(73-76)	2.0
C-	(70-72)	1.67
F	(Below 70)	0.00
W*	Withdrawal	0.00
WF	Withdraw/Failing	0.00
P*	Passing	0.00

* This grade is not included in GPA calculation

Administrative Grades

AP Advanced Placement – Student has passed a Challenge Exam. (Not part of GPA)

I Incomplete grades are assigned to students who have not satisfied all academic requirements for a course. Students who receive an Incomplete in any given course are expected to satisfy the academic requirements for the “I” grade within two weeks of the end of the course. Students who receive an “I” in the Massage Clinic 1 and 2 are given until the second week of the following trimester to complete the academic requirements. Incomplete grades that are not made up by the end of this period are automatically changed to an “F” It is the student’s responsibility to contact his/her instructor to make up any missed work or exams in order to satisfy the academic requirements of the course.

PL Prior Learning Credit (Not part of GPA)

T Transfer Credits - Indicates satisfactory completion of equivalent course work completed at another institution. (Not part of GPA)

W Withdrawn - Student has officially withdrawn from course. (Not part of GPA)

WF Withdrawn Failed - Student does not meet course requirements for reason of non-attendance and receives a failing grade. (Part of GPA)

Grading Criteria

Grades are generally based on a combination of exam scores, research papers or assignments, participation and contribution to the class, etc. The specific weighting that will be used in determining grades may vary based on the course and may be obtained from the instructor or contained in the respective course syllabus. Classes may have both practical and written examinations. The general criteria for evaluating practical examinations and other factors such as participation in class, ability to accept correction, adherence to required dress code and hygiene may be used in calculating a student's grade.

Criteria for Evaluating Practical Exams

Students' practical skills will be assessed by the individual instructor(s) for each technique class. Aside from a written demonstration of the fundamental teachings of each program, students must also demonstrate a basic level of skill in Western and Oriental Massage Therapy or Acupuncture technique which reflects this understanding.

They must demonstrate professionalism in application of the specific skills required by the respective technique. Each student will be assessed individually by his or her instructor, who will examine technique considering the student's overall performance in class throughout the term. Ratings are assigned on an individual basis, considering the student's progress during the term. While the knowledge and skills which each student is expected to demonstrate are listed in the specific objectives for each course, the following are general categories and guidelines upon which the grading of practical examinations is based:

Hygiene - Each student is expected to be physically clean and attired in a freshly laundered and pressed uniform which meets College specifications. Students' hands must be immaculately clean, with nails cut short to prevent injury to the patient. All students are expected to wash their hands with soap and water before and after all treatments, and to disinfect the table after each patient use.

Professionalism - Students are expected to demonstrate a professional attitude toward the patient. This means that each patient's complaint is taken seriously. Students are expected to refrain from making jokes, chewing gum, gossiping or engaging in any other behavior that denigrates their profession. Willingness to accept correction and constructive criticism is a major criterion in evaluating a student's professional attitude.

Attention to the Patient - While questioning the patient as to his or her medical history, the student's full attention must be focused on the patient. This includes eye contact with the patient; awareness of the patient's physical and emotional boundaries; the patient's breathing, sound of the patient's voice, etc. The student is to attend to the patient's comfort on the table with respect to body position, support, draping, etc. Students will be evaluated on whether the appropriate oils or liniments are used when necessary.

Posture and Distribution of Body Weight - Students will be evaluated on their body mechanics, which includes their awareness, alignment and correct posture throughout the treatment.

Skills in Technique - In basic technique classes, this criterion includes palpation skills, consistency of movement and transition from one stroke or manipulation to the next with fluidity in rhythm and strokes. Technique skills include the correct execution of particular movements. For example, in Western technique, this applies to the application and execution of effleurage, petrissage, friction,

tapotement, vibration, joint movement and corrective exercises. In Asian Bodywork Massage, the correct order of treatment and *application* of circular thumb pressure, circular digital pressure, circular palmar pressure, palmar embrace, thenar embrace and thumb stroking are evaluated. Accurate tracing of the channels is also required.

Advanced Skills - In the Applied Technique classes, all of the above requirements are expected, but at advance levels of skill. Additional techniques will be graded, such as specific treatment patterns for common pathological conditions in Western technique, and accuracy of point location, sensitivity, appropriate depth, pressure and direction of points, as well as specific treatment patterns in Asian Bodywork Massage.

Students will be rated on a scale of 1-5 for each area as follows:

1. Failure
2. Poor
3. Fair
4. Good
5. Excellent

Grade Appeals

Upon receiving a grade that a student considers unfounded, he or she may approach the instructor directly to request a grade change. If the student feels that the instructor's response is not satisfactory, the student may submit a written appeal to the office of Student Services and follow the same procedures outlined below under Grievance and Complaint Procedures.

Auditing Courses

Students interested in auditing a course may do so only if regular course fees have been paid or they have *previously* completed the course. Permission and approval to audit a course must be obtained from the program Dean prior to the class or the new trimester. Auditing is permitted as long as the *student* does not participate in the classroom discussion and does not receive a grade or credit for the class subsequently or retroactively. Audited courses do NOT appear on a student's official transcript.

Credits for Prior Learning

New York College of Health Professions awards credit for prior learning. Upon enrollment, all students must submit official copies of their transcripts. Students enrolled in the massage therapy program must submit their high school transcript as New York state requires licensed massage therapists to be minimally high school graduates. Students enrolled in the acupuncture or oriental medicine program must submit official college transcripts that show they have met the admissions requirement of either earning an Associate level degree or 60 college credits. To have transfer credit approved, massage therapy students must submit official transcripts for college level work completed.

At the time of enrollment, students will submit a Transfer Credit Waiver Form to admissions. The program Dean will review the form and award credit based on the course information for courses that are requested to be transferred using one of the methods outlined below. Students must complete the process to earn all credit for prior learning within the first year of enrollment

Transfer Credits

Students may be awarded transfer credit for prior coursework completed that correlates to the curriculum at New York College of Health Professions. In order for transfer credit to be awarded, the course must have been taken within the last five years, and a grade of a B or better must have been earned. The course that is transferring in must also be the same number of credits, must also be the same number of hours, and must be the same level of course (graduate or undergraduate). Courses that are transferred will be listed on a student's transcript with a grade of "T", indicating that the course was transferred from a previous institution. There is no fee for transfer credits.

Credit by Examination

Students may be approved to take a Challenge Exam to show mastery of coursework that was taken previously and does not match directly to the courses outlined within the programs of New York College of Health Professions. Students may take a Challenge Exam *within their first year of enrollment* at the College for courses that either do not award the same number of credits, do not meet the required number of hours for the equivalent course, or does not have a grade earned for a B or better. Students will coordinate with the program Dean to arrange the Challenge Exam. There is a fee of \$325 per Challenge Exam. If the Challenge Exam is unsuccessful, the fee for the exam will be applied toward the tuition for the course when it is taken. If the student passes the Challenge Exam, the grade of "AP" will be placed on the student's official transcript to show that the course requirement has been met. The grade of "AP" does not affect the student's GPA.

Standardized Exams

College credits may be earned by successfully passing one or more of the following proficiency exams: the College Scholarship Service's Advanced Placement (AP) Examination; the College Level Examination Program (CLEP); the American College Testing Program Proficiency Examination Program (PEP); exams of the US Armed Forces Institute (USAFI); and the Defense Activity for Non-Traditional Educational Support (DANTES); and the Excelsior College Examinations. (These credits may be earned even while a student is enrolled at the College.) Courses that are approved to be applied to the student's transcript by the program Dean using standardized exams will be marked on the student's official transcript with the grade of "AP", which does not affect the student's GPA.

Portfolio Method

Students may submit a portfolio of documents attesting to course equivalent learning that has been attained through work, non-traditional education, self-study or other non-sponsored forms of learning. Documents supporting this form of learning might include work projects, job descriptions, commendations, or licenses and/or certificates. Supporting letters from employers or other knowledgeable sponsors must accompany all portfolio submissions but are not sufficient alone to warrant the award of credit. Portfolio assessment is conducted by ad hoc faculty committees with expertise in the relevant subject matter to ensure that such applicants are adequately prepared academically to undertake the course of study at the College. Courses for which credit is awarded in this manner are awarded a grade of "PL" on the student's official transcript, which does not affect the student's GPA.

Credit for Non-Matriculated Courses

Prior learning credit for non-collegiate courses may also be awarded based on recommended college level equivalencies established by the American Council on Education in The National Guide to Educational Credit for Training Programs and The Guide to Evaluation of Educational Experiences in the Armed Forces, and the New York State Education Department Program on Non-Collegiate Sponsored Instruction (PONSI). Courses

for which credit is awarded in this manner are awarded a grade of “PL” on the student’s official transcript, which does not affect the student’s GPA.

