Main Campus & Clinics:  
6801 Jericho Turnpike, Syosset, Long Island, NY 11791

Manhattan Sites:  
The Riverside Church (91 Claremont Ave, New York, NY 10027)  
University Settlement Houston Street Center (273 Bowery, NY, NY, 10002)  
New York Open Center (22 East 30th Street, 3rd Floor, NY, NY 10016)

Manhattan Teaching Clinics:  
Massage Therapy: 244 East 32nd Street, NY, NY 10016  
Acupuncture: 161 Madison Ave., suite 2W, NY, NY 10016
Welcome

Welcome to New York College of Health Professions. We are pleased you have chosen to enroll in this institution and wish you success as you begin your first 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 New York College.

This Student Handbook has been developed to provide all students with vital information about your rights and responsibilities. If policy or procedural changes occur, you will be notified and provided with the change in writing. The student Handbook, College Catalog, Pamphlets, and other distributed memoranda are intended to clarify policies and procedures related to your attendance at New York College.

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

Failure to read the policies and procedures contained in this 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 whom to contact about specific issues.

It is our sincere hope that by having this information readily available in this Student Handbook, it will be easier for you to follow establish procedures and to understand the rationale for these procedures. If something is still unclear to you, feel free to ask a staff member to direct you to the person who can give you the information you need.

The faculty, administrators, staff and Board of Trustees welcome you to New York College of Health Professions.
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<tr>
<td>Aug 27, 2018</td>
<td>Mon.</td>
<td>Fall Trimester Begins</td>
</tr>
<tr>
<td>Sept 3, 2018</td>
<td>Mon.</td>
<td>Labor Day/Closed</td>
</tr>
<tr>
<td>Sept 4, 2018</td>
<td>Tues.</td>
<td>Add deadline</td>
</tr>
<tr>
<td>Sept 10, 2018</td>
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<td>Drop/Change Deadline</td>
</tr>
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<td>Thanksgiving Holiday/Closed</td>
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<tr>
<td>Dec. 10, 2018</td>
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<tr>
<td>Dec. 24/25, 2018</td>
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**Spring 2019 Trimester**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Jan. 1, 2019</td>
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<td>New Year’s Day Holiday</td>
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<tr>
<td>Jan. 2, 2019</td>
<td>Weds.</td>
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<td>Jan. 9, 2019</td>
<td>Weds.</td>
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<tr>
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<td>Martin Luther King Jr. Day/ Closed</td>
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<tr>
<td>Feb. 18, 2019</td>
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<tr>
<td>Mar. 6, 2019</td>
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<td>Mar. 11, 2019</td>
<td>Mon.</td>
<td>Summer Trimester Registration Begins – Manhattan</td>
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<tr>
<td>Mar. 15, 2019</td>
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<td>Summer Trimester Registration Ends – Manhattan</td>
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<tr>
<td>Mar. 18, 2019</td>
<td>Mon.</td>
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<tr>
<td>Mar. 22, 2019</td>
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</tr>
<tr>
<td>Apr. 16, 2019</td>
<td>Tues.</td>
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<tr>
<td>Apr. 19, 2019</td>
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<td>Good Friday Holiday/ Closed</td>
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<tr>
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<td>Easter Holiday/ Closed</td>
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**Summer 2019 Trimester**

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<tr>
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<td>Summer Trimester Begins</td>
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<tr>
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<td>July 19, 2019</td>
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<td>Fall Trimester Registration Ends – Syosset</td>
</tr>
<tr>
<td>Aug 12, 2019</td>
<td>Mon.</td>
<td>Summer Trimester Ends</td>
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## TELEPHONE DIRECTORY

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<tbody>
<tr>
<td>Academic Teaching Clinic Office Manager</td>
<td>300</td>
<td>Library - Cynthia Cayea, Li, Dr. Yun - Chair Oriental Sci./Faculty GSOM</td>
<td>215</td>
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<tr>
<td>Accounts Payable Office</td>
<td>302</td>
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<tr>
<td>Acupuncture Teaching Clinic</td>
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<td>Acupuncture Write-Up Room</td>
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<td>Adjunct Faculty Office</td>
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<td>Admissions</td>
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<td>Massage Write Up Room</td>
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<tr>
<td>Admissions Recept - Fax# 516-364-0989</td>
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<td>McIntyre, Jacqueline - Bursar</td>
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<td>Padilla, Jose - Admissions</td>
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<td>Boudreau, Timothy - Registrar</td>
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<td>Pang, Sam - IT</td>
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<td>Bursar - Jackie McIntyre Efax 516-977-3355</td>
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<td>Chiang, Jennifer - Accts Payable</td>
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<td>President</td>
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<tr>
<td>Cheung, Joseph - Director of Physical Arts</td>
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<td>Reception Desk - Main Level -</td>
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<td>Chief Financial Officer</td>
<td>107</td>
<td>Registrar - Timothy Boudreau Efax 516-977-3241</td>
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<td>Dean Academic Affairs</td>
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<td>Rodriguez, Roland - Admissions Counselor</td>
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<td>Executive Office</td>
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<td>Security</td>
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<tr>
<td>Financial Aid Office</td>
<td>Ext. 330 (both)</td>
<td>Shinol, Dr. James - GSOM Dean</td>
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<tr>
<td>Herbal Dispensary - same as bookstore</td>
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<td>Song, A Li - President</td>
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<tr>
<td>Human Resources Office Fax# 516-364-8394</td>
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<td>Virasawmi, Errol - CFO</td>
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<td>Keohane, Richard - Faculty</td>
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<td>Yang, Dr. Jian - MT Dean</td>
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**SYOSSET L.I. - 516-364-0808**

| OPEN CENTER NYC - 212-219-2527 | 165/149 |
| RIVERSIDE NYC - 646-625-7552 646-625-7553 | Mary Rodas - Admiss. |
| 149  |  |
| Mary Rodas Public Cell 516-301-8455 | Antonio Grosso |
| 165  |  |

**MANHATTAN CLINICS:**

**MASSAGE CLINIC** TOWNHOUSE 244 East 32nd St. Between 2nd and 3rd Ave. Basement office

212-213-8800 855-885-4321

**ACU CLINIC** 161 Madison Ave. Suite 2 W Between 5th and 6th Ave.

212-889-1005 Monday, Fri. Sat. Only
Vision

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

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

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

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

Expectations

What You Can Expect from New York College

- A high quality, comprehensive education in the academic program of your choice
- Competent, caring and experienced instructors
- A challenging yet reasonable work load
- A balance of theoretical and practical learning
- Respect for you as an individual
- Confidentiality regarding personal information
- 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 We Expect of Our Students
1. **Preparation for starting school**

   As a commuter institution, reliable transportation to school and all necessary child care 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.

2. **Understanding and acceptance of work load**

   In addition to scheduled class time, students should plan to spend several hours each week on homework, practice and outside assignments.

3. **Adequate financial support to devote major time and energy to school work**

   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 child care. If Financial Aid is needed, application should be made before enrollment. The school work load will limit students' time and energy for additional work.

4. **Self-care**

   New York College 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.

5. **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 New York College and will be dealt with severely. A student found cheating on an exam or assignment, or submitting plagiarized work may be given a failing grade for the course and/or subject to further disciplinary action, which may include dismissal. See page 30 regarding the Policy on Cheating and Plagiarism.

   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.

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**Student Life**

New York College is committed to developing and maintaining an optimal environment for students to work and study.
Holistic Health Options for Students

New York 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.

**SYOSSET**

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

**Integrative Health Center**
516-364-0808, ext. 231

**Academic Health Care Teaching Clinics**
- Graduate School of Oriental Medicine Teaching Clinic (Acupuncture/Herbal consultations)-Syosset  516-364-0808, ext. 231
- Massage Therapy Teaching Clinic (Swedish and Asian Bodywork Treatments) - Syosset 516-364-0808, ext. 113

**The Herbal Dispensary**
The Herbal Dispensary, located on the upper level of the Syosset campus, carries herbal remedies, homeopathic remedies and nutritional supplements. Some of these products are dispensed only with the recommendation of a health care professional in the Integrative Health Center or the Teaching Clinics. For Herbal Dispensary, please call: 516-364-0808, ext. 197

**MANHATTAN**
The College has opened a holistic health care clinic, and had externships with local college athletic departments and clinics. Treatments are performed by student interns and supervised by licensed practitioners (Clinic Supervisors). Students attending classes at The Riverside Church, the Houston Street Center, or the Open Center site locations are eligible to receive treatments both at the Syosset and Manhattan locations.

