



New York
COLLEGE

of Health Professions

Student Handbook

Academic Year
2023 - 2024

Table of Contents

WELCOME	5
MISSION AND VISION	6
EXPECTATIONS	7
STUDENT LIFE	8
CRISIS MANAGEMENT	8
HOLISTIC HEALTH OPTIONS FOR STUDENTS	10
ACADEMIC INFORMATION	11
NEW YORK COLLEGE OF HEALTH PROFESSIONS EDUCATIONAL OBJECTIVES.....	11
SCHOOL OF MASSAGE THERAPY STUDENT LEARNING OUTCOMES.....	11
GRADUATE SCHOOL OF ACUPUNCTURE AND HERBAL MEDICINE STUDENT LEARNING OUTCOMES	11
ACADEMIC CALENDAR	12
ACADEMIC ACCOMMODATIONS (ADA POLICY).....	12
CLASS CANCELLATION / SCHOOL CLOSURE.....	12
DEGREE REQUIREMENTS: MASSAGE THERAPY	12
DEGREE REQUIREMENTS: ACUPUNCTURE.....	12
DEGREE REQUIREMENTS: ACUPUNCTURE WITH CHINESE HERBAL MEDICINE SPECIALIZATION	12
COURSES OF STUDY – ACUPUNCTURE WITH HERBAL MEDICINE PROGRAM (BPS/MS) (NYCOLLEGE.EDU).....	12
ACADEMIC RECORDS	13
<i>Family Educational Rights and Privacy Act (FERPA) Policy</i>	14
<i>Transcripts</i>	15
<i>Replacement Diploma</i>	15
ACADEMIC POLICIES AND PROCEDURES	16
SATISFACTORY ACADEMIC PROGRESS	16
ADVANCED STANDING	19
ATTENDANCE.....	22
AUDITING COURSES POLICY.....	23
COURSE REGISTRATION	23
ADD/DROP PERIOD	24
DEAN’S LIST DISTINCTION POLICY.....	24
GRADING POLICY.....	24
<i>Grading Scale</i>	24
<i>Administrative Grades</i>	25
<i>Grading Criteria: General</i>	25
ENROLLMENT POLICIES AND PROCEDURES	27
ENROLLMENT STATUS	27
MATRICULATED STATUS	27
LEAVE OF ABSENCE	27
VOLUNTARY WITHDRAWAL FROM THE COLLEGE	28
READMISSION AFTER VOLUNTARY WITHDRAWAL	28
SUPPORT SERVICES	29
ADMISSIONS	29
BURSAR.....	29
FINANCIAL AID	29
REGISTRAR.....	30

STUDENT SERVICES	30
DEAN	30
LIBRARY	30
INFORMATION TECHNOLOGY.....	30
CAREER SERVICES.....	31
FINANCIAL INFORMATION AND POLICIES	32
TUITION AND FEES	32
COST OF EDUCATION.....	33
FINANCIAL AID	34
STUDENT ELIGIBILITY FOR TITLE IV FUNDING	36
FEDERAL GRANTS.....	38
LOANS.....	39
NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP).....	39
STUDENT TUITION LIABILITY/REFUND POLICY	43
VOTER REGISTRATION.....	44
TITLE IX POLICIES AND PROCEDURES	45
I. TITLE IX POLICY STATEMENT	45
II. TITLE IX PURPOSE.....	45
III. TITLE IX APPLICABILITY	45
IV. REPORTING OBLIGATIONS.....	45
V. PROHIBITED CONDUCT	47
VI. TITLE IX DEFINITIONS	48
VII. EVALUATION OF THE COMPLAINT	50
VIII. THE GRIEVANCE PROCESS.....	51
IX. RECORD RETENTION.....	54
X. SUBMISSION OF MATERIALS.....	54
XI. CONFIDENTIALITY	54
XII. ANNUAL REPORT	54
XIII. EDUCATION.....	54
STUDENT CODE OF CONDUCT	55
GENERAL STATEMENT	55
POLICY ON CHEATING AND PLAGIARISM.....	56
ILLEGAL PRACTICE OF MASSAGE THERAPY AND/OR ACUPUNCTURE.....	56
DRESS CODE / PERSONAL HYGIENE / GROOMING.....	57
SUBSTANCE ABUSE.....	58
STUDENTS BRINGING CHILDREN TO SCHOOL.....	59
INFECTIOUS CONDITIONS / BLOOD-BORNE PATHOGENS	59
DRAPING.....	60
CRIME PREVENTION POLICIES: SEXUAL ASSAULT, AFFIRMATIVE CONSENT, AND BIAS-RELATED CRIME PREVENTION	61
<i>Sex Offenses and Legal Consequences</i>	61
<i>Bias/Hate Crimes</i>	61
<i>Reporting Sexual Assault or Bias-Related Crime</i>	62
<i>Students' Bill of Rights</i>	62
GRIEVANCE/COMPLAINT/DISCIPLINARY PROCEDURES	63
COMMITTEE OF ACADEMIC POLICY CAP	63
STUDENT-FACULTY COMMITTEE (SFC).....	64
STUDENT DISCIPLINARY COMMITTEE	64
SUSPENSION	64
DISCIPLINARY PROBATION	65

TERMINATION POLICY	65
READMISSION AFTER DISMISSAL	66
TRANSCRIPT NOTATIONS POLICY.....	66
STATE/ACCREDITING BODY COMPLAINT PROCEDURE.....	67
FACILITIES.....	68
RESERVATION OF CLASSROOMS	68
CLASSROOM/LINEN	68
USE OF MESSAGE TABLES.....	68
PERSONAL BELONGINGS.....	68
BULLETIN BOARDS	68
STUDENT E-MAIL ADDRESSES.....	69
NEW YORK COLLEGE BOOKSTORE	69
PHOTOCOPIER.....	69
ADDITIONAL OFFERINGS.....	70
CONTINUING EDUCATION WORKSHOPS.....	70
PHYSICAL ARTS INSTRUCTOR CERTIFICATION CLASSES.....	70
CAMPUS SECURITY	71
CAMPUS SECURITY POLICIES AND PROCEDURES.....	71
NEW YORK STATE EDUCATION LAW ARTICLE 129-A POLICIES.....	71
<i>Article 129-A Section 6430 – General Provisions.....</i>	<i>72</i>
<i>Article 129-A Section 6431 – Advisory Committee on Campus Security.....</i>	<i>72</i>
<i>Article 129-A Section 6432 – Sexual assault, domestic violence, and stalking prevention information.....</i>	<i>73</i>
<i>Article 129-A Section 6433 – Campus crime reporting and statistics.....</i>	<i>73</i>
<i>Article 129-A Section 6434 – Investigation of crimes and crime reporting</i>	<i>73</i>
<i>Section 6436 – Bias-Related Crime Prevention Information</i>	<i>73</i>
<i>Article 129-A Section 6437 – Prohibition on the marketing of credit cards</i>	<i>74</i>
<i>Article 129-A Section 6438 – Notification of fire safety standards and measures in all college-owned or college-operated housing</i>	<i>74</i>
<i>Article 129-A Section 6438-C - Student-athlete compensation.....</i>	<i>74</i>
DIRECTORY	75

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 college website, 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 on the College website. 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 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) 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 and Vision

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 party's, new product development in health care, wellness and quality of life products.