Prior Learning Assessment

Any matriculated College student with a cumulative grade point average of 2.0 for the AOS program or 3.0 for either BPS-MS program may apply for Prior Learning Assessment. Generally, students applying for this form of assessment have had significant work, military or similar experience. New York College of Health Professions may accept credit toward its admissions requirements that has been awarded by Portfolio assessment or may accept > 50% of credit toward its admission requirement earned through Credit by Examination if that assessment was performed and credit was awarded by an institution (other than New York College of Health Professions) accredited by an agency recognized by the U.S. Secretary of Education. There is a fee of \$325 charged per course that is reviewed for Prior Learning Assessment.

Note: Although a student may be awarded credit through Prior Learning Assessment, some state agencies and some institutions may not accept prior learning credits that have been awarded by a non-regionally accredited institution.

The program Dean will review the student’s work prior learning experience (e.g., work, military or other such experience) and determine whether credit should be given. The program Dean’s decision will be forwarded to the office of the Registrar. The award will be indicated on the transcript by the letters PL and will have no bearing on the student’s GPA.

Any student seeking to use one or more of the above methods to obtain credits in one of the programs at the College must obtain permission from the program Dean. The College’s Committee on Academic Policy will oversee the process of granting credits for outside learning. Students who wish to challenge the program Dean’s award of credit should follow the academic appeals policy, which appears in this Student Handbook.

Replacement Diploma

Graduates requesting a replacement or duplicate copy of their degree or diploma will be charged a \$45.00 fee for each copy. All requests must be made in writing to the office of the Registrar.

Records

New York College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which prohibits an institution from releasing school records or any other information about a student to any third party without the written consent of the student, with certain specific exceptions. The College will make available to any student access to his or her records through the office of the Registrar. Upon receipt of reasonable notice, a student may inspect, examine and review materials in his or her student file in compliance with FERPA.

Transcripts

Official transcripts for graduate schools, prospective employers and other institutions must be requested in writing. No official transcript will be issued for a student whose tuition account is in arrears. Official transcripts are mailed to the institution or individual considering the applicant for admission or employment. Upon request, sealed, official transcripts may also be mailed to the student or alumnus directly. Each request for an official transcript must be accompanied by a check or money order payable to New York College of Health Professions in the amount of \$10.00 per requested copy and sent to:

Office of the Registrar
New York College of Health Professions
6801 Jericho Turnpike
Syosset, NY 11791-4413

Students requesting unofficial student copies of their transcript should submit a request in the same manner, although no fee is required. Information to be furnished must include:

- Full name of student (indicate maiden name or name as it appears on school records if applicable)
- Current address
- Student ID Number (if known)
- Telephone number
- Dates of attendance

All requests require signature verification, so please include a legible copy of your driver's license. If you do not have one, you must include another form of picture identification that includes your signature.

Indicate the month and year of graduation or withdrawal, and the program of study for the transcript required. The request must also include the complete address of the recipient (institution, department or person to whom the transcript is being sent).

Academic and Administrative Procedures

It is the responsibility of students enrolled at New York College of Health Professions to know and understand their role in their academic career. Students must meet and adhere to standards of excellence in terms of the programs for which they are enrolled. Students who do not meet academic standards jeopardize their eligibility for financial aid. Students are eligible to receive financial aid if they remain in good academic standing as defined below. The Dean of Academic Affairs and the office of Student Services will be notified of a student's failure to maintain satisfactory academic progress. The student may be offered the opportunity to meet with the Dean and office of Student Services to discuss a course of action. Financial aid will not be available to students who fail to meet the College's academic progress standards.

Satisfactory Academic Progress

To maintain satisfactory academic progress for TAP eligibility, a student must comply with the standards described in the Student Handbook. All matriculated students pursuing a program of study must be in good academic standing *and must* maintain satisfactory academic progress toward graduation. To this end, two standards are required:

1. The Qualitative Standard

In pursuit of graduation, students must achieve a cumulative grade point average (GPA) of 2.0 ("C") or better in the Massage Therapy Program and a GPA of 3.0 ("B") in both GSOM programs. Students are evaluated at the end of each trimester and are expected to maintain a minimum cumulative GPA in proportion to the number of credit hours attempted.

2. The Quantitative Standard

The Standard Academic Progress policy indicates the required percentage of credits that must be earned in proportion to the number of credit hours attempted. All hours for which students have incurred financial obligations are included in "credit hours attempted." The policy is available for review at the Registrar's office.

3. The Minimum/Maximum Time Frame

Regardless of enrollment status (full-time or part-time), the maximum timeframe to complete any program cannot exceed 150% of the published length of the program measured in the credit hours attempted. The maximum timeframe to complete either program in the Graduate School of Oriental Medicine cannot exceed 200% of the published length of the program in the credit hours attempted.

The maximum timeframe to complete the massage therapy program is 3 calendar years. Graduate School of Oriental Medicine students enrolled in the acupuncture program must complete a minimum of 90 instructional weeks in not less than 27 calendar months. Students enrolled in the oriental Medicine program must complete a minimum of 120 instructional weeks in not less than 36 calendar months.

Further information on the College's policy on Satisfactory Academic Progress is available in the office of Student Services.

Academic Warning, Probation and Dismissal

The College encourages students to take every appropriate action necessary to ensure academic success. Students whose academic performance is below the required standards are notified and given an Academic Warning. If a student's GPA does not materially improve, as determined by the College in its sole discretion,

after being given an Academic Warning, the student may be placed on Academic Probation. Students on Academic Probation must register for a reduced course load to assist them in achieving satisfactory academic progress. Students should also be aware that failure to maintain satisfactory academic progress may affect the student's continued financial aid eligibility. Students who are on Academic Probation are not eligible for financial aid (see discussion below). Students are strongly encouraged to make use of the College's advisement and tutoring services as needed.

Academic Probation

Students in the School of Massage Therapy who do not achieve at least a cumulative GPA of 2.0 after attempting 12 credits, or students in the Graduate School of Oriental Medicine who do not achieve at least a cumulative GPA of 3.0 after attempting 30 credits, will be placed on Academic Probation. Failure to maintain satisfactory academic progress will affect a student's continued financial aid eligibility. Students who are on Academic Probation are not eligible for financial aid.

When a student is placed on academic probation, the office of Financial Aid will notify the student of changes to their financial aid. The office of Student Services will contact a student placed on Academic Probation and will meet with the student to discuss the terms of Academic Probation. The student will be informed of all means of academic and personal assistance available during the probationary period, including tutoring, study groups, academic advisement, workshops, etc. The program Dean and Student Services may require additional meetings with the student to assess academic progress throughout the probationary period. As stated above, students who are placed on Academic Probation must register for a reduced course load

Academic Dismissal

By the end of the Academic Probation period, if the student has not demonstrated significant progress as determined by the program Dean in his or her sole discretion, or did not meet the requirements and conditions for probation established by the program Dean or the office Student Services, he or she may be dismissed from the program.

Right to Appeal

A student may submit a written appeal to the office of Student Services requesting an extension of the probationary term for one additional term.

A student who does not make sufficient progress toward their GPA, as determined by the College in its sole discretion, and is dismissed from the program has the right to appeal the decision for Academic Dismissal. The student would need to submit a written appeal to the Office of Student Services. An extension of the probationary period can be approved through a Committee of Academic Policy meeting, held at the student's request.

Reinstatement

A student whose enrollment has been terminated due to lack of satisfactory academic progress may apply to be re-admitted after a minimum of one trimester. Re-admittance will be at the discretion of the ad hoc Admissions committee. This committee will determine if any special conditions are required for a student who wishes to be re-admitted. A student who is re-admitted will be required to enroll under the terms of the current College catalog and enrollment agreement. Admittance is not guaranteed. The student will be responsible for any cost increases or courses that have been added to the program since his or her previous enrollment. The College will maintain the student's earned credits and grades in didactic classes for a period of up to two years. After this two-year period, the student may only be entitled to the credit previously earned based on written or practical

exams. For technique classes, the College may require a student to re-take practical exams. Upon re-admittance, a student must reapply for financial aid.

Code of Conduct

Students are members of the College community and are expected to be supportive of fellow students, faculty, staff, administration and the community at-large. Students enrolling at the College assume an obligation to conduct themselves in a manner compatible with the function of the College as an educational institution and as persons in training to become licensed health care professionals. Adherence to the rules and regulations of the College and adherence to the code of ethics for their respective health care professions form the basis of the Code of Conduct for students at the College. (The individual codes of ethics pertaining to the disciplines taught at the College are included as an appendix to this Handbook.)