**Academic Health Care Teaching Clinics**
- Massage Therapy Teaching Clinic (Swedish and Asian Bodywork Treatments) - Manhattan 212-213-8800  244 East 32nd Street, NY, NY 10016
- Acupuncture Teaching Clinic-Manhattan 212-889-1005  161 Madison Ave., suite 2W, NY, NY 10016

**Physical Exam Requirement**

A physical exam is required for enrollment in all College degree programs and the Holistic Nursing and Science of Self Improvement and Wellness Certificate Programs.

**Office of Student Services**
The Office of Student Services provides wide-ranging assistance and support for students throughout their course of study at the College. This includes personal and academic assistance as well as career counseling and access to employment opportunities. This Office will arrange for one-on-one tutoring, faculty-led technique practice sessions and group tutorials. Students who are otherwise
qualified, but have documented disabilities may arrange for reasonable classroom and other accommodations and ongoing support. Students are also encouraged to take advantage of holistic therapies available at the College's clinics.

**Office of Student Services**

The Student Services Office is located on the first-level in Syosset and is responsible for student support services. Students requiring assistance with student advocacy, special problems or needs, as well as disciplinary action should contact the Office of Student Services. If a student has a grievance or complaint and is not able to resolve it informally with the party or parties involved, it must be brought to the attention of the Office of Student Services in Syosset or Manhattan for resolution in accordance with the applicable policies and procedures.

Student Services in Manhattan is handled by the Director of New York City programs who is located at the Open Center and students needing assistance are able to schedule a personal appointment.

**Academic Advising**

Every incoming student is assigned an academic advisor. Every student must meet with an academic advisor prior to registering for a new trimester of study. The academic advisor will assist students with registering for courses each term and help resolve any questions related to pre-requisite and degree requirements throughout their course of study at the College.

Advisement is of particular benefit to students placed on academic probation. Review courses are offered to assist students in preparing for the New York State Massage Therapy licensing exam, as well as the national certification examinations required for acupuncture licensing.

**Tutoring**

Faculty tutorials are available for tutoring in most subject areas for both lecture and technique courses. Midterm and Final review tutorials are also available, free of charge. Schedules for Faculty tutorials and Midterm/Final reviews can be obtained from the Office of Student Services.

Student (peer) tutors are available in most subject areas as well, free of charge. Availability of student tutors may change from one term to the next. In some cases, students may volunteer to lead study groups in certain subject areas, at no cost to their classmates. This practice is strongly encouraged for the benefit of all students. It is the policy of New York College of Health Professions that student tutoring is conducted on campus or at the Manhattan locations and that off-site tutoring is not permitted.

New students requesting tutoring are required to fill out a Tutor Request Form with the Office of Student Services. Continuing students who would like to continue tutoring services for the following trimester are required to fill out new Tutor Request Forms indicating their new course(s). Student tutors must check with the Office of Student Services to verify that the students they are tutoring have filed the necessary paperwork.

**Students with Special Needs**

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 skill.

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

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

Employment information is available to our graduates in the Library and on the College website. The Office of Career Services maintains an online job registry exclusively for the College's licensed alumni. Users must register with a username and password to gain access to listings. Complete instructions for registration and use are available at www.nycollege.edu/careerservices.

In addition, Career Services is available to offer students assistance with potential job placement and space rental opportunities. Students may 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, but the College does not guarantee employment.

Library and Information Services

The Steve Kaufman Library, located on the upper level of the Syosset campus, offers students, faculty and staff access to various collections: anatomical charts models and posters; atlases, career development, college success, classics, exam preparation, flash cards, foreign language, instruments, journals, magazines, masters thesis, multimedia, print periodicals, ready reference, reserve. Online periodical databases, e-information resources, free Wi-Fi, one-on-one reference and research assistance. Information literacy lectures are given by the library staff. All students are required to attend a Library Orientation upon enrollment in the College.

Library Hours

- Monday-Thursday 9:00 am - 9:00 pm
- Friday 9:00 am - 5:00 pm
- Saturday 10:00 am - 4:00 pm

Library staff can be contacted at 516 364-0808 ext. 215 and via email at library@nycollege.edu

Reference Services

Students are strongly encouraged to consult with the library staff for individual reference and research assistance.

Reserve Books

Available for in-library use only for a period of two hours which must be checked out prior to use

Anatomical Models and Charts

Treated in the same manner as Reserve Books. They must be checked out prior to use and may only be used in the library.

Multimedia Collection of CDs, DVDs, Lecture Series DVDs and, VHS tapes

Available for both home and library use. Items must be checked out prior to being used in the library and/or prior to removal from the library. Headphones are available for all student computers and DVD viewing software is installed on each machine. A TV/VCR is available in the study room for viewing VHS tapes.

Holds and Renewals, of circulating library materials

May be done by phone, voicemail, in person and via email at library@nycollege.edu. Items will be held for one week.

Borrowing Privileges

Extended to all current students, faculty, staff, continuing education students, alumni, clinic patients, and members of local community. All library patrons must submit a library registration form in order to borrow materials. The library's online catalog can be accessed through the College website via Student Services and the Steve Kaufman Library tab. Patrons can log on at: http://nycollege.mysurpass.net to locate library materials.

Multimedia Collection: 7 days
Circulating books: 21 days
Fines: Patrons who return library materials late will incur the following daily fines:
$ 0.25 for books
$ 2.00 for Multimedia Collection items
If a patron loses, damages, or fails to return a borrowed item, additional fines and/or replacement costs will be charged. Please see the Director of Library and Information Services for additional information.

Doc-line
Provides the opportunity to obtain journal articles from other libraries. Interlibrary loan services are also available.

Student-Faculty Committee

To enhance dialogue between students, faculty and administration, the College has created a Student-Faculty Committee to advise administrators on issues of concern to the student body. Led by the Office of Student Services, this Committee meets monthly and provides important feedback and suggestions back to the College administration. Where appropriate, the Committee makes specific recommendations to the administration regarding areas, such as disciplinary cases.

Student Identification Cards & Parking Permits

Each student is issued a student identification card, which must be worn at all times while on the Syosset campus or at The Riverside Church, Houston Street Center, or the Open Center locations, and must be presented upon entry to the building. This ID card must be renewed each term (when you register for the next trimester) and is required to check out library books in Syosset. It also allows students to receive discounts from certain retailers. Further information about ID cards can be obtained from the Admissions Office.

Grievance and Complaint Procedures

New York College strives to maintain the highest standards of educational quality. To this end, the College is committed to safeguarding the rights of all students. Students are assured that no action will be taken against them for filing a grievance or complaint. New York College has established the following procedures for processing student complaints:

- Students should first attempt to resolve any complaints directly, on an informal basis, with the party or parties involved.
- If the matter cannot be resolved informally, the student must direct the complaint in writing to the Office of Student Services. All complaints must be in the form of a signed statement detailing the grievance and/or complaint.
- The Office of Student Services with the appropriate assistance will then attempt resolution.
- If the student believes that the result is unsatisfactory, this student may request in writing that the College's Committee on Academic Policy (CAP) review the matter. CAP will meet within 15 working days of receipt of the student's written request. At the meeting, the student's appeal and any documentation to support the appeal will be reviewed. The student will receive a written response by the Committee after reviewing the grievance/complaint and its respective supporting documents. The decision(s) of the Committee are final.
- If a student is still unable to resolve the 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. Students in the Graduate School of Oriental Medicine may also contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM):
Licensing Information and Assistance

Information on licensing requirements for Massage Therapists and Acupuncturists may be obtained by contacting the Office of Student Services or the appropriate program Dean. In addition, the Registrar can provide assistance in completing applications for licensing which require official school records. For further information on all licensed health care professions as well as specific licensure requirements, students are advised to contact the Office of the Professions of the New York State Education Department at www.op.nysed.gov

Review Courses for Licensing Exams

New York College offers review courses for the licensing exam administered by the New York State Massage Therapy Board in January and August of each year. The courses are a comprehensive review of the Health Sciences and Oriental and European techniques and are offered prior to the exam date. The review courses are available to only New York College Massage Therapy students and graduates. For information regarding course dates and registration, contact the Dean of Massage Therapy at ext. 353 or the Office of Student Services at ext. 139.