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

- **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 (See Student Code of Conduct). 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

Crisis Management

ALL Campus Emergencies

- **Call 911:** for fire, serious medical problems, crime in progress, or for any life-threatening situation

Suicide Prevention

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**

Mental Health Assistance

- Nassau County Mobile Crisis Team:
 - **516-227-TALK**
 - Consists of licensed professionals who are specially trained to deal with mental health problems 24 hours/7 days per week.
 - The Team responds in the same day and provides supportive crisis intervention to those experiencing an emotional disturbance, interpersonal crisis, or psychiatric emergency.
 - The Team assesses an individual and makes a referral to the most appropriate program, resource, or facility to ensure the individual's safety and wellbeing.
- Suffolk County Mental Health Hotline:
 - **631-952-3333**
 - Crisis hotline in Suffolk County is available 24 hours/7 days per week
 - Trained hotline workers may provide verbal support, deploy the Mobile Crisis Team, or arrange for transport to DASH (Diagnostic, Assessment, and Stabilization Hub)
- Crisis Text Line
 - **Text "START" to 741741**
- NYC Well
 - **1-888-NYC-WELL (1-888-692-9355), Press 2**
 - Text: Text WELL to 65173
 - Confidential crisis intervention and information and referral service for anyone seeking help for mental health and/or substance misuse concerns
 - Available 24 hours/7 days per week

Chemical Dependency

- Nassau County Directory of Behavioral Health Treatment Services:
 - [Behavioral Health Services \(nassaucountyny.gov\)](http://nassaucountyny.gov)
- Suffolk County Directory for Substance Abuse
 - [Behavioral Health Services \(suffolkcountyny.gov\)](http://suffolkcountyny.gov)
- NYC Well
 - **1-888-NYC-WELL (1-888-692-9355), Press 2**
 - Text: Text WELL to 65173
 - Confidential crisis intervention and information and referral service for anyone seeking help for mental health and/or substance misuse concerns
 - Available 24 hours/7 days per week

Sexual Harassment

NYS Domestic and Sexual Violence Hotline

- **1-800-942-6906**
- [Enough is Enough](#)

GLBT National Help Center:

- **1-888-843-4565**
- [LGBT Help Center \(lgbthotline.org\)](http://lgbthotline.org)

Bias-Related Incidents

- Long Island Area
 - Biashelp: **877-363-2427**
 - Biashelp.org
- New York City Area
 - Safe Horizon: **866-689-4357**
 - Safehorizon.org
- New York State
 - Hate Crimes Task Force
 - 1-888-392-3644
 - [Hate Crimes Task Force \(ny.gov\)](#)

Student Life

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.

Teaching Clinics

Students are encouraged to visit the New York College of Health Professions Academic Health Care Teaching Clinics. Students can receive massage therapy and acupuncture treatments as well as herbal medicine consultations.

Contact: 516-364-0808 ext. 701

The Herbal Dispensary

The Herbal Dispensary 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.

Contact: 516-364-0808, ext. 541

Academic Information

New York College of Health Professions Educational Objectives

- To provide students with the knowledge, skills, and professionalism to become highly qualified practitioners
- To prepare students to be capable of passing the licensure and/or certification exams required to become a licensed or certified practitioner in New York and other states
- To develop in students a sense of ethical responsibility in the therapist-client dynamic and with fellow practitioners
- To provide students with an appreciation for continued learning throughout their professional careers
- To enable students to be fully capable and independent practitioners and obtain employment in various health care fields

School of Massage Therapy Student Learning Outcomes

Upon successful completion of the Massage Therapy Program, students will be able to:

- Demonstrate the knowledge and skills in the art and science of Eastern, Western, and Therapeutic Medical Massage modalities as entry-level practitioners
- Integrate the knowledge of Western Health Sciences and both Eastern and Western Massage Therapy Principles to promote critical thinking, enhance problem solving, and consistently document massage therapy sessions thoroughly and accurately within a clinical setting
- Develop a strategy of self-care, successful practice, business, or employment within the field of massage therapy
- Demonstrate ethical and legal behavior, cultural sensitivity, and effective communication with clients and other healthcare professionals
- Demonstrate the ability to communicate verbally and in writing and to apply information management and digital technology for academic research and lifelong learning

Graduate School of Acupuncture and Herbal Medicine Student Learning Outcomes

Upon successful completion of the Graduate School of Acupuncture and Herbal Medicine Program, students will be able to:

- Conduct a holistic and thorough assessment of the patient's condition by employing differential diagnosis and critical thinking utilizing four methods of diagnosis of Traditional Chinese Medicine (TCM)
- Develop personalized, effective, and safe treatment plans according to the principles of TCM
 - Acupuncture Program: Implementing acupuncture treatments and range of adjunctive therapies such as: moxibustion, cupping, electroacupuncture, GuaSha, TuiNa etc.
 - Acupuncture with Chinese Herbal Medicine Specialization Program: Incorporating Chinese herbal medicine in conjunction with all treatments outlined in the acupuncture program
- Emphasize the importance of self-care and preventative care through physical arts, diet, and lifestyle
- Maintain comprehensive documentation and ethically and professionally communicate with patients and other health care providers with a thorough TCM and biomedical knowledge
- Design strategies for establishing a successful practice, business, or employment with the diverse field of acupuncture

Academic Information

Academic Calendar

To view the current Academic Calendar go to: [Academic Calendar](#)

Academic Accommodations (ADA Policy)

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 accommodation.
- 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.

Class Cancellation / School Closure

Should inclement weather necessitate the cancellation of classes, students should check the College website [New York College of Health Professions](#) for up-to-date information.