Another element of the College's Code of Conduct is the need for mutual respect, honesty and confidentiality. Mutual respect implies acting with and treating staff, faculty and fellow students with dignity and politeness. Attention to instructors in class, avoidance of excessive noise and distraction and wearing appropriate attire are all part of mutual respect. Honesty includes presenting oneself in a factual manner and taking responsibility for one's actions. Confidentiality is a key factor not only between client and therapist, but also among therapists themselves. Students are expected to treat information received about other students or instructors in the clinic or classroom setting as confidential.

Infractions of the Code may result in disciplinary action as outlined below in the Disciplinary Procedures section of this Handbook. Infractions include but are not limited to:

- Dishonesty of any kind, including cheating or plagiarism or any form of academic dishonesty
- Falsifying information to New York College, such as forgery, alteration or intentional misuse of College documents, records or identifications
- Theft of, or damage to, property, including the property of faculty or other students
- Disorderly, lewd, indecent or obscene conduct or expression
- Attendance in class while under the influence of alcoholic beverages, narcotics or drugs or unauthorized possession and/or sale of alcoholic beverages, narcotics or drugs at the College
- Students who infringe upon the rights of other members of the College community via physical or verbal abuse
- Disruptive conduct in the classroom which precludes the faculty from performing his or her functions or the impacts the learning environment
- Disruptive conduct in the College or towards the College which precludes faculty, staff and/or administration from performing College functions
- Any act that interferes with the normal operation of the College or which adversely affects the student's suitability as a member of the College community
- Sexual misconduct, defined as inappropriate sexual overtures or behavior as contained in the professional code of ethics for the healing professions or otherwise in violation of law
- Unauthorized promotion or endorsement of the purchase of specific products or professional services in any school setting
- Solicitation of members of the College community for personal or professional gain

Policy on Cheating and Plagiarism

Cheating and plagiarism are contrary to the purpose of the New York College of Health Professions and will be dealt with severely. College students are always expected to behave in an ethical and professional manner. Cheating in any form, therefore, is not tolerated and carries severe penalties that may include dismissal from the

program. If a student is caught cheating or misrepresenting the work of others as his or her own, the following procedures will be followed:

1. The student's examination will be taken away immediately, and the student automatically receives a grade of zero for that exam.
2. An Incident Report will be filled out by the instructor, detailing the nature of the cheating incident and disclosing the name of the involved party or parties. The Incident Report is submitted to the office of Student Services.
3. The student will be called to meet with the office of Student Services to discuss the incident and its possible consequences.
4. A student found cheating on an exam or assignment or submitting plagiarized work may be given a failing grade for the course and/or be subject to further disciplinary action which may include dismissal.
5. Penalties will be determined on an individual basis according to the circumstances surrounding the incident.
6. If the student is permitted to remain in the program, he or she will be placed on disciplinary probation. This type of probation is further described below.
7. Any student who wishes to appeal the decision may do so by following the procedures outlined below under Grievance and Complaint Procedures.

Illegal Practice of Massage Therapy and/or Acupuncture

The College is committed to educating its students to become the finest health professionals. As with other licensed health care professions, New York State law requires that any person engaging in the practice of Massage Therapy or Acupuncture must be licensed by the State. Students who engage in the illegal practice of any health care activity diminish the value of seeking to obtain licensure, and, therefore the training and development that is required for practice.

New York College has set forth the following policy in order to clarify its position on this very important issue:

Students enrolled in the School of Massage Therapy who do not hold a massage therapy license issued by New York State are not permitted to:

- Engage in the practice of Massage Therapy on any person, in any situation, or at any time except when part of the College program instruction and held in a College classroom under licensed supervision.
- Be self-employed or employed by any individual(s), agency, business or institution, whether licensed or unlicensed, for the practice of Massage Therapy.
- Engage in any form of marketing of such illegal practice.

Students enrolled in the Graduate School of Oriental Medicine who do not hold an acupuncture license issued by the State of New York are not permitted to:

- Engage in the practice of Acupuncture on any person, in any situation, or at any time except when part of the College program instruction and held in a College classroom under licensed supervision.
- Be self-employed or employed by any individual(s), agency, business or institution, whether licensed or unlicensed, for the practice of Acupuncture.
- Engage in any form of advertising of such illegal practice.

Students found to be engaged in such practices will be subject to dismissal from the program.

Dress Code / Personal Hygiene/ Grooming

All students' dress on College premises, in classrooms and clinics must reflect acceptable standards as seen in the business and professional health care communities. This excludes informal indoor or outdoor attire as well as styles of clothing that may be considered suggestive within the confines of a professional business atmosphere. Students in improper attire will not be permitted to attend classes or clinic. There will be no exceptions to this policy. Both men and women with long hair must wear their hair pulled back away from their face.

Due to the allergenic nature of perfumes, colognes, shave lotions, hair sprays, and other scented hair products, none of these products may be worn in class or clinic. Students are expected to maintain the highest level of personal cleanliness and hygiene whenever they are providing treatments. Extra care should be taken to have clean, neatly groomed hair, short clean fingernails, and an absence of offensive odors, i.e., cigarette smoke, bad breath, or body odor. Students may not wear open toe shoes or sandals while attending clinic.

Didactic Classes (Lectures)

Shirts must have sleeves. No tank tops are permitted. Only finished bottom shorts are allowed. No cutoff or gym shorts are permitted. No spandex bicycle shorts or halter tops are allowed. No exposed midriffs are permitted. Hats of any type are not permitted in the classroom.

Technique Classes

Jewelry must be limited to a lightweight watch and unobtrusive neck chains and earrings in all technique classes, so as not to interfere with treatment. Beards and/or mustaches must be kept well-trimmed and neat, and heavy make-up must not be worn. Men and women with long hair should tie it neatly away from the face. Men and women are required to wear white T-shirts/sweatshirt, pants/shorts in all technique classes.

Clinic

All student clinicians are required to wear scrubs and sneakers/medical clogs in the clinic. Students in Grand Rounds and Assistantship are to wear BEIGE scrubs and students in Clinic Internship are required to wear NAVY BLUE scrubs. Students who are not dressed appropriately will be asked to leave the clinic area and will not receive credit for their shift. All clinicians are expected to be physically clear and in attire that meets the specifications above. Clinicians are expected to wash their hands with soap and water before and after treatments and whenever otherwise appropriate. Repeated abuse of the dress code guidelines may result in suspension from the clinic.

Tai Chi, Qi Gong, and Yoga Classes

All students are required to wear clean white tops and black long pants with white socks and Tai Chi slippers in Tai Chi and Qi Gong classes. All students are required to bring a yoga mat and are required to wear clean white tops and black long pants in Yoga classes.

Substance Abuse

The College recognizes that the physical and psychological health of its students is threatened by misuse and abuse of drugs and alcohol. It is the responsibility of both the College and its students to maintain a safe, healthy learning environment. All incoming students must read New York College's Drug and Alcohol Abuse and Prevention Program. Students will be required to sign a written statement in acknowledgment of their participation and commitment to abide by the College's drug-free school program. The College also has a

listing of referrals for professionals and organizations that can assist in counseling for drug and alcohol-related problems. Information can be obtained by contact the office of Student Services.

Drug and Alcohol Abuse Prevention Program

Compliance with the Drug-Free Schools and Communities Act is a condition of New York College of Health Professions' eligibility to participate in any federal Title IV programs. These include the Pell Grant Program, the Federal Direct Loan Program and the PLUS Program. The following policy has been developed to meet the requirements of this act:

Standards of Conduct with Respect to Drugs

This policy applies to all students of the College.

Students are prohibited from using, possessing and distributing illegal drugs or alcohol while on school grounds or engaged in activities that are part of school programs. This includes arriving under the influence of any of these substances.

Institutional Sanctions

Students discovered in violation of this policy by using or arriving under the influence of these substances will be placed on immediate disciplinary probation and will be required to meet with the office of Student Services to assess their ability to continue in their program. The procedures for Disciplinary Probation are set forth below. Conditions for continued enrollment may include participation in a drug/alcohol rehabilitation program. Written requirements will be developed, a copy of which will be issued to the student and placed in his or her file.

If the student is unable to meet the requirements or conditions imposed on the probation within the time period outlined in the above process, the probation will become an active suspension, and the student may not enter the premises without approval of the College administration. The student will be given no more than one term (i.e., one trimester) to resolve the disciplinary probation process (which includes any active suspension imposed). If during this time, the requirements of the College are still not met, the student may be dismissed from the College.

A second offense will result in immediate dismissal from the College. If a student has been dismissed and seeks to reapply to the College, successful completion of a rehabilitation program will be considered.

After notification of dismissal, the student may request a hearing or mediation with faculty and administration. The student may request the participation of friends or other students in the hearing. The results of this hearing will be discussed with the student. The College may enter into an agreement with the student setting forth corrective or disciplinary measures that must be followed in order for the student to remain in the College. If the student fails, refuses, or is unable to comply with the specified correction or disciplinary measures, the College shall have the right to terminate the agreement and dismiss the student immediately. The student may be entitled to a tuition refund according to the College's refund policy.

