New York College of Podiatric Medicine
53 East 124th Street New York, NY 10035

STUDENT HANDBOOK
2015-2016

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STUDENT HANDBOOK 2015-2016

The New York College of Podiatric Medicine, in compliance with all applicable Federal, State and local laws and regulations, does not discriminate against any person on the basis of race, religion, color, national or ethnic origin, age, veteran status, sex, sexual orientation, or disability in its educational policies, admissions policies, employment policies or services to the public.

In accordance with these laws, the College also prohibits retaliation against anyone who has complained about discrimination or otherwise exercised rights guaranteed under these laws. The Compliance Officer for the New York College of Podiatric Medicine with regard to Title IX of the Education Amendments of 1972 (gender discrimination), Title VII (discrimination), Section 504 of the Rehabilitation Act of 1973 (disability), the Americans with Disabilities Act of 1990 (disability), the Age Discrimination Act of 1975 (age) and Article 129-A of the NYS Education Law, is Chief Operating Officer and Vice President for Administration Joel A. Sturm. Mr. Sturm's office is located on the second floor of the College. He may be reached by telephone at (212) 410-8047.

The College compiles annual crime statistics as required under Section 20 of the U.S. Code Section 1092(f). The Advisory Committee on Campus Safety/Security (James Warren, Chair) will provide upon request all campus crime statistics as reported to the United States Department of Education. The information is also available at www.nycpm.edu.

This Student Handbook is a product of the efforts of Faculty, Students, Administrators and Staff of the New York College of Podiatric Medicine. The efforts of the following in developing the policies and resources herein are acknowledged with gratitude:

The Student Council of NYCPM

The Committee on Academic Standards and Policies

The Honor Council

The Committee on Academic Performance and Promotion

The Curriculum Committee

The Advisory Committee on Campus Safety/Security

The Students, Faculty and Administrators of NYCPM

The information in this handbook is accurate at time of publication. Policies, procedures, resources, calendars and other contents of this book are subject to change at any time and without prior notice. Additional and revised information is promulgated via e-mail and the College's website. Students are expected to consult these sources regularly. Enrollment, attendance in classes or participation in the College's activities constitutes acceptance of the policies and procedures detailed in this handbook and an agreement to be bound by them.

Welcome!

Welcome to the New York College of Podiatric Medicine! The life of a podiatric medical student is both exciting and challenging. Aside from the rigors of the D.P.M. program, there are rules and procedures to be observed, many helpful services to be utilized, and many good times to be enjoyed. It is our aim in this handbook to present you with information to help you to succeed in your professional studies, to obtain help when you need it, and to enjoy the great quality of life that NYCPM offers.

Please read the contents of this handbook carefully and refer to it frequently throughout your studies at NYCPM. We encourage you to visit the offices of the Dean of Student Services, the Registrar, the Director of Financial Aid, and the Academic Dean, as well as your faculty members, in order to fully understand how we all work together to enhance your success.

This handbook has been organized to pull together related topics as far as possible and to make high-priority information easy to find. Because so much information is interrelated, we urge you to explore this publication in its entirety as you begin your studies and become familiar with its layout.

We wish you the greatest success in your studies and lots of fun and enrichment in your extracurricular life. If we can be of further help, please feel free to contact us.

Cordially,

Lisa K. Lee, M.A.
Dean for Student Services
and Enrollment Management

Johanna Sanchez, A.A.
Bursar

Lili M. Young, B.A.
Director of Enrollment Management

Eve Traube
Director, Financial Aid

Doreen D'Amico, B.S.
Registrar

Alain Silverio, Ed.M.
Assistant to the Academic Dean

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What you need to know RIGHT NOW!

A Quick Reference Guide to this Handbook

Note: Information given here is intended to **call to your immediate attention** certain resources, policies and expectations explained in this Handbook. You need to become familiar with the entire Handbook as soon as possible, because **you are responsible to know and comply with all policies of the college.** If using this Handbook online (pdf), use the bookmarked **Table of Contents** to locate major topics and jump to the page where each begins.