The Graduate School of Oriental Medicine offers review courses for the NCCAOM exams in Acupuncture and Oriental Herbal Medicine as well as for the NCCAOM Clean Needle Technique exam. For information regarding course dates and registration, contact the Dean of the GSOM program at ext. 192 or the Dean of Academic Affairs at ext. 192.

Cellular Phone/Pager Policy

New York College of Health Professions Policy: Use of cellular phones, pagers, text messaging, tablets and laptop computers in the classroom, clinics and/or during departmental examinations (Clinic Entrance or Clinic Exit Examinations) is prohibited.

NOTE: Faculty may request students to "turn off" or "hand-in" cell phones, pagers, tablets, laptops etc. during quizzes and examinations.

The use of cell phones during class and clinic time is considered disruptive and unprofessional. Therefore, cell phones, smart phones and text messaging devices MUST be turned off or set to vibrate throughout class and clinic time. Talking on a cell phone or using text messaging during class time will NOT be tolerated, and violation of this policy is subject to the College's Code of Conduct.

If a student has an emergency situation, the student is to speak with the instructor.

Cameras and the use of cameras of any kind will not be allowed in class, clinics or examination settings without the direct consent of the instructor. Cell phone (including text messaging or camera) use during an examination is presumptive evidence of cheating.

Using smart phones, laptop computers or tablet devices in the classroom to take notes and for any other use must be expressly authorized by the course instructor. However, the instructor may restrict the use of smart phones, laptops and tablets to this (these) purpose(s) and prohibit other uses of these devices such as instant messaging, game playing, and Internet surfing during class time.

No Smoking Policy

Pursuant to New York Public Health Law and the local laws of Nassau County and New York City, smoking is prohibited from all areas of New York College. This includes, but is not limited to, all buildings, classrooms, stairwells, bathrooms, offices,
hallways, library, and/or common areas. Smoking is prohibited at the entrances and exits of the College's facilities and the Manhattan locations. All actions which cause smoke to enter into the College building or facilities used by the College are prohibited.

**Purchasing Text Books**

Students in Syosset should come to the College Bookstore located on the upper level, inside the Herbal Dispensary. Hours of operation: Monday - Thursday, 12:30pm -8:00 pm

At the start of each trimester, the bookstore has extended evening hours and will be open on the first two Saturdays.

Students attending classes at The Riverside Church, Houston Street Center, and the Open Center locations may order their text books through the College personnel and they will be delivered to you in New York City. Student may also order text books and College merchandise through the Bookstore website: www.nycollege.edu/bookstore and pay by PayPal, VISA, MasterCard or American Express

**Financial Aid**

New York College 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 Financial Aid office at New York College is available to help. To qualify for aid each student:

1. Must complete Financial Aid forms in a timely manner
2. Must be in good academic standing
3. Must not be in default of a student loan
4. Must take the required number of credits

**Application Procedures**

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

1. The Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
2. Students who are New York State residents are eligible to apply for TAP funds if they are enrolled in an approved program. A student can complete an Express TAP Application (ETA) when they complete their FAFSA online (link provided on confirmation page).
3. Students will be notified by the Financial Aid Office of their eligibility for financial aid or of any steps necessary to receive further consideration for assistance. Students may be required to provide the Financial Aid Office 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 for financial aid consideration.

Those receiving financial aid who withdraw completely may be billed for remaining balances 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 are mandatory.
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 final 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.

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. Students receiving a second bachelor's degree are not eligible for either Federal Pell Grants or Federal Supplement Education Opportunity Grants (FSEOG).

**Federal Supplement Education Opportunity Grants (FSEOG)**
Undergraduate grants awarded to 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 New York College.

**Veterans Educational Benefits and Educational Assistance (G.I. Bill)**
Application forms, information and assistance are available at the offices of the local Department of Veterans Affairs and through the Registrar's Office.

If you have any questions, please call 1-800-827-1000 or 1-888-442-4551 or online at www.gibill.va.gov

**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 and Unsubsidized**
These loans are available to eligible students enrolled or accepted for enrollment on at least a half time basis (minimum 6 credits).

**Federal Direct Plus**
Plus loans are for parent borrowers of students classified as dependents (per federal guidelines). These loans provide additional funds for educational expenses.

**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

New York State and New York College Assistance

**Tuition Assistance Program (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.

**Part-Time TAP**
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 Financial Aid Office for further information.

**Financial Aid Code of Conduct**
The New York College of Health Professions (New York College) Office of Financial Aid has always provided students with service that is professional, courteous and comprehensive. In addition, our staff has consistently applied the highest standards in awarding financial aid (Grants and Student Loans). The Financial Aid Office has established internal controls that are consistent with federal regulations to provide the utmost protection to students and their financial aid funding.

The New York College 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 New York 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 particular lender
- Will not refuse to certify or delay certification of any loan based on the borrower's selection of a particular 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 on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status
- Will provide award notifications and denials within a reasonable amount of time from the date of application
- Will refrain from taking any action for personal benefit
- Ensure that the information that is provided is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain

Any questions about this Code of Conduct for the Office of Financial Aid can be addressed to:

Office of Financial Aid
516-364-0808 ext. 330
dobrien@nycollege.edu
A member of the Financial Aid Office will be in New York City at least 1 day per week and will meet with students by appointment.

**Academic Policies & Procedures**

**Course Schedules**

Course and clinic schedules are announced approximately one month prior to the final week of the preceding term. New students will be advised of scheduling procedures at enrollment. Individual schedules vary each trimester.

**Waiver Policy for Physical Arts**

**I. Students with Disabilities**

Students who are otherwise qualified, but have documented disabilities entering New York College may have their Physical Arts requirement waived depending upon the nature of their disability. All documentation is kept confidential and should be submitted directly to the program Dean and/or Office of Student Services. Students requesting accommodations should identify their needs during the Admissions process.

Students requesting accommodations for a disability must present written documentation of the disability to the program Dean and/or Office of Student Services for verification of eligibility. The evaluation and documentation must have been completed by a qualified, certified and/or licensed professional (physician, health care provider). The professional's credentials must appear on the documentation, and the documentation must be dated within three years of the request for accommodation. The documentation must include the nature and verification of the disability, the physical limitations, duration, modifications, etc.

The program Dean(s) and/or the Office of Student Services will review the documentation and the appropriate accommodation will be determined, if the presented documentation is sufficient, the student will meet with the program Dean(s) regarding the appropriate accommodation necessary. Students may be required to attend another Physical Arts class as an alternative accommodation. Please note, this Waiver is not a credit waiver, students who are waived from the Physical Arts requirement must fulfill all credit requirements necessary for graduation from their specified academic program.

If a student is dissatisfied with the decision for accommodation granted, he or she has the right to appeal the decision in accordance with the College’s Policy against Discrimination and Sexual Harassment.

**II. Injury**

A student with a physical, non-permanent injury, which prohibits participation in a Physical Arts class, must submit written documentation from a qualified, certified, and/or licensed professional (physician, health care provider). The documentation must certify the date and nature of the injury, course of treatment, physical limitations or modifications if any, and duration of said limitations. This documentation must be submitted to the instructor, who will then submit it to the program Dean. The instructor and program Dean will then determine a course of action for the student to fulfill his or her Physical Arts requirement. Any of the following alternatives may be implemented depending on the nature of the
injury and the anticipated length of recovery:

- The student may attend the Physical Arts class but only as an observer. The student must take all written examinations and participate in all class discussions. The student may be required to provide a written and/or oral report on a topic related to the subject area.
- The student may attend an alternate Physical Arts class at the College. The student must meet all attendance and participation requirements for this course, and may be required to write a paper on Eastern exercise systems.

Determinations of waiver from Physical Arts classes will be made on an individual and term-by-term basis, depending upon the student's condition and the results of consultation with the treating physician or other health care professional. It is the student's responsibility to apply for the waiver and provide the required documentation.

III. Prior Physical Arts Experience

Students with a minimum of two years documented, prior Physical Arts experience and who are still actively participating in ongoing Physical Arts studies may have their Physical Arts requirement waived if the College deems it appropriate. The determination of such waivers will be made by the program Dean(s) upon review of the totality of the circumstance(s).

Registration

A student may register for classes after paying the required tuition and fees, or after being approved for financial aid. Registration by students who owe tuition or other fees will not be processed until all balances due are paid. Failure to satisfy one's account balance may result in loss of class selection.