Students found to have distributed illegal drugs on campus or at activities sponsored by the College will be immediately dismissed.

Legal Actions

In addition to the institutional sanctions and any other actions the College may pursue, the College may also refer the matter to local, state and/or federal authorities for potential criminal action.

Available Drug and Alcohol Counseling and Treatment

For information regarding counseling and treatment programs, contact the office of Student Services or the Human Resources Office.

Students Bringing Children to School

The College realizes that many of its students are also parents. However, the College is not able to safely accommodate unsupervised children on the premises. In addition, their presence may cause potential danger to patients using the clinic facilities in the College. As a result, students are not permitted to bring children with them to class or the clinics. Unaccompanied children cannot be left in the student lounges, cafe, clinic reception area in offices or on couches throughout any College facilities. Children should not be left unattended in vehicles at any time. Parents are encouraged to prepare for back-up childcare before an emergency arises.

Infectious Conditions / Blood-borne Pathogens

The College endeavors always to protect both the rights of the individual and the well-being of all members of the College community. The College is committed to addressing issues related to blood borne pathogens, such as Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), as well as other communicable infectious diseases, including Tuberculosis (TB), skin infections, and/or other enteric infections. Respect for everyone's privacy and confidentiality is expected. New York College of Health Professions does not discriminate against students, faculty, administrative staff or clinic patients based on health status. Students with an infectious condition should consult with the Director of Clinics and/or appropriate program Dean for purposes of clarifying personal risks and special precautions applicable to his or her health and the ability to participate in the school environment. Students with potentially infectious or contagious conditions are required to submit a statement from his/her health care provider verifying and documenting that the condition is not infectious or contagious and that the student may care for clinic patients or participate in technique classes.

The following guidelines for responsible behavior are to be observed. Individual responsibility is paramount to controlling the spread of disease. Any student who engages in unsafe and/or careless practices, which create risks to the health of patients, employees, or other students at the College, shall be subject to disciplinary action. When such actions are brought to the attention of the College, the student may be suspended immediately from all activities pending a full investigation of the matter. All students are obligated to exercise caution and mature judgment in their personal behavior. The procedures listed below are always to be followed:

- Students are expected to recognize infectious or potentially infectious diseases in themselves and, in particular, to skin infections, respiratory tract infections, blood borne infections and other enteric infections.
- Anyone who has a highly contagious infection including, but not limited to, chicken pox, measles, strep throat, flu infection, or an infectious skin condition shall not *participate in* any College activities until the condition has passed the infectious stage. The student with an infectious condition should immediately notify the instructor, the Clinic Director or the program Dean, so that appropriate steps may be taken in a timely manner.
- In the event of confusion or doubt about a condition or circumstance, Students must consult with the instructor, Clinic Director and/or program Dean immediately.

New York College endorses the concept and utilization of universal blood and body fluid precautions, designed to prevent transmission of blood borne infections such as Hepatitis B and human immunodeficiency virus (HIV).

Draping and Nudity in the Classroom and Clinic

The intention of this policy is to comply with the draping and nudity requirements of the Commission on Massage Therapy Training Accreditation and Approval (COMTAA). The policy allows for individual degrees of comfort of both students and clients of the College clinics and provides guidelines for draping and nudity that enhance but do not interfere with the student's learning process in the classroom. It is our intention to avoid any behavior that will cause embarrassment to students and/or clients of the College's clinics.

Draping Standards

Proper draping techniques and individual modesty are to be observed and respected at all times. Students and clinic patients are given the option to remove only essential clothing during treatment. As a rule, only the body parts actually being treated are undraped at any time. The body should not be fully uncovered at any time in class or in clinic. Genital areas, gluteal cleavage and torso are always to be covered.

Students are taught to use appropriate draping techniques, to discuss draping policies with patients, to professionally respond to patient/student requests, and to adapt treatment techniques for patients who choose to be partially dressed (e.g., wearing underwear). It is not advisable to work under a drape, which may give a mistaken impression that something is "wrong" with what is being done, or that it should be hidden in some way.

Guidelines Regarding Nudity, Undressing and Dressing

Students will be given some degree of privacy when disrobing for practice work in class, and each student's sense of modesty should be respected when classmates are undressing to receive treatment. Students are always fully clothed when giving treatment. Complete nudity while dressing or undressing is not permitted in the presence of others.

Clinic patients should be instructed to undress privately, while the student therapist is out of the room, and to get onto the table under the drape before the student therapist returns. Likewise, the patient should be instructed to get dressed again once the student therapist leaves the room.

Sexual Assault and Bias-Related Crime Prevention

New York College of Health Professions strictly adheres to its policies and procedures related to sexual offenses and other criminal behavior on campus in compliance with New York State Education Law, Art. 129a and with the Federal Campus Crime Awareness and Campus Security Act of 1991 (public law 101-542, as amended by Public Law 102-26). The office of Student Services will provide, upon request, all campus crime statistics as reported to the United States Department of Education, www.ope.ed.gov/security. To request this information, contact the office of Student Services or Human Resources at (516) 364-0808.

At New York College, there is a commitment to the dignity and unique value of each member of the College community. There is also a commitment to the creation of a civil, safe, and just environment, in which each person can work, learn, and develop to his/her fullest potential. The following policies and procedures have been created to foster such an environment.

Sex Offenses and Legal Consequences

Section 130 of the New York State Penal Law defines punishable sexual offenses which include the following: Sexual misconduct, rape, criminal sexual acts, forcible touching, sexual abuse, and aggravated sexual abuse.

New York State Penal Law imposes penalties ranging from fines to imprisonment for the above sex offenses. If a violation of law occurs on campus, it is also a violation of College code of conduct, and the College may institute administrative proceedings against the offender(s). Such action by the College is independent of, and may proceed parallel with, civil or criminal action.

Acquaintance Rape: Sexual assault that occurs between people who know each other is far more common on college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

Sexual Abuse and/or Assault/Rape: No student shall engage in sexual conduct with another person without effective consent. This includes but is not limited to non-consensual sexual contact and attempted non-consensual sexual contact. An individual CANNOT GIVE EFFECTIVE CONSENT who is under the age of 17, physically helpless, mentally incapacitated, severely impaired and/or incapacitated because of drug or alcohol intoxication.

In addition to any criminal actions taken by authorities, the College reserves the right to investigate and/or make an independent judgment about the continued enrollment of the student or any other actions that should be taken, based on consideration of the overall well-being of the College community.

Bias/Hate Crimes

In compliance with Section 6436 of the Education Law, New York College of Health Professions maintains the following policies and procedures: All actions against persons or property which may be considered bias crimes are always unequivocally prohibited at the College or at any College sponsored activities. Bias crimes also called hate crimes or bias-related crimes may be defined as any form of unlawful harassment or other harmful behavior such as assault which is based on an individual's sex, race, national origin, disability, veteran status, or on any individual's status in any group or class protected by applicable federal, state, or local law. The criminal activity is motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics as enumerated above. The Hate/Bias Crime Reporting Act did not make hate crimes a new category of crime, but rather mandated that all crimes that are judged to be based on racial, religious, ethnic, sexual-orientation, or disability biases must be reported both as hate/bias crimes and under their normal offence categories.

The penalties for committing such crimes will include the College reporting the incident to the appropriate authorities for review and potential prosecution. A hate crime is classified as a violent felony offense. The College will also undertake an investigation of the incident, in keeping with the guidelines published in the Student Handbook. The procedures for dealing with bias related crimes will be the same as those outlined below in the Campus Security Policies and Procedures. Counseling and support services for victims of bias related crime will be provided or an appropriate referral made to outside agencies.

Reporting Sexual Assault or Bias-Related Crime

It is the responsibility of all members of the College community to report incidents or sexual assault or bias-related crimes. Anyone who is aware that a crime has been committed at the College or believes that a crime is about to be committed should report it immediately.

All students are encouraged to read the Campus Security Report, including Campus Security Policies and Procedures found in the Student Handbook.

Counseling and Support Services

The College maintains a list of referrals for professionals and organizations that can assist in individual counseling. Information can be sought from the office of Student Services or Human Resources.

Non-Fraternization

It is the policy of New York College of Health Professions that respect for the individual in the College community requires that amorous or sexual relationships not be conducted by persons in unequal positions. Relationships between individuals in inherently unequal positions may undermine the real or perceived integrity of the supervision and evaluation process, as well as affect the trust inherent in the educational environment.