PROFESSIONALISM: This is apparent in your professional appearance and conduct (see **Dress Code** , **Smoking, Food and Beverage** restrictions, and use of your **Photo ID Badge** in all College and clinical settings). It is shown by prompt **attendance**, **diligence** in responding to **College e-mail communications**, **compliance** with the **Honor Code** (implemented by the **Honor Council**) and other College policies; it implies **honesty** in your academic behavior and **courtesy and respect** in all interactions with the College and the entire College community. Faculty members use **Praise** and **Concern** forms to document praiseworthy professionalism, outstanding academic performance or any deficiency in these.

Other **POLICIES** needing immediate attention include, among others, those concerned with:

- **Telephone use**: College phones, cell phones.
- **Lockers**: a free service with restrictions.
- Electronic devices including iPads, laptops, and other internet-enabled equipment: when required and for what purposes.
- **Library**: the section of this handbook on library services and rules of use, and also the Library Services Web Page.
- **Computers and e-mail:** Computers are provided for school-related student use. With your e-mail account you may retrieve and send e-mail from on- or off-campus. E-mail announcements sent by faculty and administration are considered due notice and binding on all. **READ** the full policies. **All communication from the offices of the Registrar, Bursar, Academic Dean, Dean of Student Services, Faculty depts., Financial Aid, etc., will be made through your NYCPM e-mail account, which MUST BE CHECKED DAILY. Students must use their NYCPM E-MAIL ACCOUNT in all e-mail communications with the College.**
- **Computer printing and photocopying:** These resources are provided for student use with specific restrictions. Read and comply with policies.

EMERGENCIES: If you have, or see, an emergency or "reportable incident" (e.g., accident, crime, dangerous condition) on the premises of NYCPM or Foot Center of New York, CALL:

EXTENSION 8111 (7:30 a.m.-4:30 p.m.)

EXTENSION 8182 All other times

Injuries of any type must be reported for proper investigation and documentation thereof. NYCPM/FCNY is committed to maintaining an environment free of safety risks.

When anyone becomes **ill** or has an **accident**, the senior staff or faculty member in charge in the department, lab or clinic must be notified. The injured/ill person should not be left unattended. Report student illness to the Course Director and Division Dean.

SNOW/EMERGENCY CLOSING : Visit www.nycpm.edu or Call (212) 410-8012.
On rare occasions, especially in cases of emergency the College may need to contact the student body quickly and as a group. For this purpose, the College may implement a text messaging system called AlertFirst. All students are urged to register with this system by providing their cellular telephone numbers to the Registrar and then texting NYCPM to 95643. This will insure inclusion should conditions for emergency notice arise. Students are responsible for acting in response to alerts in a timely and appropriate manner.

ADDITIONAL INFORMATION AND NOTICES: Check bulletin boards and notices posted in classrooms regularly for official information. **Official announcements made via notices in the lecture halls, on bulletin boards and via email are considered due notice and binding on all.**

LOST AND FOUND and Unattended Property: If lost or unattended personal property is found, it is held by Security for the amount of time listed below then. This is to include items found on top or around lockers, in the library, in the classrooms, in the clinic, in labs, or anywhere else in the facility. The College is not responsible for loss of personal property.

1. *Food items will be disposed of immediately.*
2. *Bags, knapsacks, handbags, and other "carriers" will be inspected and collected by the Department of Safety and Security and held as "Lost and Found" items for up to two weeks.*
    a. *Regardless of any identifiable items within the bags, Security will not contact the student. It is up to the student to contact security to retrieve their items.*
3. *"Loose" items, including electronic devices such as laptops, phones, tablets, will similarly be retrieved and held for up to two weeks.*
4. *Immediate retrieval from Security by the student is not guaranteed. The student will need to arrange a time and date that is mutually agreed upon.*

ATTENDANCE in class may be recorded at any time by faculty and/or staff, and via various methods, including unannounced quizzes for which there is no make-up. In laboratories and clinical settings and there are strict make-up policies for any absences. SEE **institutional** attendance policies in this Handbook and **course-specific** policies in individual course syllabi.

COURSE SYLLABI are posted, by year and semester, on the NYCPM Intranet through the myNYPCM portal along with master class schedules, departmental policies, and required textbooks and materials.

ACADEMIC STANDARDS for completion of the DPM program, including academic standing, promotion, academic probation and dismissal, and graduation requirements, comprise some of the most important information in this handbook.