Degree Requirements: Massage Therapy

[Courses of Study – Massage Therapy Program \(AOS\) \(nycollege.edu\)](#)

Degree Requirements: Acupuncture

[Courses of Study – Acupuncture Program \(BPS/MS\) \(nycollege.edu\)](#)

Degree Requirements: Acupuncture with Chinese Herbal Medicine Specialization

[Courses of Study – Acupuncture with Herbal Medicine Program \(BPS/MS\) \(nycollege.edu\)](#)

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:

- Acceptance Letter
- Add/Drop Forms
- Application for Admissions
- Admissions Essay
- Buckley Amendment/FERPA Form
- Change of Enrollment Status Form
- Class Schedule
- Course of Study
- Document of Reasonable Accommodations Form (504)
- Financial Intent Form
- Immunization Record
- Interview Checklist
- Interview Form
- Leave of Absence Request Form
- Meningitis Awareness Form
- Official Transcripts (high school and college)
- Physical Form
- Provisional Acceptance Agreement
- Registration Forms
- Requirement Immunization Form
- Statement of Commitment
- Student Oath
- Transfer Credit Waiver

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information contact the Department of Education
[Family Educational Rights and Privacy Act \(FERPA\)](#)

Transcripts

Official transcripts for graduate schools, prospective employers, and other institutions must be requested in writing. 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. Request forms can be downloaded on the College website [Office of the Registrar](#). 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
6851 Jericho Turnpike
Suite 210
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).

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.

Academic Policies and 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 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 Title IV 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, three standards are required:

1. The Qualitative Standard (Grade based GPA)

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 for their program.

2. The Quantitative Standard (Pace of progression)

The Satisfactory of Academic Progress policy indicates the required percentage of credits that must be earned in proportion to the number of credit hours attempted. The quantitative standard (pace of progression) requires that Undergraduate and Graduate students complete a minimum of 67% of their attempted courses. All hours for which students have incurred financial obligations are included in "credit hours attempted."

3. The Minimum/Maximum Time Frame Standard

Regardless of enrollment status (full-time or part-time), the maximum timeframe to complete any undergraduate 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 Acupuncture and Herbal Medicine cannot exceed 200% of the published length of the program in the credit hours attempted.

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 does not meet the required standards, as determined by the College in its sole discretion, after being given an Academic Warning, the student will be placed on Academic Probation. An Academic Warning will be given as a chance for one (1) trimester to improve the student's standing, if the required standards are not met for the following trimester the student will go into Academic probation until the requirement is met. 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. Students are strongly encouraged to make use of the College's advisement and tutoring services as needed.

Academic Probation

Students will be placed on Academic Probation after one (1) trimester of Academic Warning if the student is unable to return to good academic standing. 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 trimester.

A student who 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.

Academic Policies and Procedures

Advanced Standing

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 Acupuncture with Chinese Herbal Medicine Specialization 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 correlate to the curriculum at the 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 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 \$325.00 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.

Academic Policies and Procedures

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. The Administration runs weekly attendance reports to monitor student attendance. Students are notified of attendance issues through the Office of 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. Instructors keep attendance records. Instructors will report three consecutive student absences to the Office of 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 on 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 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 coursework 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 \$75.00 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 an 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.

Auditing Courses Policy

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. Students auditing a class do not receive a grade or credit for the class subsequently or retroactively.

Audited courses do NOT appear on a student's official transcript.

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 prerequisites are met for the courses they are registering for.

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 made 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.

Dean's List Distinction Policy

The Dean's List Distinction recognizes outstanding scholarship among students enrolled in their respective programs. New York College of Health Profession students achieving a grade point average of 3.9 or higher upon the completion of their program will be recognized with the Dean's List Distinction at graduation.

Grading Policy

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.

Grading Scale

Grade	Numerical Grade	Equivalent GPA
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 the GPA)
- I** **Incomplete:** 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 or in the Acupuncture or Herbal Clinic 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 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 the 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: General

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.

Grading Criteria: For Evaluating Practical Examinations

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 massage therapy technique or acupuncture technique which reflects this understanding.

Students must demonstrate professionalism in the 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 advanced 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.

Enrollment Policies and Procedures

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 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 Acupuncture with Chinese Herbal Medicine Specialization 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 standing and financial standing may request a Leave of Absence by submitting a Leave of Absence Form to the Office of Student Services prior to the beginning of the term. The Leave of Absence must not exceed a total of 180 days in a 12-month period.

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 terms of readmission.

Voluntary Withdrawal from the College

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.

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.

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
- Program Deans
- 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 can be found in the Student Finances Procedures section of the Student Handbook as well as on the College Website. 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 assist 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 aspects 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 conduct for all student concerns.

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 Acupuncture and Herbal 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. Please visit the College Website for the current library hours.

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 [Career Services](#) . 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.

Financial Information and Policies

Tuition and Fees

Tuition for degree programs is based on a per credit charge of \$450.00 per credit for undergraduate level courses and a per credit charge of \$545.00 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 at 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 through the College bookstore. 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 2022-2023 fees for the College.

Fee	Description of Fee
\$50.00	Non-refundable Application Fee – School of Massage Therapy
\$75.00	Non-refundable Application Fee – Graduate School of Acupuncture and Herbal 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 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 approximate cost for the 2023-2024 award year.

Part Time – Less than 12 Credits	Dependent¹ 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

Full-Time (12 plus credits)	Dependent¹ 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.

Financial Aid

Introduction

- **Financial Aid Department**
 - The Office of Financial Aid consists of a Financial Aid Director. 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.
- **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.
- **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.
- **Code of Conduct**
 - The New York College of Health Professions Office of Financial Aid has always provided students with a 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 regarding the code of conduct can be addressed to:

Office of Financial Aid
New York College of Health Professions
6851 Jericho Turnpike
Suite 210
Syosset, NY 11791
(516) 364-0808 ext. 503
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:
 - Must be matriculated in an approved program
 - Must complete financial aid forms in a timely manner
 - Must be in good academic standing
 - Must not be in default of a student loan
 - 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:
 - The Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.
 - 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/>.
 - 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.

Student Eligibility for Title IV Funding

- **General Eligibility**

- 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
 - does not owe a repayment of an SFA grant and/or is not in default on federal student loans
 - is maintaining satisfactory progress in the program (please see Satisfactory Academic Progress details)
 - provides a valid Social Security Number
 - has not borrowed in excess of the annual or aggregate loan limits
 - for the Federal Pell Grant program, has not received a bachelor’s degree
 - 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 of the Student Handbook

- **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.

Program	HEGIS Code	Degree Awarded
Massage Therapy	5299	A.O.S.
Advanced Asian Bodywork	1299	B.P.S.
Acupuncture	1299	B.P.S./M.S.
Acupuncture with Chinese Herbal Medicine Specialization	1299	B.P.S./M.S.