The College considers it inappropriate for any member of the faculty, administration, or staff to establish an intimate relationship with a student, subordinate, or colleague upon whose academic or work performance he or she will be required to make professional judgments. The College considers it a violation of this policy for any member of the faculty, administration, or staff to offer or request sexual favors, make sexual advances, or engage in sexual conduct, consensual or otherwise, with a person who is: currently enrolled or could be enrolled in a future class taught by the faculty member or administrator; receiving academic advising or mentoring from the faculty member or administrator; working for the faculty member, administrator or staff; subject to any form of evaluation by the faculty member, administrator or staff.

Please be advised that the above list is illustrative not exhaustive and other situations of fraternization may also result in a violation of this policy. In all such circumstances, consent may not be considered a defense against a charge of a violation under this policy. The determination of what constitutes a violation of this policy depends on the specific facts and the context within which the conduct occurs and will be made solely by the College.

Teaching and research fellows, doctoral and graduate assistants, tutors, interns, adjuncts, and any other students who perform work-related functions for the College are also subject to this policy.

Policy Against Discrimination and Sexual Harassment

The College is committed to providing every student with an environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, religion, color, national origin, age, sex (including sexual harassment), sexual orientation, marital status, citizenship status, disability, or status in the uniformed services (veteran status) of the United States, etc., are prohibited and will not be tolerated. The College abides by all applicable federal, state and local laws which prohibit discrimination. This and more information about available resources (including confidential resources) and support services related to sex discrimination, domestic violence, dating violence, stalking and sexual assault are available.

This policy applies to all students, faculty, administration, staff, and/or third parties. The College will not tolerate harassment or discrimination by anyone in the community. In accordance to this policies, practices, and procedures, the College also prohibits retaliation against anyone who has complained about discrimination or harassment. All members of the College community have an obligation to cooperate in the application of this policy and the investigation of complaints of violations to this policy.

Each member of the College community must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment.

Unlawful Discrimination

It is a violation of this policy to engage in any practices or procedures which treat students less favorably based upon a person's race, gender, national origin, religion, age, disability, sexual orientation, marital status, veteran

status, etc. It is also a violation of this policy to use derogatory or demeaning slurs to refer to a person based upon these categories, which have the effect of harassing a student or creating a hostile environment.

Sexual Harassment

It is the policy of the College to maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination prohibited by federal law under Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, as well as under state law.

It shall be a violation of this policy for any member of the College staff or faculty, or any student or member of the public while on campus to harass another person, staff, faculty or student through conduct or communications of a sexual nature as defined below:

Definition: “Sexual harassment” includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational/academic decisions affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual’s educational/academic or professional performance by creating an intimidating, hostile or offensive employment or educational environment
- The definition of sexual harassment will be interpreted and applied consistently with current legal standards, as well as accepted standards of mature behavior and/or professional responsibilities.

Forms of discrimination/Harassment

Forms of discrimination / related harassment include, but are not limited to:

1. Verbal: Repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, or threats.
2. Visual/Non Verbal: Derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; or obscene gestures.
3. Physical: Unwanted physical contact, including touching, patting, pinching, hugging, brushing against another’s body, or interference with an individual’s normal physical movements, sexual assault.

Procedures

Any student who alleges discrimination/sexual harassment by any faculty, staff member, member of the public or other student is encouraged to promptly report the incident(s) to the office of Student Services. All complaints must be reported to the following staff:

Brian Alvarez – Title IX Coordinator
Email: balvarez@nycollege.edu
Phone: (516) 364-0808 ext. #139

Amy Kotowski – Title IX Deputy
Email: akotowski@nycollege.edu
Phone: (516) 364-0808 ext. #319

The College shall form an Investigation Committee consisting of three (3) disinterested faculty or administrator of the College to review, investigate, and take appropriate remedial action to address any substantiated claim.

All students, faculty and staff are expected to cooperate with an investigation. Failure to cooperate in any investigation may result in disciplinary action.

If either complainant(s) or the respondent is dissatisfied with the finding or decision of the Investigation Committee, they may appeal before the Student-Faculty Committee. The determination of the Committee will be deemed final and binding.

Confidentiality

The confidentiality of all parties involved in a discrimination/sexual harassment charge shall be strictly respected insofar as it does not interfere with the legal obligation to investigate allegations of misconduct and to take corrective action. Documents created as part of a sexual harassment investigation shall remain confidential and shall not be considered public records.

24-hour confidential hotline and other resources on these topics are available such as:

<p>The Safe Center 516-542-0404 15 Grumman Road West, Ste 1000 Bethpage, NY 11714</p>	<p>NYS Domestic & Sexual Violence Hotline 1-800-942-6906 http://on.ny.gov/EnoughisEnough</p>	<p>National Suicide Prevention Lifeline 1-800-273-TALK (8255) Or Text TALK to 741741 Both free 24/7</p>
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Students can even call to get general information or information for someone else.

Sanctions

If charges against a student at the College are substantiated, the College will impose appropriate sanctions, including but not limited to disciplinary probation, suspension or dismissal from the program.

If any student knowingly makes a false accusation of unlawful discrimination / harassment or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline including dismissal from the College. Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

Grievance/Complaint/Disciplinary Procedures

All students enrolled at the New York College of Health Professions have a right to file complaints and grievances. The office of Student Services is the office responsible for handling all aspects of student complaints and grievances. The office of Student Services works with other departments, including Enrollment Services, the program Deans, and administration, once a complaint or grievance has been received to ensure a timely response. Student complaints and grievances must be submitted in writing to the office of Student Services, either by obtaining an incident report (which are available by contacting Student Services) or by emailing student.services@nycollege.edu. All complaints and grievances are kept strictly confidential. Incidents that involve policies and procedure of the College are handled through Student Services. Incidents that involve academics (faculty and coursework) are handled through the program Dean. Note that academic incidents may have Student Services involved, depending on the incident.

The office of Student Services will, upon receipt of a written complaint or grievance, conduct a thorough investigation of the incident. The office of Student Services will interview witnesses and draft a report and findings, which will be shared with the student complainant. The office of Student Services will consult other departments as necessary for additional input, and policies and procedures outlined in this Handbook will be used as a guide for determining the outcome. The office of Student Services will make a recommendation of action to the student. If the student does not agree with the recommendation, the student can escalate the complaint or grievance to the Committee of Academic Policy as outlined below. The process is designed to ensure that the student complaint or grievance is handled in a timely fashion and that the outcome is fair and reasonable.

Committee of Academic Policy

The Committee of Academic Policy (CAP) is a committee comprised of staff at the College, which includes the office of Student Services, Registrar, Bursar, Financial Aid, and the program Deans. The purpose of CAP is to review specific student grievances and complaints for which the student did not receive an agreeable outcome to a complaint or grievance that they had. The Committee meets as needed to address specific student issues. When students request a CAP meeting, the office of Student Services coordinates the schedule of the meeting and notifies the student in writing as to when the meeting will be held.

The CAP meeting will begin on the scheduled day and time. Students have a right to speak to the CAP during the meeting. Once the student is done speaking the Committee, they will leave the meeting and the Committee will review all aspects of the complaint or grievance. The Committee will render a decision based on the evidence presented by both the student and office of Student Services from their investigation. The student will be notified in writing of the decision of the CAP within 48 hours of the conclusion of the CAP meeting.

Student-Faculty Committee

If upon receipt of the written notification of the CAP meeting decision the student wishes to appeal the CAP decision, students can request in writing a Student-Faculty Committee (SFC) meeting. The Student-Faculty Committee is comprised of students from both the School of Massage Therapy and the Graduate School of Oriental Medicine, faculty, and the office of Student Services. Student Services facilitates the SFC meeting. Students are invited to the meeting and they are encouraged to bring witnesses as to the incident.

During the SFC meeting, all aspects of the incident will be reviewed. The student and witnesses may be asked to present their statements in person. At the conclusion, the Committee will render a decision, which shall be final.

Student Disciplinary Committee

In the case of students that break policy and procedure in which they display unprofessional or unethical conduct toward other members of the College community, or violate behavior in class or clinic, are reviewed by the office of Student Services. All incidents will be rigorously investigated by the office of Student Services and the program Deans. Note that while the investigation is ongoing, the student may be temporarily suspended from class or clinic. Missed classwork or clinic shifts are the responsibility of the student to make up.

Upon conclusion of the investigation, the office of Student Services makes a recommendation to the Student Disciplinary Committee. The Student Disciplinary Committee will convene to review the incident and determine an appropriate outcome. Note that incidents that are brought before the Student Disciplinary Committee include, but are not limited to, cheating, plagiarism, falsifying clinic patient records, falsifying clinic attendance records, falsifying student clinic records, harassing other students, faculty or staff, and unprofessional behavior. In addition to students, members of the Student Disciplinary Committee will include three (3) disinterested faculty or administrators of the College. The student(s) involved will be notified in writing as to when the Committee will meet. They will have a chance to speak at the meeting. The Committee will discuss all aspects of the case, and a decision will be rendered. Decisions may include, but are not limited to, no action deemed necessary, suspension from class/clinic for two weeks, suspension from class/clinic for the remainder of the trimester, or expulsion from the College. See below for the definitions of the policies for the decisions of the Student Disciplinary Committee. *Note that if a student is either suspended from class/clinic for the remainder of the trimester or expelled from the College that they are not eligible for a refund for tuition paid.* Students can appeal the decision of the Student Disciplinary Committee to the Student-Faculty Committee. See the procedure for the Student-Faculty Committee above. The decision of the Student-Faculty Committee is final and binding.