RETESTING: In the event of a course failure, there is a period for **study and retesting** which may or may not coincide with recess time. Failure of a retest carries serious consequences. **You must read and understand this very important policy.** Students are advised not to make outside commitments (especially financial) on the presumption of free time which may not occur.

THE ACADEMIC CALENDAR published in this Handbook is also found online at www.nycpm.edu under "Students/Calendars", where it is updated as changes occur. The **EVENT CALENDAR,** updated every 2 weeks, is also found online at the same location.

FINANCIAL POLICIES: Students are expected to be familiar with all financial policies in this Handbook. Timely payment of tuition, fees and other debts to the College is necessary in order to continue as a registered student, obtain Registrar services, take out library books, or graduate.

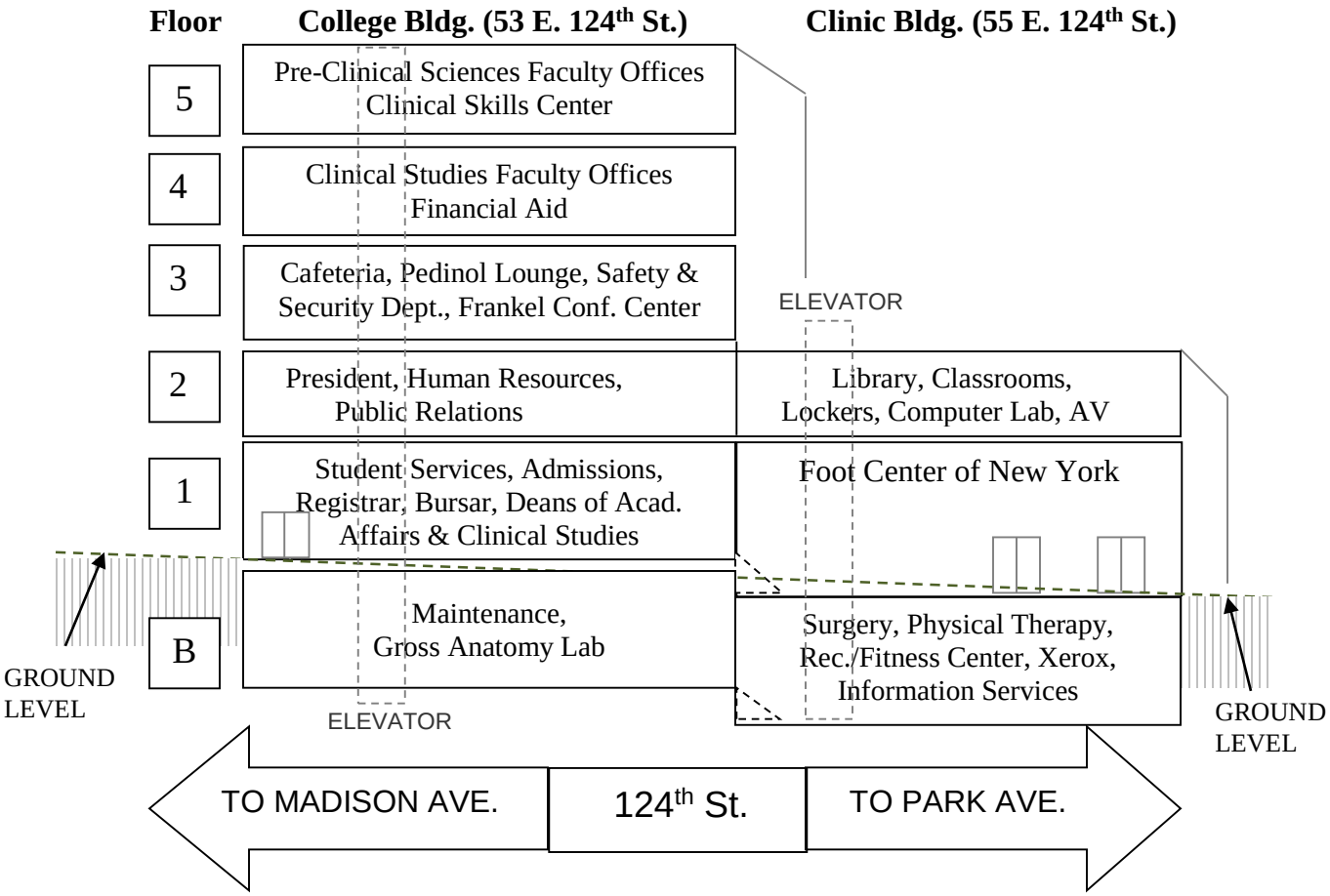
COLLEGE TRANSPORTATION SERVICE: NYCPM provides limited van transportation to/from a number of hospitals and other locations. See "Transportation and Parking."