- **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
$\frac{3}{4}$ - Time	9 – 11 Credits
$\frac{1}{2}$ - Time	6 – 8 Credits
Less-than-Half-Time	5 credits or less

- **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.
 - **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.
 - **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.
- **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.
 - **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.
 - **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 -888-4424551 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 2023-2024 interest rate is 5.50%.
- **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 2023-2024 interest rate is 5.50% for undergraduate student and 7.05% 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 2023-2024 interest rate is 8.05%.
- **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 a 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 and 2	Payments 3 and 4	Payments 5 and 6	Payments 7 and 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's office for additional information on the Title IV refund policy. Any unearned Title IV moneys will be returned in the following order:
 - Federal Direct Unsubsidized Loans
 - Federal Direct Subsidized Loans
 - Federal Direct PLUS Loans
 - Federal Pell Grant
 - 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

- The New York College of Health Professions is required to provide its students with information regarding voter registration. Please see [Online Voter Registration | New York State Board of Elections \(ny.gov\)](#) for information on how to become a registered in New York.

Title IX Policies and Procedures

I. Title IX Policy Statement

The New York College of Health Professions (College) strives to provide an educational and working environment for all faculty, staff, and students that is free from all forms of sex-based discrimination and harassment. It is committed to providing an environment that treasures diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect.

Discrimination and harassment in any form are contrary to these goals and fundamentally at odds with the values of the College. Discrimination and harassment are violations of College policy, local and federal laws, and will not be tolerated. Individuals who engage in such conduct may be subject to disciplinary action.

II. Title IX Purpose

To provide for compliance with Title IX of the Educational Amendments Act of 1972, as amended, reaffirm the College's commitment to providing a positive environment for study and work free from sex-based discrimination and harassment inform members of the College community and visitors of the type of conduct that is proscribed and the process for making a complaint for alleged violations.

III. Title IX Applicability

This procedure is applicable to all student, faculty, staff, visitors to the College or an activity and educational program, including admissions and employment occurring within the United States. It applies to both the employment and student academic environment contexts, including relationships between faculty, staff and students, academic decisions regarding students, relationships between students, and the general environment in which students' function.

IV. Reporting Obligations

Obligations to Report Sexual Harassment

In order to take appropriate corrective action, the College must have actual knowledge of the sexual harassment and related retaliation that occurs in college employment, educational programs, and activities.

The following individuals are considered officials with authority and have a duty to report whenever they witness, receive notification of, or otherwise have knowledge of an incident of discrimination, harassment, or related retaliation that occurred in the course of college employment, educational programs, or activities:

- All College Officers
- Academic Deans
- Directors
- Chairs
- Administrative Department Heads
- The Title IX Coordinator

Where to Report

Anyone who believes that they experienced, witnessed, or otherwise have knowledge of sexual harassment shall immediately report such behavior to the:

- Title IX Coordinator
- Human Resources (for employees)

An individual may choose to share concerns involving sexual harassment with a faculty or staff member.

All employees are encouraged to report and inform the reporting individual that:

- You are not a confidential source; and
- You will report their concerns to the Title IX

All reports or complaints should be reported to:

Amy Kotowski
Title IX Coordinator
akotowski@nycollege.edu
516-364-0808 ext. 507

Jacqueline McIntyre
Title IX Deputy
jmcintyre@nycollege.edu
516-364-0808 ext. 505

When to Report

All reports or complaints shall be made as promptly as possible after the occurrence. For students, while they should expect that faculty and staff would inform the Title IX Coordinator, students are strongly encouraged to contact the Title IX Coordinator directly.

Right to File Criminal Complaint

A complainant has the right to file a criminal complaint before, during or after the College's Title IX investigation.

Right to File an External Complaint

A complainant who has filed a Title IX formal (written) complaint with NYCHP, has the option to:

- Withdraw their complaint from the process at any time and to file a complaint with an external agency or other antidiscrimination agency or
- The complainant may continue with their formal(written) complaint at NYCHP while simultaneously filing a complaint with an outside agency. Depending on the circumstances, NYCHP may determine to continue with its review of the initially alleged incidents if the Complainant decides to withdraw their complaint.

Zero-Tolerance for Retaliation

The College will not tolerate retaliation by any employee or student. Retaliation is a serious violation of this policy, as well as of federal, state, and local law. Anyone who believes they have been retaliated against should report the matter immediately according to the same procedure provided in this policy for making complaints of

discrimination, harassment, or sexual assault.

V. Prohibited Conduct

Sexual Harassment (defined by Title IX)

Unwelcome conduct determined by a reasonable person on the basis of sex that is so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the school's education program or activity; or an employee of the school conditioning the provision of aid, benefit, or service of the school's on an individual's participation in unwelcome sexual conduct (quid pro quo); or sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence Against Women the Act (VAWA)). The conduct occurs in the United States and within the College's "education program or activity."

Sexual Assault

1. Sexual Assault–Non-consensual Sexual Contact:

Behavior including any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Intentional contact with the breasts, buttocks, groin, or genitals
- Intentional touching of another with breasts, buttocks, groin, or genitals
- Compelling someone to touch another person or oneself in a sexual manner
- Any intentional bodily contact in a sexual manner.

2. Sexual Assault–Non-consensual Sexual Intercourse:

Behavior including any sexual intercourse, however slight, with any object or body part by a person against another person that is without Affirmative Consent and/or by force.

- Examples include, but are not limited to:
- Vaginal penetration by a penis, object, tongue or finger
- Anal penetration by a penis, object, tongue or finger
- Oral copulation (mouth-to-genital contact or genital-to-mouth contact)

Sexual Exploitation

When an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and the behavior does not otherwise constitute another form of prohibited conduct as defined by this policy.

Examples include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual taking and/or distributing photography, video, or audiotaping of sexual activity
- Allowing others to observe sexual activities without Consent
- Engaging in voyeurism
- Knowingly transmitting a sexually transmitted infection or human immunodeficiency virus (HIV) to another person
- Exposing one's genitals in non-consensual circumstances
- Inducing another to expose their genitals

Domestic Violence

Violence committed against a person by: a current or former spouse or intimate partner; a person with whom the recipient of the conduct shares a child in common; a person who is cohabiting with or has cohabited with

the recipient of the conduct as a spouse or intimate partner; a person similarly situated to a spouse of the recipient of the conduct under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth person who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged recipient of the conduct. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Sexual Harassment other than as defined by Title IX

Unwelcome, verbal or physical conduct that is based on sex/gender or is of a sexual nature and that has the purpose or effect of unreasonably interfering with a student's ability to participate in or benefit from the educational programs or activities and conduct that unreasonably interferes with a person's work performance or creates an intimidating, hostile or humiliating or offensive work environment. The unwelcome behavior may be based on power differentials (quid pro quo) or create a hostile environment.