Grading System

NOTE: the majority of courses require a minimum of C-minus to pass the course. Each course syllabus will list the minimum passing grade for the course.

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

*This grade is not included in GPA calculation

Administrative Grades: (With the exception of WF, these grades are not included in the GPA)

AP Advanced Placement status is assigned for grades when challenge exams have been successfully passed.

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

PL Prior Learning Credit
T Transfer Credits- Indicates satisfactory completion of equivalent course work completed at another institution.
W Withdrawal - student has officially withdrawn from course before the withdrawal deadline
WF Student does not meet course requirements for reason of non-attendance and receives a failing grade

Grading Criteria

Grades are generally based on a combination of exam scores, research papers or assignments, participation and contribution to the class, etc. Instructors will announce at the outset of the course the specific weighting that will be used in determining grades, which is also 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 are important in calculating a student's grade.

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

They must demonstrate professionalism in application of the specific skills required by the respective technique. Each student will be assessed individually by his or her instructor, who will examine technique in light of the student's overall performance in class throughout the term. Ratings are assigned on an individual basis, taking into account the student's progress in the course of 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 or not the appropriate oils or liniments are used when necessary.

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

Skills in Technique
In basic technique classes, this criterion includes palpation skills, consistency of movement and transition from one stroke or manipulation to the next with fluidity in rhythm and strokes. Technique skills include the correct execution of particular movements. For example, in Western technique, this applies to the application and execution of effleurage, petrissage, friction, tapotement, vibration, joint movement and corrective exercises. In Asian Bodywork Massage, the correct order of treatment and application of circular thumb pressure, circular digital pressure, circular palmar pressure, palmar embrace, thenar embrace and thumb stroking are evaluated. Accurate tracing of the channels is also required.

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

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

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

**Satisfactory Academic Progress**

Students are eligible to receive financial aid as long as they remain in good academic standing as defined below. The Dean of Academic Affairs and the Office of Student Services will be notified of a student's failure to maintain satisfactory academic progress and will meet with the student to plan a course of action. Financial aid will not be available to students who fail to meet the College's academic progress standards.

To maintain satisfactory academic progress for TAP eligibility, a student must comply with the standards described in the College catalog.

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

2. **The Quantitative Standard**
   
   Undergraduate students must complete their program of study within a time period of not more than one and one-half times the standard program length. The Standard Academic Progress policy indicates the required percentage of credits that must be earned be in proportion to the number of credit hours attempted. All hours for which students have incurred financial obligations are included in "credit hours attempted." The policy is available for review at the Registrar's office.

3. **The Minimum/Maximum Time Frame**
   
   The maximum time-frame to complete an undergraduate program must not exceed 150% of the published length of the program measured in credit hours attempted. If the student elects to enroll in a part-time undergraduate program, the maximum timeframe must not exceed 150% of the published length of the part-time program.

   GSOM students enrolled in the Acupuncture program must complete a minimum of 90 instructional weeks in not less than 27 calendar months. Students enrolled in the Oriental Medicine program must complete a minimum of 120 instructional weeks in not less than 36 calendar months. The maximum time-frame to complete the Acupuncture program is 6 calendar years, and to complete the Oriental Medicine program, 8 calendar years.

Further information on the College's policy on satisfactory academic performance is available in the Office of Financial Aid.

**Academic 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 initially given an Academic Warning. If their GPA does not improve they may be placed on Academic Probation with a reduced course load to enable them to maintain satisfactory academic progress. Students are strongly encouraged to make use of the College's advisement and tutoring services as needed.

**Academic Probation**

Students in the School of Massage Therapy who do not achieve at least a cumulative GPA of 2.0 after attempting 12 credits, or students in the Graduate School of Oriental Medicine who do not achieve at least a cumulative GPA of 3.0 after
attempting 30 credits, will be considered for Academic Probation. Failure to maintain satisfactory academic progress will affect a student's continued financial aid eligibility. The Office of Student Services will notify 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 Dean of Academic Affairs and Student Services may require additional meetings with the student to assess academic progress throughout the probationary period.

**Academic Dismissal**

By the end of the probationary term, if the student has not demonstrated significant progress, or did not meet the requirements and conditions for probation established by the Director, Student Services, he or she may be dismissed from the program.

**Right to Appeal**

A student may submit a written appeal to the Office of Student Services requesting an extension of the probationary term for one additional term. Failure to maintain satisfactory academic progress may affect the student's continued financial aid eligibility. Students wishing to file a grievance or complaint on matters of academic probation or dismissal should follow the procedures outlined under the Grievance and Complaint procedures in the Student Life section of this Handbook.

**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 re-instated student. A student who is re-admitted will be required to enroll under the terms of the current College catalog and enrollment agreement. 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 is only 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.

**Leave of Absence Policy**

Matriculated students in good academic and financial standing may request a Leave of Absence by submitting a Leave of Absence Form to the Director of Student Services. The Leave of Absence period is for one trimester only. Students will not incur any additional charges during an approved Leave of Absence. Students on Leave of Absence are ineligible to receive any financial aid. Please contact the Office of Student Services for further information on this procedure.

It is the policy of the College to automatically withdraw from 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 Financial Aid Office for further details regarding the impact of Leave of Absence on student loan repayment.

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

New York 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.

Absence

Students are marked absent if they do not attend class, arrive after the midpoint of the class, or leave without instructor approval before the class is dismissed. Attendance records are kept by instructors. Instructors will report three consecutive absences by a student to the Registrar who will then notify the Office of Student Services. Excessive absence from class will affect the student's final grade.

Lateness

Students are marked late if they arrive fifteen minutes after the start of the scheduled class. Three instances of lateness will be considered equivalent to one absence.

It is the student's responsibility to notify the instructors when missing a class. Most instructors give out a contact number or email address the first day of class. If the student does not have a contact for the instructor, they should call the Main Reception Desk 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 of time are required to notify the Office of Students Services.

Class Cancellation/School Closure

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

Class Work Make-up

Students are responsible for making up any class work, exams or clinical sessions missed due to absence. Excessive absences (greater than 2) will affect the student's final grade and may result in a course withdrawal for non-attendance. Attendance requirements and permission to make-up course work and exams are subject to the discretion of the academic program. Absence for extenuating circumstances may include but is not limited to, a non-repeating event caused by illness, death in the immediate family, jury duty or any unforeseen personal or family emergency. Documentation will 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 is located at the Main Reception Desk (across from the cafe) or 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 $50 fee charged to the student. Make-up exams are not offered when a student missed an exam due to vacation or social event/occasion. Students will be permitted to make-up a midterm or final exam only under the following circumstances:

- Death in the immediate family. Documentation will be required.
• An unforeseen personal emergency, such as accident or injury of the student or a member of the immediate family. Documentation will be required.
• Jury duty. Documentation will be required.
• An illness documented by a note from the treating physician or other health care professional.

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

Graduation Requirement
Students attending New York College at The Riverside Church, Houston Street Center or New York Open Center sites are required to take at least one class prior to graduation at the Syosset campus. Please speak to your advisor or Student Services staff for more information. Transportation to Syosset will be provided by the College for these classes.

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 above under Grievance and Complaint Procedures.

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

Voluntary Withdrawal
In the event of unforeseen circumstances which require that a student be absent for an extended period of time, the student must officially withdraw from the program and re-enroll upon his or her return. Federal regulations require that any student missing classes for 30 consecutive days must withdraw from the program. An Official Withdrawal 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 Official Withdrawal Form. Forms are available from the Registrar or the Director of Student Services.

Students that do not comply 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.

Re-admission after Voluntary Withdrawal
If a student who has voluntarily withdrawn from the College wishes to re-enter 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 stating the resolution of their withdrawal circumstances. If the withdrawal was medically related, documentation by the treating physician or other health care professional is required.

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 on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation or veteran status.

**Repeating a Course**
A student may repeat a failed course for a maximum of two times at his or her own expense. In computing the GPA, from the term in which the course is repeated forward, only the grade for the course passed will be counted. The original grade and GPA will remain on the student's transcript. Both the original and repeated courses, however, are counted as credits attempted.