PUBLIC TRANSPORTATION (SUBWAYS/BUSES): Important for commuting and for moving around the city efficiently. You receive free SUBWAY and BUS MAPS at Orientation. For full information visit www.mta.info.

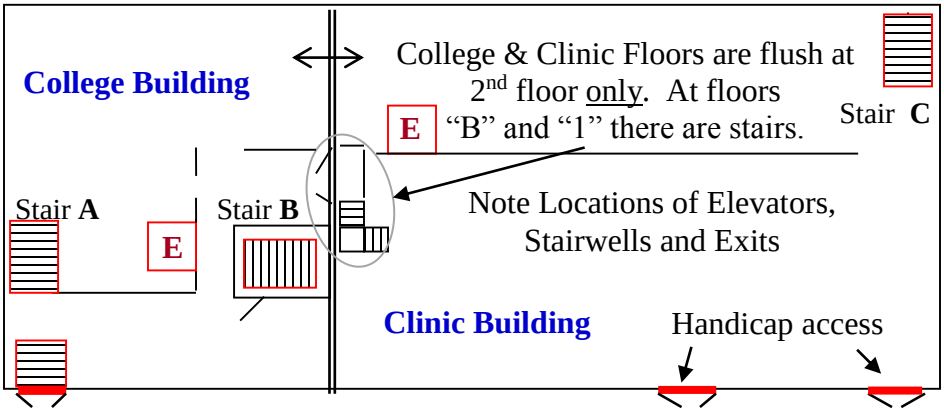
FAILURE TO READ THE CONTENTS OF THIS HANDBOOK IS NEVER ACCEPTED AS AN EXCUSE FOR FAILURE TO COMPLY. IF YOU DO NOT UNDERSTAND A STATEMENT IN THIS HANDBOOK, PLEASE CONTACT THE DEAN FOR STUDENT SERVICES.

LOCATIONS OF MAJOR OFFICES AND FACILITIES

(Note: The basements and first floors of the two adjoining buildings are at slightly different levels as shown in the diagram below. Only the second floors of the two buildings are flush. The College building has 6 levels, the Clinic building 3.)



Exits, Stairwells, and Elevators



Note: A complete listing of the Board of Trustees, Administration and Faculty is found in the current Catalog.

Executive Officers of the College

President and Chief Executive Officer ..... Louis L. Levine, M.A., L.H.D
Chief Operating Officer ..... Joel A. Sturm, B.A.
Vice President for Academic Affairs and Academic Dean ..... Michael J. Trepal, D.P.M.[fs]
Chief Financial Officer ..... Greg Onaifo, M.B.A.

Academic Affairs and Student Services

Academic Affairs

Vice President for Academic Affairs and Academic Dean ..... Michael J. Trepal, D.P.M.[fs]
Assistant to the V.P. for Academic Affairs ..... Alain Silverio, Ed.M.
Associate Dean for Special Academic Projects ..... Jonathan Haber, D.P.M.[s]
Dean of Pre-Clinical Sciences ..... Eileen Daly Chusid, Ph.D.
Dean of Clinical Studies ..... Robert A. Eckles, D.P.M.[pw]
Dean of Graduate Medical Education ..... Robert A. Eckles, D.P.M.[pw]
Assistant Dean for Continuing Medical Education ..... Anthony R. Iorio, D.P.M.[ops]
Director of Library Services ..... Thomas P. Walker, M.S.L.I.S.
Coordinator of Testing and College Services ..... Erica Benoit