VI. Title IX Definitions

- **Actual knowledge:** notice of sexual harassment or allegations of sexual harassment to a College Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient.
- **Administrative leave:** placing a non-student employee respondent on administrative leave during the pendency of a grievance process.
- **Advisor:** any complainant or respondent may be accompanied by an advisor or their choosing to any meetings, hearing, or interviews pertaining to the investigation or resolution of a formal complaint. In most cases, an advisor's role is limited to observing, consulting with, and providing support to the party, unless otherwise expressly written.
- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Decision Makers/Hearing Officers:** College officials or designee who preside over live hearings and make a determination regarding responsibility with respect to Title IX allegations.
- **Emergency removal:** removing a respondent from the College's education programs or activities on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

- **Employee:** both staff and faculty members at the main campus, branch or site, or online learning. Where an employee is also a student, their primary relationship with the College takes precedence in determining which policies and procedures apply.
- **Formal complaint:** a document filed and signed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.
- **Live Hearing:** Live hearings are held in-person or virtually. All parties and witnesses are present with their advisors and the hearing officer(s)/decision maker(s).
- **Preponderance of the Evidence** (whether it is more likely than not that the conduct occurred): the evidentiary standard used to determine responsibility with respect to sexual harassment complaints.
- **Person:** student, faculty, and staff; contractors and visitors engaged in an activity on a College campus, site, or event.
- **Report:** any incident or concern regarding gender-based misconduct that is disclosed to the Title IX coordinator, Title IX Deputy, or any other College employee.
- **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Reporting party:** any individual that is alleging that misconduct has occurred but was not the complainant.
- **Sex-based Discrimination:** discrimination based on sex, including sexual orientation and gender identity in educational programs and activities. This includes situations where individuals are harassed; disciplined in a discriminatory manner; excluded from, denied equal access to, or subjected to sex stereotyping in academic or extracurricular opportunities and other education programs or activities; denied the benefits of the College's programs or activities; or otherwise treated differently because of their sexual orientation or gender identity.
- **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
 - an employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct
 - unwelcome conduct determined by a reasonable person to be severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational program or activity
 - sexual assault, dating violence, domestic violence, or stalking.
- **Student:** matriculated and non-matriculated students participating or attempting to participate in any College education program or activities on campus and online learning. Where a student is also an employee, their primary relationship with the College takes precedence in determining which policies and procedures apply.

- **Supportive measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed, which may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- **Witness:** any individual who witnessed an incident of misconduct or has information regarding an incident

VII. Evaluation of the Complaint

Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the complainant to discuss:

- Supportive measures
- Consider the complainant’s wishes with respect to supportive measures
- Inform the complainant of the availability of these measures with or without the filing of a formal complaint
- And explain the grievance process and the procedure for filing a formal complaint.

Emergency removal of a student-respondent may still be appropriate, provided the College does an individualized safety and risk analysis; determines there is an immediate threat to the physical health or safety of students or employees that justifies removal; and provides notice and an opportunity for the respondent to challenge the decision immediately following removal. Non-student employees may be placed on administrative leave during investigations.

The complainant or Title IX Coordinator files an incident report alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment, known as a “formal complaint.” A complainant may only file a formal Title IX complaint under this policy if the complainant is participating in or attempting to participate in an education program or activity of the College. When a formal complaint is filed, the Title IX Coordinator or Deputy Title IX Coordinator must evaluate the complaint to determine whether the allegations may be investigated and adjudicated under the Title IX Grievance Process.

Mandatory Dismissal: If the conduct alleged in the formal complaint would not constitute sexual harassment as defined above, or did not occur in the college’s education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the formal complaint. Such dismissal does not preclude action under another policy or provision of the college’s code of conduct. Upon dismissal, the Title IX Coordinator must promptly send written notice of the dismissal and reason for the dismissal simultaneously to the parties. Both parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

Discretionary Dismissal: The Title IX Coordinator may dismiss the formal complaint, if at any time during the investigation or hearing: the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint; the respondent is no longer enrolled or employed by the college; or circumstances prevent the gathering of evidence sufficient to reach a determination regarding responsibility. Both parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

VIII. The Grievance Process

The complainant and respondent are treated equitably while addressing allegations of sexual harassment. Equitable remedies should include supportive measure for parties that are non-disciplinary, non-punitive in nature and designed to restore or preserve equal access to education programs and activities while addressing the allegations through a fair and unbiased grievance process.

1. The Complaint

- The College has actual knowledge of a potential Title IX violation when notification is given to the Title IX Coordinator or any official who has the authority to institute corrective measures.
- Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the complainant to discuss supportive measures; to consider the complainant's wishes with respect to supportive measures; to inform the complainant of availability of these measures with or without the filing of a formal complaint; and to explain the grievance process and the procedure for filing a formal complaint.
- Emergency Removal of a student-respondent may still be appropriate, provided the college does an individualized safety and risk analysis; determines there is an immediate threat to the physical health or safety of students or employees that justifies removal; and provides notice and an opportunity for the respondent to challenge the decision immediately following removal. Non-student employees may be placed on administrative leave during investigations.
- The complainant or Title IX Coordinator file a document alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment, known as a "formal complaint." A complainant may only file a formal complaint under this policy if the complainant is participating in or attempting to participate in an education program or activity of the college.
- The college treats the complainant and respondent equitably throughout the grievance process. All officials involved in the grievance process must not have a conflict of interest or bias for or against either party. The respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The parties are advised as to the range of possible disciplinary sanctions and remedies that the college may implement following any determination of responsibility. The college will determine responsibility based on the evidentiary standard of Preponderance of the Evidence and both parties are permitted to appeal the final decision.
- The college will provide for an informal resolution process such as mediation after the filing of a formal complaint. Informal resolution does not involve a full investigation and adjudication. The informal resolution process may begin at any time prior to a determination regarding responsibility. The college must provide the parties with written notice as to the allegations and the requirements of the informal resolution process. The parties must voluntarily agree and provide written consent to the Informal resolution process. The parties have the right to withdraw from the informal process and participate in the formal grievance process any time prior to a determination regarding responsibility. Informal resolution is not permitted in cases of harassment of a student by an employee.