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**Add/Drop/Change and Withdrawals**

- A student wishing to add/drop a course must do so within the first week of the trimester. There will be no exceptions to this policy.
- The student must fill out an Add/Drop/Change Form obtained from the Registrar's Office. After returning the completed form to the Registrar, the student must schedule an appointment with the appropriate program Dean or an academic advisor to update their course of study.
- The fee for adding, dropping or changing a course is $35.00 for each course affected. (For example, if a student drops one course and adds another, there will be a charge of $35.00 for each course totaling $70.00)
- If the student is receiving financial aid, he or she must meet with a Financial Aid Officer to discuss the impact which adding, dropping or changing a course might have on his or her financial aid.
- After the Add/Drop period (1st week of classes) has ended, no refund will be made to any student who withdraws from an individual course(s) but remains enrolled in the program, although no money will be refunded, a student will still receive a "W" grade up until the 8th week classes. Withdrawal from a course within this period of time will be indicated by a "W" on the student's grade report and is not included in the student's GPA.
- The student is responsible for the tuition for that course up to the point that the Registrar is officially notified by the student of the withdrawal - whether or not the student has attended classes during that period. Students must read the Student Liability/Refund policy and procedure in the College Catalog. There are no exceptions to the tuition liabilities outlined therein.
- If the student does not meet the requirements of a course for reason of non-attendance, he or she will receive a grade of "WF" for the course. If a student wishes to drop a course after the end of the eighth week, he or she may do so, but the student will receive a grade of "WF" for the course, which will be included in the student's GPA. In addition, the student will be charged the full course.
- Students who change their clinic schedules will be charged a $35.00 fee per change after the trimester has started. No clinic hour changes will be accepted after the second week.

**Grade Reports**
Grade reports are mailed to students during intersession.
Application for Degree
Candidates for degrees must submit an application for degree during the last week of their next to final term at the College.

Graduation Requirements
- A candidate for graduation from an undergraduate level program must have successfully completed all required course work with a cumulative GPA of at least 2.0. A candidate for graduation from a graduate level program must have successfully completed all required course work with a cumulative GPA of at least 3.0.
- The candidate must meet all academic and attendance requirements.
- The candidate must have fulfilled all financial obligations to New York College and the Integrative Health Center.
- The candidate must pay a graduation fee.
- The candidate must complete a graduate survey.
- Candidates who have received financial aid must attend an exit interview with the Office of Financial Aid.

Replacement Diploma
Graduates requesting a replacement or duplicate copy of their degree or diploma will be charged a $15.00 fee for each additional copy. If a graduate requests a replacement diploma or a duplicate diploma after one year form their graduation date, the fee is $42.00. All requests must be made in writing to the Registrar’s Office.

Student Records and Transcripts

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

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

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

Students requesting unofficial student copies of their transcript should submit a request in the same manner, although no fee is required. Information to be furnished must include:
- Full name of student (indicate maiden name or name as it appears on school records if applicable), current address, Social Security Number, telephone number, and 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 New York College Program of study for the transcript required.
- Complete address of recipient (institution, department, or person to whom transcript is being sent).
Standards of Conduct

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

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

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

- Dishonesty, such as cheating or plagiarism or any form of academic dishonesty
- Falsifying information to New York College, such as forgery, alteration or intentional misuse of College documents, records or identifications
- Theft of, or damage to, property
- Disorderly, lewd, indecent or obscene conduct or expression
- Attendance in class while under the influence of alcoholic beverages, narcotics or drugs or unauthorized possession, and/or sales 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
- Disruptive conduct in the college or towards the college which precludes faculty, staff and/or administration from performing 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
- 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 New York College and will be dealt with severely. New York College students are expected to behave in an ethical and professional manner at all times. Cheating in any form, therefore, is not tolerated and carries severe penalties that may include dismissal from the program. If a student is caught cheating or misrepresenting the work of others as his or her own, the following procedures will be followed:

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

Illegal Practice of Massage Therapy and/or Acupuncture
New York 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 are not permitted to:
• Engage in the practice of Massage Therapy on any person, in any situation, or at any other time except in a New York 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 advertising of such illegal practice.

Students enrolled in the Graduate School of Oriental Medicine are not permitted to:
• Engage in the practice of Acupuncture on any person, in any situation, or at any other time except in a New York 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**
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.

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

**Didactic Classes (Lectures)**
Shirts must have sleeves. No tank tops are permitted. Only finished bottom shorts are allowed. No cut-off 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. Men with beards and/or mustaches must keep them well trimmed and neat. Women may not wear heavy make-up. Men and women with long hair should tie it neatly away from the face. Men and women are required to wear white T-shirts/sweatshirt, pants/shorts in all technique classes.

**Clinic**
All student clinicians are required to wear clean and pressed white lab coats/scrubs in the clinic. It is required that all student clinicians wear clean white slacks, white shoes or T'ai Chi slippers. All students must wear shoes with socks or stockings, and must wear a name badge. All other requirements for technique classes apply to the clinic as well.

**T'ai Chi, Qi Gong and Yoga Classes**
All students are required to wear clean white tops and black long pants with white socks and T'ai Chi slippers in T'ai Chi and Qi Gong classes. All students required to bring a yoga mat and are required to wear clean white tops and black long pants in Yoga classes.

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

I. Standards of Conduct with Respect to Drugs
   This policy applies to all students of New York College. It will be distributed in writing on an annual basis to each student who is enrolled in one or more courses for any type of academic credit except for Continuing Education. 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.

II. Institutional Sanctions
   Students discovered in violation of this policy by using or arriving under the influence of these substances will be placed on immediate probation, and will be required to meet with the Office of Student Services to assess their ability to continue in their program. 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 for improving his or her status within the time period outlined in the above process, the probation will become 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 to resolve this matter. 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. Application for re-admission will be considered only after the student has successfully completed a rehabilitation program.

   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.

   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. The student will 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 New York College will be immediately dismissed.

III. Legal Sanctions
   New York College will impose sanctions on students and employees (consistent with local, state and federal law) up to and including dismissal from the College and referral for prosecution for violation of the standard of conduct.

IV. Available Drug and Alcohol Counseling and Treatment
   For information regarding counseling and treatment programs, contact the Director of Student Services or the Human Resources Office.

V. Records of Sanctions and Violations
   The following records will be kept on file in the College Human Resources Office:
   - The number of drug and alcohol-related disciplinary sanctions imposed.
   - The number of drug and alcohol-related referrals for counseling or treatment.
The number of drug and alcohol-related incidents of vandalism.

The number of students and/or employees required to attend self-help or other counseling groups as an alcohol or abuse-related sanction.

By keeping a record of the sanctions imposed for each type of violation, verification of consistency of enforcement will be possible. All records will be maintained for a period of three years, and will be available for review by the US Secretary of Education upon request.

Students Bringing Children to School
The College realizes that many of its students are also parents. However, the College is not able to safely accommodate unsupervised children on the premises. In addition, their presence may cause potential danger to patients using the clinic facilities in the College. As a result, students are not permitted to bring children with them to class or the clinics. Unaccompanied children cannot be left in the Student Lounges, Cafe, Clinic reception area in offices or on couches throughout any College facilities. Parents are encouraged to make arrangements for back-up child care before an emergency arises.

Infectious Conditions / Blood-borne Pathogens
New York College endeavors at all times 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 (HVC), as well as other communicable infectious diseases, including Tuberculoses (TB), skin infections, and/or other enteric infections. Respect for each individual's privacy and confidentiality is expected. New York College does not discriminate against students, faculty, administrative staff or clinic patients based solely on health status as it is unlawful. The College encourages anyone with an infectious condition to 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 disorders 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, faculty, administrative staff or clinic patient, 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, faculty, administrative staff and clinic patients are obligated to exercise caution and mature judgment in their personal behavior. The procedures listed below are to be followed at all times:

- Students are educated to recognize infectious diseases in themselves and particular emphasis is given 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, serious flu infection, or an infectious skin condition shall not participate in any College activities until the condition has passed the infectious stage. Any individual who knows that infectious disease exposure to others has occurred 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 particular condition or circumstance, Students must consult with the instructor, Clinic Director and/or program Dean immediately.

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

Draping and Nudity in the Classroom and Clinic
The intention of this policy is to comply with the draping and nudity requirements of the Commission on Massage Therapy Training Accreditation and Approval (COMTAA). The policy allows for individual degrees of comfort of both students and clients of the College clinics, and provides guidelines for draping and nudity that enhance but do not interfere with the student's learning process in the classroom. It is our intention to avoid any behavior that will cause embarrassment to students and/or clients of the
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 general rule, only the body parts actually being treated are undraped at any time. The body should not be fully uncovered at any time in class or in clinic. Genital areas, gluteal cleavage and torso are always to be covered.