Student Services

Dean of Student Services and Enrollment Management ..... Lisa K. Lee, M.A.
Director of Enrollment Management ..... Lili M. Young, B.A.
Associate Director of Student Services ..... Pamela Adrian, M.S.
Coordinator ..... Marsha Bailey, M.A.
Assistant Director of Admissions ..... Christopher R. Massey, B.A.
Advisory Dean ..... Laurence J. Lowy, D.P.M.
Counselor ..... Anthony B. Cosenza, Ph.D.
Registrar ..... Doreen D'Amico, M.S.
Assistant Registrar ..... Andrew Roberts, M.S.
Bursar ..... Johanna Sanchez A.A.
Director of Financial Aid ..... Eve Traube, B.A.
Assistant Director of Financial Aid ..... Natasha Peele

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[f] *Fellow, American College of Foot and Ankle Surgeons*
[s] *Diplomate, American Board of Podiatric Surgery*
[0] *American Board of Podiatric Orthopedics & Primary Podiatric Medicine-Board Certified in Podiatric Orthopedics*
[p] *American Board of Podiatric Orthopedics & Primary Podiatric Medicine-Board Certified in Primary Podiatric Medicine*
[w] *Diplomate, American Academy of Wound Management*

2015-2016 Academic Calendar

The following calendar lists dates as planned for the 2015-2016 academic year at the time of publication. All dates (except fixed holidays and religious observances) are subject to change. **See notes at the end of the calendar. Hospital duties are normally still in effect on dates when the College and Clinic are closed or close early.**

2015

Mon.-Fri.	June 1-12	Part I Board Reviews for Class of 2017
Wednesday	June 3	APMLE Part three (registration by May 8th)
Monday	June 8	First Year Jan ('19) Term 2 begins
Monday	June 8	Second Year ('18) Semester III begins
Friday	June 12	Third Year ('17) Semester VI ends
Monday	June 15	Third Year ('17) Semester V begins
Thursday	June 18	Mt. Sinai Endovascular Symposium
TBD	June	Insurance Waiver deadline (except September freshmen)
Monday	June 22	Fourth Year ('16) Semester VII begins
Sunday	June 28	Ramadan begins (tentative date)
TBD	June	Registration APMLE Part II Clinical Skills Patient Encounter
Friday	July 3	College and Clinic closed
Saturday	July 4	Independence Day
Monday	July 6	Second Year ('18) Semester III late registration ends
Wednesday	July 8	APMLE Part I exam (last day to register June 13, 2015)
Thursday	July 9	Third Year ('17) Semester V **Classes** begin
Friday	July 10	Fourth Year ('16) Semester VII late registration ends
Friday	July 10	Third Year ('17) Semester V late registration ends
Friday	July 17	Eid al Fitr (tentative date)
TBD	August	APMLE Part II Clinical Skills Patient Encounter Examination
Friday	August 21	12:00-5:00 PM: Residency Fair at NYCPM
Mon. - Tue.	August 24-25	Orientation/Registration for Class of 2019
Wednesday	August 26	First Year ('19) Semester I begins; Jan. entrants begin Term 3

Monday	September 7	Labor Day—College and Clinic closed
Friday	September 11	Registration deadline for APMLE Part I on October 7, 2015
Sat.-Sun.	Sept. 5-13	Second Year ('18) recess
Tuesday	September 8	5-7 PM: White Coat Ceremony at the New York Academy of Medicine. Class of 2019 must arrive no later than 4:30.
TBD	September	Insurance Waiver deadline for September freshmen
Mon.-Tues.	Sept. 14-15	Rosh Hashanah
Friday	September 25	First Year ('19) late registration ends
Mon.-Fri.	Sept. 28- Oct. 11	Registration period for Second Year ('18) Semester IV and Third Year ('17) Semester VI
Wednesday	September 23	Yom Kippur
Wednesday	September 23	Eid al-Adha
Mon.-Tues.	Sept. 28-29	First two days of Sukkoth
Mon.-Tues.	October 5-6	Shemini Atzeret/Simchat Torah
Wednesday	October 7	APMLE Part I exam (retake)
Friday	October 9	Second Year ('18) Semester III last day of classes
Mon.-Mon.	Oct. 12-19	Second Year ('18) Semester III Final Exams
Sat.-Sun.	Oct. 17-Nov.8	Second Year ('18) recess
Sat.-Fri.	Oct. 17-Nov. 6	Second Year ('18) study and retest period
Monday	November 9	Second Year ('18) Semester IV-A begins
Wednesday	November 11	Diwali
Friday	November 13	Third Year ('17) Semester V ends
Monday	November 16	Third Year ('17) Semester VI begins
Monday	November 23	Second Year ('18) Semester IV late registration ends
Wednesday	November 25	Third Year ('17) Semester VI late registration ends
Wednesday	November 25	First Year ('19) Semester I classes end
Wednesday	November 25	Thanksgiving Day Eve College & Clinic close at 1:00 (does not affect hospital duties)
Thursday	November 26	Thanksgiving Day – College and Clinic closed
Thu.-Sun.	Nov. 26 - 29	Thanksgiving Recess: College closed