2. Title IX Investigation

- Initiating the investigation. Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties of the allegations of sexual harassment, including sufficient details known at the time of filing and allowing sufficient time to prepare a response before the initial interview. The details include the identity of the parties, the alleged conduct constituting sexual harassment, the date, and location of the alleged conduct. The written notice must contain a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney. The notice must inform the parties of the section of the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Time Frame: The college will endeavor to complete its investigation in sixty (60 days). However, there may be reasonable delays or extensions as circumstances arise.
- Standard of Proof: The “preponderance of the evidence” standard shall be applied to sexual harassment complaints. This standard requires a finding that it is more likely than not that sexual harassment occurred in order to assign responsibility to the respondent.
- Gathering information: The college will conduct prompt and thorough interviews of the complainant, the respondent, and any witnesses. Both parties will have an opportunity to suggest witnesses. The investigator will interview the suggested witnesses unless the investigator determines that the information that the party claims the witness will share is not relevant. The burden of gathering both inculpatory and exculpatory evidence and proof sufficient to reach a determination of responsibility is on the college. The college will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence. The parties are both allowed to have their advisor of choice present during any grievance proceeding. The college may restrict the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties. Written notice of the date, time, location, participants, and purpose of all hearings, interviews or meetings must be provided to a party whose participation is invited or expected with sufficient time for the party to prepare to participate. An investigative report will be generated at the end of the investigation. Prior to completion of the investigative report, the Title IX Coordinator will send each party and their advisors any evidence gathered that is directly related to the allegations for their inspection and review with ten (10) days-notice to submit a written response, prior to completion of the final investigative report. The final investigative report is sent to the parties and their advisors ten (10) days prior to the live hearing.

Once the Title IX Coordinator is satisfied that the investigation is completed, the Title IX Coordinator will notify the complainant and the respondent as to the live hearing.

3. Live Hearing

- After reviewing the investigative report and all the evidence, the Hearing Officer(s) will facilitate a live hearing, which will be presided over by the Hearing Officer or a panel of Hearing Officers, each of whom has received relevant training and does not have bias or conflict of interest related to the particular case.
- At the live hearing, both parties have the opportunity to present their position to the Hearing Officer(s). The Hearing Officer(s) will ask any relevant questions to the parties and witnesses. During the hearing, the Hearing Officer(s) must permit each party’s advisor to ask both parties and any witnesses all relevant questions, including those challenging credibility. Such examination at the Live Hearing must be conducted directly, orally, and in real-time by the party’s advisor and never by a party personally.
- Before a complainant, respondent, or witness answers a question posed by the advisor of the other party, the Hearing Officer(s) must first determine whether the question is relevant and explain any

decision to exclude a question as not relevant. The hearing officer(s)/decision-maker(s) may rely on any statement of any party or witness in reaching a determination regarding responsibility. If a party or witness chooses not to answer questions, including questions from the other party's advisor or is absent from the live hearing, the hearing officer(s)/decision-maker (s) cannot draw an inference about responsibility based solely on the refusal to answer questions or based solely on their absence from the live hearing.

- There may be restrictions on evidence considered by the Hearing Officer(s), such as, for example, evidence related to prior sexual activity, and accounts of character witnesses. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Neither the Hearing Officer(s) nor the advisor may request or demand that either party provide evidence that is subject to a legal privilege, unless the party has waived the privilege. At the request of either party, the college will provide for the Live Hearing to occur with the parties located in separate rooms with technology enabling the Hearing Officer(s) and parties to simultaneously see and hear the party or the witness answering questions. During the Live Hearing, both Page 12 of 15 parties and their advisors will have access to all the evidence gathered during investigative process for their reference. During the Live Hearing, either party may request a break at any time to confer with their advisor, and/or to examine the evidence. The Live Hearing will be recorded or transcribed, and such recording or transcription will be made available to both parties. The Hearing Officer(s)' findings of fact, conclusion, and determinations must be based on the preponderance of the evidence standard, and should be the result of an evaluation of all evidence,⁵³ including inculpatory and exculpatory evidence. Determinations regarding credibility may not be based on a person's status as a complainant, respondent, or witness.
- After the Live Hearing, the Hearing Officer(s) will provide a final written report to the parties simultaneously within seven business days after the conclusion of the Live Hearing.
 - The written report will include: the allegations potentially constituting sexual harassment; the procedural steps taken from the receipt of the formal(written) complaint through the determination; findings of fact supporting the determination, conclusions regarding the application of College's Title IX Policy to the facts; a statement of, and rationale for, the result as to each allegation; a determination regarding responsibility; and whether remedies designed to restore or preserve equal access to the college's program or activity will be provided to the complainant.
 - For employee-related matters, the Hearing Officer will share the draft of the report with the relevant administrators or supervisors for them to determine the applicable disciplinary sanctions, if any. The final report will also include procedures and permissible bases for appeal of the Hearing Officer(s)'s determination.

4. Appeal

- Both respondent and complainant may appeal a determination regarding responsibility and from a dismissal of a formal complaint based on:
 - Procedural irregularity that affected the outcome
 - New evidence not previously available that could affect the outcome
 - Bias or conflict of interest on the part of a Title IX official that affected the outcome.
- The parties must submit the appeal, which must be in writing and signed, within ten calendar days of the determination to the Title IX Coordinator.
- The Title IX Coordinator will assign the appeal to a trained Appeal Officer, who will then review and make a determination. The Appeal Officer must provide both parties with a copy of the appeal. The party who did not file the appeal will then have ten (10) calendar days to submit any written responses

to the appeal. The Appeal Officer, after reviewing all the information provided, will then issue a written decision to both parties simultaneously, including the rationale for their findings on appeal. The decision of the Appeal Officer is final.

IX. Record Retention

The College must maintain records for seven years of all sexual harassment investigations, appeals, informal resolutions, all materials used to train Title IX officials and make such materials available on its website, hearing recordings and transcripts, records of any actions, including supportive measures, taken in response to reports or formal complaint of sexual harassment.

X. Submission of Materials

All documents may be submitted or exchanged via hard copy or electronically.

XI. Confidentiality

It is to be expected that, at all stages of any proceedings under this policy, confidentiality will be maintained to the greatest extent possible. Consistent with their obligations, all roles described herein are expected to maintain the highest standards of confidentiality. Communication by these persons with others with regard to sexual harassment complaints can be only on a required "need to know" basis.

Others necessarily involved, such as the Complainant, the Respondent, witnesses, and College staff involved in the investigation will be provided the standards of confidentiality and encouraged to keep confidential, to the greatest extent possible, matters about which they or others provide testimony or information. With regard to such individuals, however, the College has no means by which to ensure strict confidentiality other than by providing notice of the standards of confidentiality by which the College expects all individuals involved to abide.

XII. Annual Report

For the purposes of the Clery Report, the College shall maintain an annual report containing the:

- Number of reports or complaints received pursuant to this policy
- Categories of those involved in the allegations
- Number of policy violations found
- Examples of sanctions imposed for policy violations.

The annual report does not contain any personally identifying information regarding the complainant or the respondent.

XIII. Education

The College will broadly disseminate this policy, distribute a list of resources available to respond to concerns of Protected Class discrimination, harassment, and related retaliation and develop and present appropriate educational programs for students and employees.

Student Code of Conduct

General Statement

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.