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

Guidelines Regarding Nudity, Undressing and Dressing

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

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

Sexual Assault and Bias-Related Crime Prevention

New York College 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. 129-a, Sections 6450, 6430 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 Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education, www.ope.ed.gov/security. To request this information, contact the Office of Student Services or Human Resources at (516) 364-0808.

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

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, Aggravated Sexual Abuse.

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

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

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

If any student or employee believes he or she has been subjected to one of these acts on campus, that person has the right to press criminal charges against the actor. The police would conduct the investigation of these allegations, and the judicial authorities would impose penalties. These penalties may include imprisonment. The College reserves the right to conduct its own investigation and determine whether the charges are valid and what, if any, penalty should be imposed. If criminal charges are lodged and are later dismissed, or if the defendant is found guilty, the College reserves the right to make an independent judgment about the continued enrollment or employment of the defendant, based on consideration of the overall well-being of the College Community.

**Bias/Hate Crimes**

In compliance with Section 6436 of the Education Law, New York College maintains the following policies and procedures. All actions against persons or property which may be considered bias crimes are unequivocally prohibited at all times 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 so that an independent investigation can be conducted. 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 Handbooks. The procedures for dealing with bias related crimes will be the same as those outlined in the Campus Security Report. Counseling and support services for victims of bias related crime will be proved or an appropriate referral made to outside agencies.

**Reporting Sexual Assault or Bias-Related Crime**

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

All students are encouraged to read the Campus Security Report, including Campus Security Policies and Procedures found in the Student Handbook. The Campus Security Policies and Procedures include the College's procedures in effect for reporting criminal activity including sex based and bias related offenses.

**Programs Designed to Inform Students and Employees about Campus Security Policies and Procedures**

Student orientation, which is required for all new students, incorporates a comprehensive discussion on campus security, sexual assault, bias-related crimes, sexual and other forms of harassment/discrimination. A copy of this pamphlet is distributed and reporting procedures are discussed. The College's website provides a link to the most current form of this pamphlet for all to download as well.

Newly hired employees are informed about these matters at a time of hire. Changes and improvements made in campus security policies and procedures are distributed to all students and faculty/employees in the student/employee mailboxes, or if appropriate, by email notification or by postings on the College's website.
Counseling and Support Services
The College maintains a list of referrals for professionals and organizations that can assist in individual counseling. Information can be sought from the Office of Student Services or Human Resources.

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

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

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

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

Policy Against Discrimination and Sexual Harassment
New York College is committed to providing every student with an environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, religion, color, national origin, age, sex (including sexual harassment), sexual orientation, marital status, citizenship status, disability, or status in the uniformed services (veteran status) of the United States, etc., are prohibited and will not be tolerated. The College abides by all applicable federal, state and local laws which prohibit discrimination.

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

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

Unlawful Discrimination
It is a violation of this policy to engage in any practices or procedures which treat students less favorably based upon a person's race, gender, national origin, religion, age, disability, sexual orientation, marital status, veteran status, etc. It is also a violation of this policy to use derogatory or demeaning slurs to refer to a person based upon these categories, which have the effect of harassing a student or creating a hostile environment.
Sexual Harassment

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

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

Definition

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

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

Forms of discrimination/Harassment

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

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

Procedures

Any student who alleges discrimination / sexual harassment by any faculty, staff member, member of the public or other student is encouraged to promptly report the incident(s) to the Director of Student Services. Any faculty or staff member who alleges sexual harassment should report the alleged incident to the Office of Human Resources. A formal complaint shall consist of a signed statement detailing the sequence and nature of events. All complaints will be reviewed, investigated, and appropriate remedial action will be taken to address any substantiated claim; The purpose of such investigation is to determine whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, all information gathered in the course of the investigation will remain confidential within the constraints of conducting an investigation

All students, faculty and staff are expected to cooperate with an investigation. Failure to cooperate in any investigation may result in disciplinary action. All complaints will be reviewed, investigated, and appropriate remedial action will be taken to address any substantiated claim.

If a violation of the College's policy against discrimination, discrimination-related and sexual harassment has occurred, prompt and
appropriate remedial action shall be taken. The appropriate individual(s), including but not limited to the Office of Student Services and/or Human Resources, will meet with the complainant and the respondent, separately, to discuss the resolution and outline the remedial action to be taken, including any imposition of discipline. If necessary, the complaint and results of the investigation may be brought confidentially before the Student-Faculty Committee for its recommendation. The resolution recommended by the Committee will be deemed final and binding.

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

Sanctions
If charges against a faculty or staff member at the College are substantiated, the College will impose appropriate sanctions, including but not limited to a letter of reprimand, job termination or other disciplinary action.

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

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

Disciplinary Procedures

Suspension Policy
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 by the Office of Student Services pending a review of the matter by the Student-Faculty Committee. The Committee will meet no later than 10 days after the date of the recommendation 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 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.

Disciplinary Probation
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 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 bring the matter to the attention of the College's Student-Faculty Committee to review the matter and recommend possible penalties which may include dismissal from the program. 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 of the agreement may result in dismissal from the program. A student may appeal this decision by following the procedures outlined in the Student Life section of the Student Handbook under the Grievance and Complaint Procedures.

Appealing Disciplinary Action
If a student wishes to appeal any disciplinary action taken against him or her by the College administration, the student should first meet with the Office of Student Services to attempt to resolve the problem. If the student is not satisfied with the results, he or she should follow the procedures outlined in the Student Life section of the Student Handbook under Grievance and Complaint Procedures.

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

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

Every student has the right to petition the Committee on Academic Policy to appeal actions affecting his or her academic standing.

Re-admission after Dismissal

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

Facilities

The Syosset Campus building is open Monday through Friday from 7:30 AM to 11:30 PM, and on Saturday from 7:30 AM to 8:00 PM and Sunday from 8:00 AM to 6:00 PM. Each student or staff member in the College shares in 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.

The Riverside Church - 91 Claremont Avenue entrance is open daily from 7:00AM to 10:00PM.
The Houston Street Center, 273 Bowery is open daily from 8:30 AM -10 PM.*
The New York Open Center, 22 East 30th Street is open daily from 9:00 AM to 10:00 PM.
*Some nights till 11PM.

Parking / Handicapped Access

Student parking in Syosset is located at the rear of the building or adjacent to the west side lower level of the building. Students should enter through the College's lower-level entrances only. Upper level parking (by the clinic entrance) and some lower-level parking spaces are reserved for clinic patients and physically challenged persons.

The Riverside Church - Claremont Avenue Garage is operated by Rapid Park Inc., (212) 866-1000, and is open to the public during the following hours: Monday through Sunday 7:00 AM - 12:00 PM. The garage is located beneath the church's South Wing. The entrance is on 120th Street between Riverside Drive and Claremont Avenue. There is a fee for parking. There are public parking lots within 1 block of the Houston Street Center and the Open Center.

Reservation of Classrooms
Classrooms are used on a daily basis 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**

New York College is not responsible for personal belongings left unattended. As there are many points of access to the building, students need to keep track of personal belongings at all times. Any item that is found on the College premises should be turned in to the Main Receptionist on the mid level of the Syosset campus. Students should check this location for lost or misplaced property. Student lockers (located on the mid-level and in the mid-level rest rooms in Syosset and on the 3rd floor in the Open Center) are provided for temporary use on a daily basis. Students are encouraged to lock their possessions in a locker, and to remove the look at the end of the day, as locker space is limited. Personal belongings should not be left in lockers overnight.

**Locker Rooms and Showers**

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

**Bulletin Boards**

Bulletin boards are located throughout the College and clinics with important information for staff, faculty, patients and both day and evening students. These boards should be checked frequently for important College information as well as personal messages. All material to be posted must first be approved by the Senior Vice President of Marketing, Communications and Business Operations or by the Office of Student Services. Solicitations are not permitted. Bulletin boards are located in the following areas:

- Syosset: Message board for students, faculty, and staff - lower level, main hallway. General information such as new school policies, class schedules, room assignments, guest lecturers, etc.
- Riverside Church and Open Center Message board outside coordinators' office
- Teaching Clinics - upper level, clinic write-up rooms. These contain listings of all clinic assignments and supervisors, clinic requirements and other information pertaining to student clinicians.
- Continuing Education - lower level, main hallway. This contains listing of all upcoming Continuing Education and Community Education workshops.
- Career Services- lower level, main hallway. This contains listings of seminars, career fairs, and helpful hints for career planning.