Mon.-Thu.	Nov. 30-Dec. 10	First Year ('19) Semester I final exams
Mon.-Fri.	Nov. 30-Dec. 10	Registration period for First Year ('19) Semester II and Fourth Year ('16) Semester VIII
Wednesday	December 2	APMLE part III exam (retake)
Thursday	December 10	First Year ('19) Semester I ends
Fri.-Thurs.	Dec. 11-24	First Year ('19) Study and Retest period
Fri.-Sun.	Dec. 11-Jan. 3	First Year ('19) winter recess
Monday	December 7	First Day of Chanukah
Thur. - Thur.	Dec. 17-31	Second Year ('18) recess
TBD	December	Insurance enrollment and/or waiver deadline
Monday	December 14	Last day of Chanukah
Thursday	December 24	Christmas Eve —College and Clinic close at 2pm
Friday	December 25	Christmas—College and Clinic closed
Friday	December 25	Fourth Year Semester VII ends
Thursday	December 31	New Year's Eve —College and Clinic close at 2pm
2016		
Friday	January 1	New Year's Day—College and Clinic Closed
Monday	January 4	Classes resume for Second Year ('18)
Monday	January 4	Fourth Year ('16) Semester VIII begins
Mon.-Tues.	January 4&5	Orientation/Registration, First Year ('20) January Class
TBD	January	APMLE Part II
TBD	January	Registration APMLE Part II CSPE
Wednesday	January 6	First Year ('19) Semester II and First Year Jan('20) Term 1 begin
Wednesday	Jan. 6-14th	CRIP 2016
Thursday	January 7	Orthodox Christmas
Monday	January 18	Martin Luther King, Jr. Day—College and Clinic closed
Wednesday	January 27	Second Year ('18) Semester IV-A Session 1 ends
Thu.-Sun.	Jan. 28-31	Second Year ('18) recess
Friday	January 29	Fourth Year ('16) Semester VIII late registration ends
Monday	February 1	Second Year Semester IV-A Session II begins

Friday	February 5	First Year ('19) Sem. II and Jan ('20) Term 1 late registration Ends
Monday	February 15	Presidents' Day—College and Clinic closed
TBD	February	APMLE Part II exam (retake)
Monday	February 8	Chinese New Year
Fri.-Sun.	March 18-27	First year ('19, '20) recess
Thu.-Sun.	Mar. 24-27	Third Year ('17) recess
Friday	March 25	Second Year Semester IV-A Classes end
Mon.-Fri.	Mar. 28-Apr. 8	Second Year Semester IV-A Session II Final Exams
Friday	March 25	Good Friday
Sat.-Sun.	Apr. 23-24	First two days of Passover
Sunday	March 27	Easter
Fri.-Sat.	Apr. 29-30	Last two days of Passover
Sat.-Fri.	Apr. 9-29	Second Year ('18) Study & Retest period
Sat.-Sun.	Apr. 9-May 1	Second Year ('18) recess
TBD	May	APMLE Part II (retake)
Monday	May 2	First year ('19) Semester II & Jan ('20) Term 1 last day of classes
Thursday	May 5	5:00-7:00 Annual Awards Ceremony
Wed.-Thurs.	May 4-12	First year ('19 Semester II & Jan ('20) Term 1 final exams
Mon.-Fri.	May 2-27	Second Year ('18) Semester IV-B -NYCPM Clinical Skills I
Friday	May 6	Capstone Assessment for Third Year students
Friday	May 13	End of First Year ('19 Semester II and Jan ('20) Term 1
Friday	May 13	Third Year ('17) Semester VI classes end except Traumatology
Friday	May 20	Fourth Year ('16) Semester VIII ends
Friday	May 13	Capstone Assessment for Third Year students
Sat.-Fri.	May 14-27	First Year ('19 & '20) Study and Retest Period
Monday	May 16	Third Year ('17) Semester VI finals begin
Mon.-Fri.	May 16-20	Class of 2015 Registration Period for Semester VII
Tuesday	May 24	Commencement Rehearsal—11:00 am to 1:00 pm
Wednesday	May 25	9:00 am – 12:00 pm Commencement 2016