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 (see Disciplinary Procedures). 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:

- The student's examination will be taken away immediately, and the student will receive a grade of zero.
- 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.
- The student will be called to meet with the Office of Student Services to discuss the incident and its possible consequences.
- 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.
- Penalties will be determined on an individual basis according to the circumstances of the incident.
- 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.
- 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 Acupuncture and Herbal 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.

Dress Code

- **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 massage 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. Massage Therapy interns are required to wear BLACK 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. For more information regarding counseling and treatment programs, refer to the “Crisis Management” section of this handbook or 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**
 - 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.
 - This policy applies to all students at the College.
- **Alcohol and/or drug use amnesty policy**
 - “The health and safety of every student at the New York College of Health Profession is of utmost importance. The New York College of Health Professions recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.
 - The New York College of Health Professions strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to the New York College of Health Profession’s officials or law enforcement will not be subject to the New York College of Health Profession’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”
- **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.

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, 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. The 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

- ***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 for 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 the 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.

Crime Prevention Policies: Sexual Assault, Affirmative Consent, 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 the New York College of Health Profession, 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 the 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 nonconsensual 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.
 - **NYCHP Definition of Affirmative Consent:** Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- 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, the 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 this Student Handbook.

Students' Bill of Rights

In cases of sexual or interpersonal violence, all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair and impartial, and that provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault where these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of an appeal of determination;

10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practices of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

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. Once a complaint or grievance has been received, the Office of Student Services works with other departments, including Enrollment Services, the program Deans, and administration 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 (CAP) 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 CAP

The Committee of Academic Policy (CAP) is a committee of college staff, including 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 to the Committee, they will leave the meeting and the Committee will review all aspects of the complaint or grievance. The Committee will decide based on the evidence presented by both the student and the 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 (SFC)

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 Acupuncture and Herbal 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 pertaining 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 and/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 made. 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 they are not eligible for a refund for tuition paid.* Students can appeal against 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:

1. Failure to maintain passing grades
2. Failure to comply with New York College of Health Profession's attendance policy
3. Failure to comply with established policies and procedures
4. Dishonesty, such as cheating or plagiarism or any form of academic dishonesty
5. Falsifying information to New York College of Health Professions, such as forgery, alteration, or intentional misuse of College documents, records or identifications
6. Theft of, or damage to, property
7. Disorderly, lewd, indecent or obscene conduct or expression
8. 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

9. Infringing upon the rights of other members of the school community via physical or verbal abuse
10. Disruptive conduct in the classroom which precludes the instructor from performing his or her responsibilities
11. 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
12. Sexual misconduct/harassment and/or other discriminatory conduct
13. Promotion or endorsement of the purchase of specific products or professional services in any College setting
14. Solicitation of members of the College community for personal or professional gain
15. 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.

Readmission 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. Readmission 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 readmission 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 readmission 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 readmission 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.

Transcript Notations Policy

Pursuant to the New York State Education Law Article 129-B, section 6444 (6) if a student is found responsible through the College's conduct process for crime(s) of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)F(i)(I)-(VIII) ("Clery Crimes of Violence"), the Chief Academic Officer will direct that a notation be placed on the student's transcript.

1. Where the sanction is a suspension, the following notation will be listed: **"Suspended after a finding of responsibility for code of conduct violation"**
2. Where the sanction is expulsion, the following notation will be listed: **Expelled after a finding of responsibility for a code of conduct violation.**

Violations equivalent to crimes of violence, as defined in the Clery Act (as updated by the Violence Against Women Act Final Regulations) include: murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson. The College retains the right to determine additional serious violations that will result in a permanent transcript notation.

If a student respondent withdraws from the College, which such conduct charges are pending for allegation(s) related to Clery Crimes of Violence and the student declines to complete the disciplinary process, the Chief Academic Officer will direct that the following notation placed on the student's transcript:

1. Withdrew with conduct charges pending

Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated the College's Code of Conduct.

Vacating a Finding of Responsibility: the College is statutorily required to place notation on transcripts of students when two factors are met: (1) the student is found responsible, after a process (or takes responsibility) for a code of conduct violation that is equivalent to the Crimes of Violence; and (2) the student is expelled, suspended, and/or withdraws with conduct charges pending. However, if a finding of responsibility is vacated for any reason, an such transcript notation shall be removed. If a court of competent jurisdiction vacates a finding of responsibility for a violation of College policy, the legislation requires that vacating an underlying finding also vacates the transcript notation memorializing that finding.

Further Appeals: a student whose transcripts state "suspended after a finding of responsibility for a code of conduct violation" may appeal, in writing, to the Chief Academic Officer to have the notation removed. Appeals may be granted provided that: (i) one year has passed since the conclusion of the suspension; (ii) the term of suspension has been completed and any conditions thereof; and (iii) the Chief Academic Officer has determined that the student is once again "in good standing" with all applicable College and academic and non-academic standards. This request must be in writing and include rationale for the request. The Chief Academic Officer will review the request and provide a written response within 30 days from the date the request was received.

A student whose transcript states: "Expelled after a finding of responsibility for a code of conduct violation" or "Withdrew with conduct charges pending" is ineligible to appeal to have the notation removed.

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 Acupuncture and Herbal Medicine may also contact the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) 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 Herbal Medicine
500 Lake Street, Suite 204
Excelsior, MN 55331
Tel: (952) 212-2434
Fax: (952) 657-7068

Facilities

The main campus in Syosset is located at 6851 Jericho Turnpike, Suite 210. 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. 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 Receptionist. Students should check this location for lost or misplaced property. Student lockers 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.

Bulletin Boards

Bulletin boards are located throughout the college campus with important information for staff, faculty, patients and 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 by 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

New York College Bookstore

The College 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.

Photocopier

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

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 continuing education 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, Qi Gong, and Tai Chi. Note that required courses in a degree program cannot be used toward instructor certification program.

Campus Security

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 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.

At closing, the building is locked, and the alarm system activated. All students, faculty and staff must always wear their New York College of Health Professions ID 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.

The New York College of Health Professions 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 for 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.

New York State Education Law Article 129-A Policies

Article 129-A: Regulation by colleges of conduct on campuses and other college property used for educational purposes.