**Student E-mail Addresses**

All students receive a New York College of Health Professions E-mail Account. This greatly improves communication between Faculty, Staff and Students. Just follow the steps below to access your New York College E-mail account!

1. Go to the following website - www.gmail.com
2. Log in with your user name: FirstName.LastName@nycollege.edu
3. Your Password is: Your Full Student I.D. including the 4 zeros no letters (you will be prompted to change the password).

Feel free to contact IT Dept. at: itsupport@nycollege.edu if you are having difficulty logging in or if you have any questions.

**Emergency Contact System**
New York College has an Emergency Alert System. This mass notification system enables College officials to send urgent text messages to cell phones with text message capability, as well as to e-mail accounts. Each student is responsible for individually subscribing to the New York College Emergency Alert System and for any charges your service provider may impose for delivering text messages. We recommend you access the following Website to register for the New York College Emergency Alert System: http://nycollege.edu/optin.php

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

New York College Cafe
The Syosset cafe is located on the lower level of the building opposite Main Reception. It provides a variety of nutritious hot and cold foods for students, faculty, staff and patients, with convenient hours (Monday-Saturday) to accommodate all scheduled classes; the cafe is the perfect place for breakfast, lunch, dinner or a quick snack. Vending machines are also found on the lower levels.

The Riverside Church Cafe is open Sunday to Friday for breakfast 8:00 AM - 11:30 AM and lunch 11:30 AM - 3:00 PM. The Whole Foods at 95 E. Houston St adjacent to Houston Street Center, is open daily 8:00 AM-11:00 PM. The Open Center has a cafe on the ground level.

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

Photocopier
A photocopier is available for student use in the College Library on the upper level of the main campus. The cost of copies is 10 cents per page. The photocopier requires staff supervision for access. Copiers are also available at The Riverside Church and Open Center.

Additional Offerings

Continuing Education Workshops
Professional workshops for New York 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.

Physical Arts Classes
Classes in Hatha Yoga, Qi Gong and T'ai Chi Chuan are offered to all New York College students and the general public on a year-round basis, including a course of study to become certified instructors of Yoga and T'ai Chi. In addition, new offerings in Taekwondo and other forms of Physical Arts have been added to the continuing education schedule.

Office of Career Services
The Office of Career Services is designed to assist students and alumni gain a more comprehensive view of their career development and choices. Career Services provides a full range of career and employment related services, alumni resources, job postings, career information, coaching, resume, interview and job search skills workshops and coaching. Students can develop the skills, insights and attitudes needed to achieve successful transitions to thrive in today's workplace.

Career Advising
Students may obtain important feedback and advice from the Office of Career Services to best position themselves for career opportunities. Services include resume assistance, interview techniques and mock interviews.
Career Workshops

Students and alumni have the opportunity to attend career workshops throughout each trimester and learn about job search strategies; interview skills; resumes and cover letter preparation; finding jobs that are not listed in the classified ads, and setting up your own practice.

On-line Job Registry

Licensed Alumni can register to gain access to the job postings listed by the Office of Career Services. These postings and related materials are available on the College's website as well as in the College Library. For additional information, contact the Office of Career Services at: CareerServices@nycollege.edu or by calling 516.364.0808, ext.215.

On Campus Interviewing/Career Fairs

New York College holds on-campus Career Fairs. Students and alumni have the opportunity of meeting with employers and sponsors and gain valuable information on potential employment, rental and sponsorship opportunities. Please check with the Office of Career Services for the date of the next event.

Alumni Association

The New York College Alumni Association (NYCAA) is dedicated to advancing New York College's pursuit of its alumni's highest potential. The Association provides a forum for meaningful involvement and interaction among alumni, students, staff, College leaders and community. Its objective is to enhance the professional careers of its members through a variety of benefits, opportunities and services. For additional information, contact the Office of Career Services.

Professional Associations (or Memberships)

American Massage Therapy Association

Currently enrolled students and alumni are eligible to apply for AMTA membership. The AMTA offers a number of benefits to its members, including subscription to the AMTA's magazine and newsletter, professional liability insurance, networking opportunities, and more. The AMTA encourages active participation in political issues, hands-on workshops, supporting research and educational grants, and continuing education. Membership applications are available at New York College.

Website - http://www.amtamassage.org

American Oriental Bodywork Therapy Association

The AOBTA is the nation's largest Oriental Bodywork Therapy Association. The AOBTA promotes issues of vital concern to Oriental Bodywork therapists, such as protection of the interests and rights of therapists around the country; achieving recognition and acceptance within the professions of Acupuncture and Oriental Medicine; professional liability insurance coverage; subscription to the AOBTA newsletter and networking opportunities with other healthcare providers in the field of Oriental Bodywork. Membership applications are available to students at New York College.

Website - http://www.aobta.org

New York State Society of Medical Massage Therapists, Inc.

NYSSMNT is a professional organization for Massage Therapists who choose to serve the client population with medical massage. NYSSMNT provides its membership with services such as professional education workshops; bulletins containing information about state laws; telephone referral program for active members from callers interested in Massage Therapy treatment; and medical insurance at group rates. Membership is open to both licensed professionals and students attending an accredited Massage Therapy program.

Website - http://www.nysmassage.org

National Acupuncture and Oriental Medicine Alliance

The NAOMA is a professional organization which serves as an advocate for practitioners of Acupuncture and Oriental Medicine. This alliance includes a membership whose interests cover topics ranging from Acupuncture research to the socioeconomic role of Acupuncture / Oriental Medicine in mainstream healthcare in this country. The membership of the NAOMA promotes Acupuncture / Oriental Medicine in community public health programs, for example, in the interest of gaining greater acceptance as a primary healthcare modality. The NAOMA offers members the opportunity to participate in national conferences at which its
membership gathers to discuss current research, political agendas, treatment plans and classic Chinese medical literature.
Website - http://www.acuall.org

Acupuncture Society of New York
The ASNY is a professional Acupuncture society which promotes the interests of Acupuncturists in the State of New York. The ASNY publishes a quarterly newsletter and a journal for its members, lists licensed professional members on a membership directory and referral service, organizes delegations to attend conventions of national organizations, and maintains a lobbyist in Albany to inform the membership of activities of the state government which impact upon Acupuncturists. The ASNY conducts seminars and continuing education programs offered at a discount to its members. In addition, the ASNY offers health and disability insurance benefits to its members. Website - http://www.asny.org

Campus Security Report

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

Campus Security Policies and Procedures
Students and staff are encouraged to report any criminal activity occurring on the school premises. Crime report forms (Incident Reports) are available in the Office of the Office of Student Services, the Office of Human Resources and at the Security desk in the Reception area. Upon completion, the form should be returned to the Office of Student Services or the Office of Human Resources. These forms will be used to track the occurrence of crime on campus and to develop security policies. Administrative staff will investigate the reports, and, if necessary, report to the local police department if the reporter has not already done so.

The Syosset building is open between the hours of 8:00 AM and 11:30 PM Monday through Friday; between 8:00 AM and 6:00 PM on Saturday and between 8:00 AM and 6:00 PM on Sunday for classes and clinic operation. At closing, the building is locked and the alarm system activated. Security officers are on premises Monday through Sunday. Students attending classes in New York City must respect and obey the hours and security policies of the individual building locations.

All students, faculty and staff must wear their New York College ID with a current expiration sticker at all times 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. All patients and guests must obtain a Visitor's badge at the reception desk on the floor by which they enter the building. Anyone not identified by a Visitor's badge will be escorted from the building.

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

Campus Security Disclosure Policy

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

Statistical Information on Campus Crimes
The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the US
Department of Education, www.ope.ed.gov/security. To request this information, contact the Office of Student Services or the Human Resources Office.

The Riverside Church, Houston Street Center Houston Street Center and NY Open Center
All students attending classes at The Riverside Church, the Houston Street Center or the NY Open Center must follow all security policies of the facility and their security officers, including the presenting and wearing of their New York College ID with a current expiration sticker while on the premises.

Appendix

AMTA Code of Ethics

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

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

Massage therapists/practitioners shall:

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

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

Massage therapists/practitioners shall:

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

1. **Social/Ecological Concern**  
   Members recognize their intrinsic involvement in the total community of life on the planet earth.