Friday	May 27	Second Year ('18) Semester IV ends
Monday	May 30	Memorial Day—College and Clinic closed
Tues.-Fri.	May 31-June 10	Board Reviews for Class of 2017
Sat.-Sun.	June 11-13	Shavuot
Sun. – Sun.	June 13-27	NYCPM Clinical Skills Part II
TBD	June	APMLE Part III
TBD	June	Registration deadline for APMLE Part I in July 2016
Friday	June 17	Third Year ('17) Semester VI ends
TBD	July	APMLE Part I
TBD	July	APMSA Annual House of Delegates

Calendar revised 3/23/15

Important Notes Regarding the Academic Calendar

1. Students are pre-registered in classroom settings for convenience. This procedure does not imply either academic or financial eligibility for registration.
2. Students who fail to qualify for registration during regular registration dates are subject to late registration, within the late registration period. Permission to attend classes prior to registering does not imply the right to register nor to receive academic credit.
3. "College and Clinic closed" **does not refer to status of clinical rotations at hospitals.** Students are responsible to attend all rotations at off-campus facilities regardless of closures of NYCPM and FCNY.
4. Study/retest periods often (not always) coincide or overlap with class recess dates for those students who do not need to retest.
5. Final exam periods may not apply to all courses; finals for certain courses are scheduled earlier or later, as published in class schedules and syllabi, with retest periods scheduled accordingly. Always consult syllabi and class schedules regarding exams and retest dates.

Academic Life

Your academic life begins with first registration and extends beyond graduation. This section covers such topics as attendance, taking examinations (NYCPM as well as National Boards), the grading system, academic performance and promotion, graduation and much more. The next section summarizes the four-year curriculum, which is detailed in the Catalog.

Student Registration

As a new student you are registered on Orientation Day which is also your matriculation date. Thereafter as long you remain enrolled full-time and in good standing (both academically and financially), your registration for each new semester is simple and automatic (form filled out in the classroom). Events that interrupt the automatic re-registration of a student would include, among others:

- Failure to be promoted to the next academic year
- Disciplinary suspension
- Failure to meet financial obligations
- Leave of Absence or Withdrawal
- Failure to provide required health documentation
- Failure to provide documentation of immigration status or other legal eligibility
- Failure to be present for the classroom-conducted registration
- Other Registration Holds

Students whose registration is not automatic must register during the registration period on the College Calendar after satisfying all necessary conditions.

Students are notified annually of their rights under the Family Educational Rights and Privacy Act (FERPA), including the right to review, inspect and appeal the accuracy of the contents of their educational record, and to exercise some control of the disclosure of what is called "directory" information. A summary of student rights under FERPA is provided in the Appendix of this handbook.

Note: You are responsible to inform the Registrar of a change of address or phone number at the time of registration or at any time when a change occurs, generally within 15 days. Discovery of an invalid address will result in a Bad Address Hold on your next registration until corrected.

Attendance

Please be aware that attendance requirements applicable to didactic courses, laboratories, clinical courses and rotations are all different, as are the consequences of absence in each setting. Please read this section carefully and refer back to it as needed. Also be aware that there are **course-specific attendance policies, which add necessary details to the general attendance policies**; these are given in **course syllabi.**

An unacceptable attendance record can affect a student's grade and can be taken into account when assessing a student's overall performance at NYCPM.

Institutional Attendance Policy

Active participation in the podiatric medical education program is a critical component in the professional development of a podiatrist. Accordingly, the college expects regular and timely attendance at all courses, lab sessions and clinical assignments. Therefore, attendance will be monitored in didactic courses **primarily** by random quizzes given throughout the lecture course. **Each didactic course will specify in its syllabus** how these quizzes will be included as a component of a student's evaluation. Attendance may be taken at any time, **by any method**. Laboratory and clinical settings have specific attendance requirements which are detailed in this handbook and in course syllabi.