- 6430 - General provisions
- 6431 - Advisory committee on campus security
- 6431 - Sexual assault, domestic violence, and stalking prevention information
- 6433 - Campus crime reporting and statistics
- 6434 - Investigation of violent felony offenses
- 6435 - Appointment of private college security officers
- 6436 - Bias related crime prevention information
- 6437 - Prohibition on the marketing of credit cards
- 6438 - Notification of fire safety standards and measures in all college-owned or college operated housing
- 6438 -A - Opioid overdose prevention in college housing (For SUNY and CUNY Institutions)
- 6438 -B - Access to medication abortion prescription drugs (For SUNY and CUNY Institutions)
- 6438 -C - Student - athlete compensation

Article 129-A Section 6430 – General Provisions

1. The trustees or other governing board of every college chartered by the regents or incorporated by special act of the legislature, and which maintains a campus, unless otherwise provided, shall adopt written rules for implementing all policies required pursuant to this article and for the maintenance of public order on college campuses and other college property used for educational purposes and provide a program for the enforcement thereof. Such rules shall prohibit, among other things, any action or situation such as campuses and property. The penalties for violations of such rules shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property, in the case of a student or faculty violator his or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.
2. A copy of such rules shall be given to all students enrolled in said college and shall be deemed to be part of the by-laws of all organizations operating on said campus which shall review annually such by-laws with individuals affiliated with such organizations.
3. Each college shall annually file with the department on or before the first day of July a certificate of compliance with the provisions of this article.
4. If a college fails to file a certificate of compliance pursuant to subdivision three of this section within sixty days of the time required, such college shall not be eligible to receive any state aid or assistance until such certificate of compliance is duly filed.
5. Each college shall file a copy of all written rules adopted as required in this article with the department on or before the first day of July, two thousand four, and once every ten years thereafter.
6. Nothing contained in this article shall: a. be construed to limit or restrict the freedom of speech and peaceful assembly; or b. prevent or limit a college from setting forth additional standards of conduct for students.

Article 129-A Section 6431 – Advisory Committee on Campus Security

In accordance with Article 129-A of the New York State Education Law, the Advisory Committee on campus security of the New York College of Health Professions will review current campus security policies and procedures and make recommendations for their improvement.

The Committee shall specifically review current policies, plans, and procedures for:

1. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, domestic violence, stalking offenses, as well as bias related and hate crimes;
2. educating the campus community about personal safety and crime prevention;
3. educating students and prospective students about hate crime reporting and statistics as part of our onboarding process;
4. reporting sexual assaults, domestic violence, stalking incidents, hate crimes and assisting victims during investigations;
5. referring complaints to appropriate authorities;
6. counseling victims; and
7. responding to inquiries from concerned persons.

The Committee will also take a look at physical and electronic access control as well as fire safety and prevention. The Committee will report their findings and recommendations to the President by the end of June.

Article 129-A Section 6432 – Sexual assault, domestic violence, and stalking prevention information

The New York College of Health Professions is committed to preventing sexual assault, domestic violence, and stalking crimes. The Office of Student Services advises and updates students about sexual assault, domestic violence, and stalking crime prevention through a variety of means, including college publications, on-campus meetings and trainings, online resources, new student orientation programs, and email, as necessary.

Sexual assault, domestic violence, and stalking crime prevention information includes the nature of and common circumstances related to sexual assault, domestic violence, and stalking crimes, applicable laws, ordinances, and regulation of sexual assault, domestic violence, and stalking crimes, penalties for commission of sexual assault, domestic violence, and stalking crimes, and the availability of counseling and other support systems for victims of sexual assault, domestic violence, and stalking crimes.

Article 129-A Section 6433 – Campus crime reporting and statistics

It is the policy of the New York College of Health Professions to report campus crime statistics. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the US Department of Education, [Campus Safety and Security \(ed.gov\)](http://ed.gov). 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 [Campus Security](#)

Article 129-A Section 6434 – Investigation of crimes and crime reporting

Under New York State Education Law, section 355, the New York College of Health Professions has implemented a violent felony offense plan. A "violent felony offense" is a violent felony offense as defined in subdivision on of section 70.02 of the penal law. Any violent felony occurring at the Syosset campus will cause for immediate notification to campus security and to the Nassau County Police Department by dialing 911. The Nassau County Police Department will be notified as soon as practical but in no case more than twenty-four hours after a report of a violent felony.

Section 6436 – Bias-Related Crime Prevention Information

The New York College of Health Professions is committed to preventing bias-related crimes. The Office of Student Services advises and updates students about bias-related crime prevention through a variety of means, including college publications, on-campus meetings and trainings, online resources, new student orientation programs, and email, as necessary.

Anti-bias crime prevention information includes the nature of and common circumstances related to bias related crimes, applicable laws, ordinances, and regulations on bias related crimes, penalties for commission of bias related crimes, and the availability of counseling and other support systems for victims of bias related crimes.

Article 129-A Section 6437 – Prohibition on the marketing of credit cards

Pursuant to Article 129-A, Section 6437 of the New York State Education Law, the advertising, marketing, or merchandising of credit cards to students on campus is prohibited by the New York College of Health Professions (College) except in accordance with the following policy:

Any financial institution or business enterprise wishing to advertise, market, or merchandise credit cards to students on campus (“Marketer”) must be registered and approved in writing by the College. Approval is solely at the discretion of the College and is made by the Office of Student Services. The College’s e-mail system, social media platforms, or web pages may not be used for advertising or marketing credit cards to students.

The College may assess fees upon Marketers utilizing College facilities pursuant to this policy. Presence on campus will be limited to specific scheduled dates and certain areas of campus, as designated by the College. The Office of Student Services has been designated as the coordinating office regarding the presence of marketers on campus.

Marketers must offer information on other financial services which it provides. Marketers whose purpose is solely to solicit credit card applications will not be permitted on campus.

Marketers distributing credit card applications on the approved date, time, and area of campus must have information on hand to simultaneously disseminate to students regarding good credit management practices.

No tangible items of any kind may be provided to students in order to induce them to fill out a credit card application.

Any member of the College community who violates this policy is subject to disciplinary action as outlined in the *Code of Conduct*. Those not associated with the College who violate this policy shall be ejected from the College and may be denied access for a certain specified period.

Article 129-A Section 6438 – Notification of fire safety standards and measures in all college-owned or college-operated housing

The New York College of Health Professions does not own or operate any type of housing for any students or employees of the college.

Advisory Committee on campus security reviews all fire safety standards and measures for the entire college community. The Committee report their findings and recommendations to the President by the end of June of each year.

Article 129-A Section 6438-C - Student-athlete compensation

The New York College of Health Professions does not currently have or participate in an intercollegiate athletic program for student athletes.

Directory

Board of Trustees

A current listing of the New York College of Health Professions Board of Trustees can be found at [Board of Trustees](#)

College Administration

A current listing of the New York College of Health Professions College **Senior Administration** can be found at [Administration](#)

A current listing of the New York College of Health Professions **Department Administrators** can be found at [Department Administrators](#)

Faculty

A current listing of the New York College of Health Professions **Faculty** can be found at [NYCHP Faculty](#)