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

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

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

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

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

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

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

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

10. **Professional Excellence**  
    AOBTA members strive for professional excellence through regular assessment of personal and professional strengths and weaknesses, and by continued education and training.
National Certification Commission for Acupuncture and Oriental Medicine

Code of Ethics

Effective as of October 14, 2008

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

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

B. Commitment to the Profession
   1. Continue to work to promote the highest standards of the profession.
   2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.
   3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
   5. Report to NCCAOM or appropriate licensing authorities information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline.

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

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

BOARD OF TRUSTEES

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

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

MEMBERS

Xipeng Li, M.B.A.
Chairman, Henan Shengrun Holding Group Company Limited

Rongmei Xu, M.S.
Finance Professor of Henan University of Economics and Law
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Young Chen, J.D., Ph.D.
J.D., New York University School of Law
Ph.D. in Chemistry, City University of New York
M.S. in Computer Science, City University of New York
M.S. and B.S. in Polymer Science and Engineering, Beijing University of Chemical Technology (Beijing, China)

COLLEGE ADMINISTRATION

A Li Song, MD (China); President
MD., Henan Medical University; Dean, Graduate School of Oriental Medicine, New York College of Health Professions; Vice President of Spinal Professional Committee of World Federation Chinese Medicine Societies (WFCMS); Served as Senior Judge of Academic Professional Title Committee of Spinal Health Professional Committee of World Federation of Chinese Medicine Societies (WFCMS); Over Thirty Years of Experience in teaching and clinical expertise; Director of the Luo Yang Medical Health Center, Luo Yang, China; Licensed Acupuncturist, New York State.

Hon. Dr. Errol G. Virasawmi, B.S., L.H.D.; Chief Financial Officer
Bachelor of Science (Business Administration) Kensington University; New York State Notary License; Treasurer, Suffolk County Citizen’s Police Academy Alumni Association, Board of Directors & Treasurer 2011-2018; New Center of Wholistic Health Education & Research, Treasurer & Board of Trustees, 1990-1998; Twistex Industries, Comptroller 1989-1990; Royal Business Schools, Staff Account 1986-1988.
Michael Parrish, B.A.; Director of Administration
Bachelor of Arts (Education), State University of New York (Potsdam); Program Coordinator, New York College of Health Professions, NY; Assistant Program Coordinator, New York College of Health Professions, NY; Director of Education, Huntington Learning Center, NY; Assistant Director, Huntington Learning Center, NY

James M. Shinol, DACM, MSOM, BS, BPS, AOS, L.Ac. (NY, NJ), LMT.; Acting Dean, Graduate School of Oriental Medicine
Diplomate Acupuncture, Chinese Herbology & Oriental Medicine (NCCAOM); Doctorate (Acupuncture and Chinese Medicine), Pacific College of Oriental Medicine, CA; Master of Science (Oriental Medicine), Southwest Acupuncture College, CO; Bachelor of Science (Biology), Albright College, PA; Associates of Occupational Studies (Massage Therapy), NY; Certificate of Traditional Korean Medicine, Pusan National University, South Korea; Member, National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM); President, Acupuncture Society of New York (ASNY); Certified CNT Instructor and CNT Subject Matter Expert Committee (CCAO); Licensed Acupuncturist, New York State and New Jersey.; Licensed Massage Therapist, New York State.

Jian Yang, MD, B.S., A.S.; Acting Dean, School of Massage Therapy
Medical Doctorate, St. Georges University, Grenada; Bachelor of Science (Biochemistry), SUNY Stony Brook University, New York; Associate of Science (Liberal Arts & Science), Queensborough Community College, New York; Teaching faculty of Biomedical courses in New York College of Health Professions; Member of Association of Chinese American Physicians (ACAP); Phi Theta Kappa-International Honors Society; Golden Key International Honors Society; George Albertman Award, Highest Scholastic Average Graduate in A.S. Program; Walter Zozulin Memorial Award, Highest GPA in Graduating Class in General & Organic Chemistry; JaimeLee Cohen Award, Excellence in Undergraduate Research; Rose Mancott Memorial Award, Highest GPA in General Chemistry.

Joseph Sing Cheung, M.A., B.A.; Director, Physical Arts
Master of Arts (East Asian Studies), Bachelor of Arts (Asian Studies), St. John's University; Advanced Level 8 Senior Instructor Certificate, Wing Hong Yip Dragon Style Kung Fu School; 6th Degree Black Belt Master Instructor Certificate, Kukkiwon - World Taekwondo Headquarters; 5th Degree Black Belt Instructor Certificate, Chinese Swal Jiao Association; 3rd Degree Black Belt Instructor Certificate, World Tang Soo Do Association; National Referee Certificate, United States Chinese Kuoshu (Kung Fu) Federation; Class D-3 Referee Certificate, United States Taekwondo Union; Class R-D Referee Certificate, National AAU Taekwondo & Junior Olympic Taekwondo Program; 1996 AAU Taekwondo National Championships Bronze Medalist in Sparring; 1995 U.S.A. Wushu-Kung Fu Federation Northeast Regionals Full Contact Sanshou Fighting Gold Medal Champion and National Championships 2X Silver Medalist in Sanshou and Shuai Chiao; 1995 United States Chinese Kuoshu Championships, 3rd Place in Full Contact Lei Tai Fighting; 1992 United States Chinese Kuoshu Championships, 1st Place in Advanced Short Weapons, 2nd Place in Advanced Southern Forms, 3rd Place in Full Contact Lei Tai Fighting; Certificate of Completion - Clinical Observation & Discussion Program, International Studies of Oriental Medicine, Kyung Hee University, Seoul, Korea; Certificate of Participation - The Ancient Art of Tai Chi Chuan for the Medical Rehabilitation Setting, Dr. Tingsen Xu, The Heaven & Earth Center & Mt. Sinai Medical Center; Certificate of Achievement - Gold Key for Scholastic Excellence in Asian Studies, St. John's University; Certificate of Achievement in Chinese Culture, Feng Chia University, Taichung, Taiwan.

Yun Li, M.D. (People's Republic of China), L.Ac. (NY), Diplomate Acupuncture & Chinese Herbal Medicine (NCCAOM); Chair, Herbal Medicine
M.D. in Traditional Chinese Medicine, Hebei Medical University (People's Republic of China); M.S. in Traditional Chinese Medicine, China Academy of Traditional Chinese Medicine (People's Republic of China); Associate Professor, China Academy of Traditional Chinese Medicine (People's Republic of China); Vice Chief-Editor, Encyclopedia Publishing House of China; Licensed Acupuncturist, New York State.

DEPARTMENT ADMINISTRATORS

Mary Rodas; Associate Director of Admissions

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

Timothy Boudreau, M.A., B.S.; Registrar
Master of Arts (Liberal Studies), State University of New York (Stony Brook); Bachelor of Science (Mathematics), Eastern Connecticut State University (Willimantic); Senior Managing Director, Huntington Learning Center, NY; Assistant Director of Education, Huntington Learning Center.
Daniel O’Brien, B.A.; Financial Aid Administrator
Bachelor of Arts (Business Administration), State University of New York at Stony Brook; Assistant Director of Financial Aid, Katherine Gibbs School; Assistant Operations Supervisor, Astoria Bank; member, NYSFAAA.

Nicole Ortiz, B.S.; Manager, Student Services
Bachelor of Science (Psychology), Northeastern University; Certified Phlebotomist; Certified in Crisis Prevention Intervention; Education Counselor, NYU Child Study Center and Mental Health Clinical Research; Coordinator, NYU/Bellevue Hospital Center.

Brian W. Alvarez, B.S.; Student Services / Title IX Coordinator
Bachelor of Science (Business Administration), Dowling College; IT Support/Purchasing Manager, New York College of Health Professions; Financial Advisor, WFG; Fiscal Coordinator, Adelante of Suffolk County, Inc.; Computer Instructor and Youth Counselor, Adelante of Suffolk County, Inc.

Cynthia Ann Cayea, M.L.S., B.S.; Library Director
Master of Library Science (Certificate in Archives and Records Management), Queens College; Bachelor of Science (Psychology), Saint Josephs College; Archival Intern, Archive of Contemporary Music; Periodical Room Clerk, Patchogue-Medford Public Library; Computer Operator - Special Collections, Suffolk Cooperative Library System.