Suspension

Any student who displays unprofessional or unethical conduct as defined in the New York College Code of Conduct (see the Standards of Conduct section of this Handbook) may be suspended from his or her program in accordance with the processes outlined in this Handbook. Students who are suspended will not be allowed to attend some or all classes and clinic until the investigation is completed and the Student Disciplinary Committee meets to render a decision. The Committee will meet no later than 10 days after the date of the recommendation by the office of Student Services for suspension to review all pertinent information regarding any alleged unprofessional or unethical conduct. The student may be reinstated into the program only upon recommendation by the Student Disciplinary Committee. If reinstatement is approved, the student will be informed by the office of Student Services and will be able to attend classes as of the date of notification. If the student disagrees with the finding or decision of the Student Disciplinary Committee, the student may appeal before the Student-Faculty Committee for its recommendation by sending a written request to the office of Student Services within ten (10) days of the receipt of the decision of the Student Disciplinary Committee. The resolution recommended by the Student-Faculty Committee will be deemed final and binding.

Disciplinary Probation

Any student who displays unprofessional or unethical conduct as defined in the College's Code of Conduct (see the Standards of Conduct section of this Handbook), may be placed on disciplinary probation. The office of Student Services will call a meeting with the involved student to discuss the nature of the incident and its possible consequences. Following this meeting, the office of Student Services may refer the matter to the Student-Disciplinary Committee for action, including dismissal. If the student is permitted to remain in the program, he or she may be placed on disciplinary probation, the terms of which will be decided on an individual basis according to the nature and severity of the incident. Failure to comply with the terms imposed upon the disciplinary probation may result in dismissal from the program. If the student is dissatisfied with the finding or

decision of the Student Disciplinary Committee, the student may appeal before the Student-Faculty Committee for its recommendation by sending a written request to the office of Student Services within ten (10) days of the receipt of the decision of the Student Disciplinary Committee. The resolution recommended by the Student-Faculty Committee will be deemed final and binding.

Termination Policy

Any student may be dismissed from a New York College of Health Professions program or course prior to completion of said program or course for the following reasons, which are illustrative not exhaustive:

- Failure to maintain passing grades
- Failure to comply with New York College's attendance policy
- Failure to comply with established policies and procedures
- Dishonesty, such as cheating or plagiarism or any form of academic dishonesty
- Falsifying information to New York College, such as forgery, alteration, or intentional misuse of College documents, records or identifications
- Theft of, or damage to, property
- Disorderly, lewd, indecent or obscene conduct or expression
- Attendance in class under the influence of alcoholic beverages, narcotics or drugs or unauthorized possession, and/or sales of alcoholic beverages, narcotics or drugs at any New York College facility
- Infringing upon the rights of other members of the school community via physical or verbal abuse
- Disruptive conduct in the classroom which precludes the instructor from performing his or her responsibilities
- Any act that interferes with the normal operation of the College or which adversely affects the student's suitability as a member of the school community
- Sexual misconduct/harassment and/or other discriminatory conduct
- Promotion or endorsement of the purchase of specific products or professional services in any College setting
- Solicitation of members of the College community for personal or professional gain
- Failure to meet financial agreements

Any termination decision shall be recommended by the Committee on Academic Policy or Student Disciplinary Committee, as cases may apply. Every student has the right to petition the Student-Faculty Committee to appeal the termination decision.

Re-admission after Dismissal

Students who have been dismissed from a New York College of Health Professions program for disciplinary reasons may apply for re-admission into their desired program. Re-admission is not automatic and requires an interview with the office of Student Services and/or a determination by an ad hoc Admissions Committee. Applications for re-admission will be reviewed by the ad hoc Admissions Committee only after a period of one trimester has elapsed from the time of dismissal. If the re-admission application is approved, the student must re-enroll under the terms of the current College catalog and student enrollment agreement. For didactic classes, the College will maintain a student's earned credits and grades for a period of two years. After the two-year period, however, students applying for re-admission will only be entitled to the previously-earned credits based

on written or practical exams. For technique classes, the student may be required to take practical exams to demonstrate continued proficiency.

State/Accrediting Body Complaint Procedure

If a student is unable to resolve a complaint with the College or believes that the College has not properly addressed the issues raised, he or she may file a complaint with the New York State Education Department (NYSED). Students in the Graduate School of Oriental Medicine may also contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at the following:

New York State Education Department
Office of the Professions
89 Washington Avenue, 2nd Floor, West Wing
Albany, NY 12234
Tel: (518) 474-3817
Fax: (518) 473-8577

Accreditation Commission for Acupuncture and Oriental Medicine
8941 Aztec Drive
Eden Prairie, MN 55347
Tel: (952) 212-2434
Fax: (952) 657-7068

Facilities

The main campus in Syosset is open Monday through Thursday from 8:30 AM until 11:45 PM, Friday from 8:30 AM until 6:00 PM, Saturday from 8:30 AM until 8:00 PM, and Sunday from 8:30 AM until 6:00 PM. Each student or staff member of the College shares the responsibility of caring for the facility. Any concerns related to the physical facility, such as room temperature, leaky faucets, parking, etc., should be directed to the Facilities and Maintenance Manager.

Student parking in Syosset is located either at the front or side of the building. Students must enter through the classroom entrance. Only clinic patients will enter through the clinic. There are properly labeled handicap parking spaces available at both the clinic and classroom level entrances.

Reservation of Classrooms

Classrooms are used daily to accommodate regularly scheduled classes. This limits the use of classrooms for such purposes as class study groups or massage practice. Students wishing to use an empty classroom must obtain prior approval from the Registrar.

Classroom/Linen

Students are responsible for collecting their personal belongings at the end of each class and disposing of any trash in the containers provided. Food, and beverages are not permitted in classrooms, conference rooms or the College clinics. Linens and towels should be brought to the linen rooms in the Teaching Clinics or Integrative Health Center after each treatment.

Use of Massage Tables

Massage tables are provided for classroom use only. Students who require space and massage tables on which to practice technique must respect ongoing classes. Massage tables are not to be removed from the premises.

Personal Belongings

The College is not responsible for lost or stolen personal belongings left unattended. As there are many points of access to the building, students need to keep track of personal belongings at all times. Any item that is found on the College premises should be turned in to the Main Receptionist on the mid level of the Syosset campus. Students should check this location for lost or misplaced property. Student lockers (located on the main-level and in the main-level rest rooms in Syosset) are provided for temporary use on a daily basis. Students are encouraged to lock their possessions in a locker, and to remove the lock at the end of the day, as locker space is limited. Personal belongings should not be left in lockers overnight.

Locker Rooms and Showers

In Syosset, locker rooms with showers for student use are located within the main-level rest rooms.

Bulletin Boards

Bulletin boards are located throughout the College and clinics with important information for staff, faculty, patients and both day and evening students. These boards should be checked frequently for important College information as well as personal messages. All material to be posted must first be approved the office of Student Services. Solicitations are not permitted.

Student E-mail Addresses

All students receive a New York College of Health Professions email account. To obtain access to the email account:

1. Go to the following website - www.gmail.com
2. Log in with the student's username: FirstName.LastName@nycollege.edu
3. The Password is: Full Student I.D. including the 4 zeros *no letters* (students will be prompted to change the password).

In the event of issues, such as trouble logging in, or concerns, the IT Dept may be contacted at: itsupport@nycollege.edu

Emergency Contact System

New York College has an Emergency Alert System. This mass notification system enables College officials to send urgent text messages to cell phones with text message capability, as well as to e-mail accounts. Each student is responsible for individually subscribing to the New York College Emergency Alert System and for any charges the student's service provider may impose for delivering text messages. Students may access the following Website to register for the New York College Emergency Alert System:

<http://nycollege.edu/optin.php>

It is recommended that students subscribe to this service. It will be used to alert the student to any weather related school closings or changes in schedule, health related notifications or other emergency situations. This system is only for emergencies and will NOT be used for general or academic information. Any questions regarding how to sign up may be emailed to the IT Dept at itsupport@nycollege.edu

New York College Bookstore

The College Bookstore is located on the upper level of the Syosset campus. The Bookstore carries all required student texts, as well as a wide selection of books and educational materials covering many other aspects of holistic health. It also stocks uniforms, face cradle cushions, massage tables, acupuncture needles, moxa, massage oils and creams and other professional supplies. The bookstore may also be accessed at www.nycollege.edu/bookstore.

Photocopier

A photocopier is available for student use in the Steve Kaufman Library on the upper level of the main campus. The cost of copies is 10 cents per page. The photocopier requires staff supervision for access.

Additional Offerings

Additional Offerings

Continuing Education Workshops

Professional workshops for the College students, graduates and other health care professionals are announced as they are scheduled each new term. Check the bulletin boards and College website for additional information. All workshops taught at the College are approved to count toward New York State licensure requirements.

Physical Arts Instructor Certification Classes

Classes in Hatha Yoga, Qi Gong and Tai Chi Chuan are offered to all New York College students and the general public on a year-round basis, including a course of study to become certified instructors of Yoga and Tai Chi. Note that required courses in a degree program cannot be used toward instructor certification program.

Campus Security Information

Objective: The objective of this report is to enhance crime awareness in the campus community. This report is mandated by and in compliance with the US Department of Education's Student Assistance General Provisions.

Campus Security Policies and Procedures

Students and staff are encouraged to report any criminal activity occurring on the school premises. Crime report forms (Incident Reports) are available in the office of Student Services, the office of Human Resources and at the Security desk in the Reception area. Upon completion, the form should be returned to the office from which the report was obtained. Administrative staff will investigate the reports, and, if necessary, report to the local police department if the reporter has not already done so.

The Syosset building is open between the hours of Monday through Thursday from 8:30 AM until 11:45 PM, Friday from 8:30 AM until 6:00 PM, Saturday from 8:30 AM until 8:00 PM, and Sunday from 8:30 AM until 6:00 PM. At closing, the building is locked, and the alarm system activated. Security officers are on premises Monday through Sunday. Students attending classes in New York City must respect and obey the hours and security policies of the individual building location. All students, faculty and staff must always wear their New York College ID with a current expiration sticker when on College premises. Anyone not identified by an ID as a current student, faculty or staff member will be asked to leave the building and grounds.

New York College facilities are private property. Loitering by individuals who do not have business at the facility will not be permitted. If necessary, the local police department will be called to remove anyone who is harassing or threatening students, staff or clients. Any member of the faculty or administrative staff is authorized to call local police to the campus in the event of a criminal incident. New York College has no off-campus locations of student organizations. Descriptions of policies regarding use or sale of alcoholic beverages and illegal drugs and drug / alcohol abuse education programs may be found in an earlier section of this Handbook.

Campus Security Disclosure Policy

Sexual Assault and Bias-Related Crime Prevention Policies and Procedures Pamphlet

New York College has a commitment to the dignity and unique value of each member of the College community. There is also a commitment to the creation of a civil; safe and just environment, in which each person can work, learn and develop to his or her fullest potential. The College's Sexual Assault and Bias-Related Policies and Procedures were created to foster such an environment. A copy of the pamphlet can be found as a link on the College's website. Additional copies can be obtained from the office of Student Services or the Office of Human Resources.

Statistical Information on Campus Crimes

The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the US Department of Education, www.ope.ed.gov/security. To request this information, contact the Office of Student Services or the Human Resources Office. Statistics for crimes that have occurred on campus are available on the college's website at www.nycollege.edu/Clery.

Board of Trustees

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Former President, Morgan State University
Former President, Union of Experimenting Colleges and Universities
Former President, New York College of Health Professions

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MD, Henan Medical University (Peoples Republic of China)
Former Dean, Graduate School of Oriental Medicine, New York College of Health Professions
Vice President of Spinal Professional Committee of World Federation Chinese Medicine Societies (WFCMS)
Served as Senior Judge of Academic Professional Title Committee of Spinal Health Professional Committee of World Federation of Chinese Medicine Societies (WFCMS)
Licensed Acupuncturist, New York State

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Licensed Nursing Home Administrator, New York and New Jersey

Dr. Rumei Yuan, MS, PhD, MD

Former Associate Ophthalmologist, Ophthalmic Consultants, PC.
Former Associate Ophthalmologist, Raymond Fong, PC
Former Research Associate, New York Eye and Ear Infirmary
Senior Medical Officer, Navy Reserve, Captain
Herman Seager Award winner, 1990
Former Research Fellow, Emory University of Medicine
Former Research Fellow, Centers for Disease Control

College Administration

A Li Song, MD (China), LAc – President

MD, Henan Medical University; Dean, Graduate School of Oriental Medicine, New York College of Health Professions; Vice President of Spinal Professional Committee of World Federation Chinese Medicine Societies (WFCMS); Served as Senior Judge of Academic Professional Title Committee of Spinal Health Professional Committee of World Federation of Chinese Medicine Societies (WFCMS); Over thirty years of experience in teaching and clinical expertise; Licensed Acupuncturist, New York State.

Samuel Lehrfeld, BS, MS – Chief Operating Officer

Health Care Consultant; Former President and Chief Executive Office, New York-Presbyterian Healthcare System; Former Executive Director/ Chief Executive Officer, New York City Health and Hospitals Corporation (NYC HHC); Licensed Nursing Home Administrator in NY & NJ

Dr. Errol G. Virasawmi, BA, LHD – Chief Financial Officer

College of Preceptors/Cambridge University, Bachelor of Arts (Business Administration) Kensington University; New York State Notary License; Treasurer, Suffolk County Citizen's Police Academy Alumni Association., Board of Directors & Treasurer 2011-2018; New Center of Wholistic Health Education & Research, Treasurer & Board of Trustees, 1990-1998; Comptroller 1989-1990; Royal Business Schools 1986-1988

Dr. Lizel Stover, DACM, MSOM, BPS, Dipl OM (NCCAOM), LAc – Dean, Graduate School of Oriental Medicine, Clinic Director, Acupuncture Chair, Oriental Science

Doctorate of Acupuncture and Chinese Medicine, Pacific College of Oriental Medicine (2018); Masters of Science (Oriental Medicine) and Bachelors of Professional Studies (Health Sciences), New York College of Health Professions (2006); Diplomate of Oriental Medicine since 2007, National Certification Commission for Acupuncture and Oriental Medicine; CNT examiner – CCAOM; Owner and Practitioner of Touch of Health since 2007. Licensed Acupuncturist, New York State.

Dr. Steven Haffner, DC – Dean, College of Massage Therapy

Dr. Steven Haffner received his Doctor of Chiropractic degree from New York Chiropractic College, Old Brookville, NY in 1984, and currently serves as full-time faculty at Nassau County Community College and as Adjunct Faculty at Queensborough Community College, Adelphi University, and University of Bridgeport. Prior to these positions, he served as full-time faculty at New York College of Health Professions (NYCHP) from 1996 to 2010, during which period, he served as the Dean of the School of Massage Therapy from 2005 to 2010, Acting Dean of Academic Affairs from 2007 to 2008, and Dean of Students from 2003 to 2004. He also taught at the Swedish Institute before his employment with NYCHP.

Timothy Boudreau, MA, BS – Director of Enrollment and Student Success, Director of Institutional Research

Master of Arts (Liberal Studies), State University of New York (Stony Brook); Bachelor of Science (Mathematics), Eastern Connecticut State University (Willimantic); Senior Managing Director, Huntington Learning Center, NY; Assistant Director of Education, Huntington Learning Center; Registrar, New York College of Health Professions.

Dr. Yun Li, MD (People’s Republic of China), MS, LAc (NY), Diplomate Acupuncture & Chinese Herbal Medicine (NCCAOM) – Chair, Herbal Medicine/ Director, Herbal Dispensary

M.D. In Traditional Chinese Medicine, Hebei Medical University (People’s Republic of China); M.S. in Traditional Chinese Medicine, China Academy of Traditional Chinese Medicine (People’s Republic of China); Associate Professor, China Academy of Traditional Chinese Medicine (People’s Republic of China); Vice Chief-Editor, Encyclopedia Publishing House of China; Licensed Acupuncturist, New York State.

Dr. Bruce Park, DACM, MSOM, MA, BA, LAc – Director of Manhattan Site, Acupuncture and Oriental Sciences

Diplomate of Acupuncture, National Certification Commission for Acupuncture and Oriental Medicine; Doctorate of Acupuncture and Chinese Medicine, Pacific College of Health and Science; Masters of Science in Oriental Medicine, Tri-State College of Acupuncture; Masters of Arts in Education, Dongguk University, Korea; Bachelors of Arts in Buddhist Studies, Dongguk University, Korea. Licensed Acupuncturist in New York and Virginia; Author of many books including “A Clinical Manual of Herbal Medicine – Therapeutics for Conditions & Disorders” and “Buddha Dharma Practice”; Dharma Teacher.

Michael Kim, BPS/MS, BS, LAc (NY) – Associate Director of Graduate School of Oriental Medicine Clinic, Acupuncture and Oriental Sciences

Master of Science (Acupuncture), Bachelor of Professional Studies (Health Sciences), New York College of Health Professions; Bachelor of Science (Health Sciences), Stony Brook University; Emergency Medicine Technician and Paramedic, New York Methodist Hospital Paramedic Program.

Dr. Victoria Szafranska, DC, MSACN, BPS, LMT (NY) – Associate Massage Therapy Clinic Director (Syosset), Health Sciences

Doctor of Chiropractic; Master of Science (Applied Clinical Nutrition); Bachelor of Professional Studies; Graduated from New York Chiropractic College; Associates of Occupational Studies; Licensed Massage Therapist in New York, Graduated from New York College of Health Professions; Adjunct Professor at New York College of Health Professions teaching Swedish, Medical Massage, Reflexology, and Myology.

Margaret Natal-Cheverino, BPS/MS, AOS, LMT (NY) – Associate Massage Therapy Clinic Director (Bellevue), Western Technique

Master of Science (Oriental Medicine), Bachelor of Professional Studies (Health Science), New York College of Health Professions; Associate in Occupational Studies (Massage Therapy), Swedish Institute College of Health Science; Wellness Manager/Massage Therapist, Westchester Square Physical Therapy; General Manager, Blink Fitness Clubs; Assistant General Manager, Spa Coordinator, Equinox Fitness Clubs; Licensed Massage Therapist, New York State.

Department Administrators

Jacqueline McIntyre, BS – Bursar

Bachelor of Science (Business Administration) New York Institute of Technology; Manager of Student Accounts, Vaughn College of Aeronautics & Technology; Bursar Administrator/District Advisor, Ultrasound Diagnostic School; Financial Aid Officer, New York Institute of Technology.

Brian W. Alvarez, BS – Student Services/Title IX Coordinator

Bachelor of Science (Business Administration), Dowling College; IT Support/Purchasing Manager, New York College of Health Professions; Financial Advisor, WFG; Fiscal Coordinator, Adelante of Suffolk County, Inc.; Computer Instructor and Youth Counselor, Adelante of Suffolk County, Inc.

Clair Jacobi – Financial Aid

Amy Kotowski, BA, MA – Associate Registrar/Title IX Deputy

Master of Arts (English), Iona College, New York; Bachelor of Arts (English Literature), Iona College, NY; Manager of Student Central, Keller Graduate School of Management/DeVry College of NY; Student Advisor, Kaplan Test Prep & Admissions, NY.

Cynthia Ann Cayea, MLS, BS – Librarian, Career Services

Master of Library Science (Certificate in Archives and Records Management), Queens College; Bachelor of Science (Psychology), Saint Joseph's College; Archival Intern, Archive of Contemporary Music; Periodical Room Clerk, Patchogue-Medford Public Library; Computer Operator – Special Collections, Suffolk Cooperative Library System.

Student Directory

The following is a listing of contact information for departments at the College which students will need to know. The main number for the College is (516) 364-0808. To reach each department, you must dial # and then the extension number, followed by the # again. The phone number for the main desk at Bellevue Hospital is (646) 819-1916.

Department	Name	Extension
Acupuncture Teaching Clinic		231/113
Admissions	James Lin	351
Associate Clinic Director - GSOM	Michael Kim	368
Associate Clinic Director - MT (Syosset)	Dr. Victoria Szafranska	231
Associate Registrar/Title IX Deputy	Amy Kotowski	319
Bookstore		197
Bursar	Jacqueline McIntyre	130
Career Services	Cynthia Cayea	215
Chair - Herbal Program	Dr. Yun Li	373
Continuing Education		130
Dean, Graduate School of Oriental Medicine	Dr. Lizel Stover	180
Dean, School of Massage Therapy	Dr. Steven Haffner	529
Director of Enrollment and Student Success	Timothy Boudreau	134
Financial Aid	Clair Jacobi	330
Human Resources		390
Information Technology		136
Library	Cynthia Cayea	215
Maintenance		299
Massage Therapy Teaching Clinic		350
Physical Arts Office		212
President	Dr. A Li Song	309
Program Coordinator	Jennie Igeneri	192
Student Records		134
Student Services/Title IX Coordinator	Brian Alvarez	139

Appendixes

AMTA Code of Ethics

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

Principles of Ethics: The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

Rules of Ethics: The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

Effective Date May 1, 2010 - Reprinted with the permission of the American Massage Therapy Association

AOBTA Code of Ethics

1. Social/Ecological Concern

Members recognize their intrinsic involvement in the total community of life on the planet earth.

2. Professional Conduct

AOBTA members conduct themselves in a professional and ethical manner, perform only those services for which they are qualified, and represent their education, certification, professional affiliations, and other qualifications honestly. They do not in any way profess to practice medicine or psychotherapy, unless licensed by their state to do so.

3. Health History and Referrals

AOBTA members keep accurate client records, including profiles of the body/mind health history. They discuss any problem areas that may contraindicate use of Asian Bodywork techniques and refer clients to appropriate medical professional when indicated.

4. Professional Appearance

AOBTA members pay close attention to cleanliness and professional appearance of self and clothing, of linens and equipment, and of office environment in general. They endeavor to provide a relaxing atmosphere, giving attention to reasonable scheduling and clarity about fees.

5. Communication and Confidentiality

AOBTA members maintain clear and honest communications with their clients, and keep all client information, whether medical or personal, strictly confidential. They clearly disclose techniques used, appropriately identifying each in the scope of their professional practice.

6. Intention and Trust

AOBTA members are encouraged to establish and maintain trust in the client relationship and to establish clear boundaries and an atmosphere of safety.

7. Respect of Clients

AOBTA members respect the client's physical/emotional state, and do not abuse clients through actions, words or silence, nor take advantage of the therapeutic relationship. They in no way participate in sexual activity with a client. They consider the client's comfort zone for touch and for degree of pressure and honor the client's request as much as possible within personal, professional, and ethical limits. They acknowledge the inherent worth and individuality of each person and therefore do not unjustly discriminate against clients or colleagues.

8. Professional Integrity

AOBTA members present Asian Bodywork in a professional and compassionate manner representing themselves and their practice accurately and ethically. They do not give fraudulent information, nor misrepresent AOBTA or themselves to students or clients, nor act in a manner derogatory to the nature and positive intention of the AOBTA. They conduct their business honestly.

9. Professional Courtesy

AOBTA members respect the standards set by the various AOBTA forms, and they respect service mark, trademark, and copyright laws. Professional courtesy includes respecting all ethical professionals in speech, writing, or otherwise, and communicating clearly with others.

10. Professional Excellence

AOBTA members strive for professional excellence through regular assessment of personal and professional strengths and weaknesses, and by continued education and training.

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NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

Code of Ethics

Effective as of October 14, 2008

All practitioners certified by the National Certification Commission for Acupuncture and Oriental Medicine must be committed to responsible and ethical practice, to the growth of the profession's role in the broad spectrum of American health care, and to their own professional growth. All Diplomats, Applicants and Candidates for certification agree to be bound by the NCCAOM Code of Ethics.

A. Commitment to the Patient

1. Respect the rights and dignity of each person I treat.
2. Accept and treat those seeking my services in a nondiscriminatory manner.
3. Keep the patient informed by explaining treatments and outcomes.
4. Protect the confidentiality of information acquired in the course of patient care.
5. Maintain professional boundaries in relationships with patients and avoid any relationships that may exploit practitioner/patient trust.
6. Keep accurate records of each patient's history and treatment.
7. Treat only within my lawful scope of practice.
8. Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.
9. Avoid treating patients if I am unable to safely and effectively treat due to substance abuse, physical or psychological impairment.
10. Bill patients and third party payers accurately and fairly.
11. Not engage in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Not engage in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended. A sexual relationship must not exploit the trust established during the professional relationship.

B. Commitment to the Profession

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non- misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.

3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
4. Comply with NCCAOM Examination Policies.
5. Report to NCCAOM or appropriate licensing authority's information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline.
6. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.
7. Report any changes to the information on my application regarding professional ethics and my ongoing fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
8. Comply with NCCAOM Examination Policies.
9. Report to NCCAOM or appropriate licensing authorities information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline.

C. Commitment to the Public

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Refrain from any representation that NCCAOM certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which I practice.
3. Use only the appropriate professional designations for my credentials.
4. Advertise only accurate, truthful, non- misleading information and refrain from making public statements on the efficacy of Oriental medicine that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the highest quality of care for individual patients.
6. Comply with all public health and public safety reporting duties imposed on licensed health care professionals.

[Adopted by the Board of Commissioners of NCCAOM October 2008]

This Student Handbook is written solely for the students enrolled at New York College of Health Professions and is effective from August 2021 through August 2022.