The College clearly communicates all scheduled responsibilities, clerkships, examination times and deadlines to students, and does not modify them to accommodate a student who fails to meet them. The failure to comply with schedules and deadlines for various transactions (whether set by NYCPM or by outside agencies) carries consequences in the form of loss of opportunity or of services. These natural consequences are not penalties.

Full class and laboratory attendance is required of students receiving tutoring; tutoring cannot be a substitute for attending class. Class attendance of a student receiving tutoring will be monitored closely, and students with excessive unexcused absences will be denied tutoring. Students on academic probation cannot miss more than one (1) attendance quiz due to unexcused absence in any didactic course. Any absence in excess of this limit will be reported to the Committee on Academic Performance and Promotion, which will take this into account in future considerations of the student's academic standing.

Reporting Anticipated and Actual Absences

A student must **notify an available person** (not merely leave a voice message or e-mail) in the office(s) of the appropriate department(s) about any anticipated or emergency absence from any didactic course, or internal or external clerkship prior to the absence. This is especially urgent in clerkships where immediate arrangements for coverage must be made. No absence is ever "excused" unless this is done. See additional policies below and next page in this regard.

- In order for any absence to be considered for **"excused"** status, the student must present compelling evidence of the reason for the absence to the appropriate department chairperson(s) who will render a determination on a case by case basis.

- If the student disagrees with the determination, he/she may:
  - appeal to the Dean of Pre-Clinical Sciences (for absences in Pre-Clinical science courses); or,
  - Appeal to the Dean of Clinical Education (for absences in clinical courses).

Attendance in Pre-Clinical Sciences Laboratories

Attendance is mandatory in all Pre-Clinical Sciences laboratory sessions. Absence from a lab must be made up in accordance with the directions of the laboratory instructors.

Attendance in Clinical Courses

Unexcused absences the day before examinations and holidays are prohibited in didactic courses and will be counted as three (3) absences.

Attendance in Clinical Clerkships

Department chairpersons are responsible for the verification of attendance and appropriate resolution of deficiencies for their respective departments. Attendance at fourth year hospital clerkships is under the purview of the hospital on-site director who reports to the appropriate chairperson at NYCPM or to the Dean of Clinical Education.

Professional behavior requires that students notify the office of the appropriate department about any anticipated or sudden absence from any internal rotation or external clerkship. Such notification does not guarantee that the absence will be considered excused.

In the event of illness or unforeseen personal emergency, the student must notify the department chairperson and/or hospital on-site Director before 8:30 a.m. It is the student's responsibility to obtain the appropriate telephone numbers and email addresses via this Handbook, the individual syllabi of all affected courses and the affiliated institutions.

If a student anticipates a valid need to be absent for any reason, including residency interviews, the anticipated absence must be approved in writing in advance by the respective NYCPM department chairperson and/or hospital on-site Director in order to be considered an excused absence.

- **Excused Absences** in excess of one per rotation/clerkship will be made up on a one-to-one basis in the respective department. Unexcused absences will be made up on a three-for-one basis, according to clinical department policies.
- **An Unexcused Absence** from a clinical rotation the day before an examination is prohibited. In the case of an unexcused absence before an exam, the student may earn no more than 70% on the examination.

  If a student is absent the day before a ***retest***, ten points will be deducted from the numerical grade on the retest exam.

- **Third Year**: Attendance deficiencies in the third year rotation will be recorded as an Incomplete until these deficiencies are made up. All attendance requirements must be satisfied before the start of the fourth academic year. One personal day will be allowed for each third year clinical rotation without penalty. Personal days must be approved in advance by the appropriate department chairperson and are not allowed to be taken the day before an exam.

- **Fourth Year**: The Dean for Clinical Education will determine when fourth-year clerkship absences will be made up.

    - **MAKE UP DAYS FOR THESE ABSENCES MAY HAVE TO BE SCHEDULED IN JUNE AND MAY HAVE AN IMPACT ON GRADUATION**.

    - **MAKE UP DAYS NECESSITATE ADDITIONAL SUPERVISORY PERSONNEL AND THE STUDENT WILL THEREFORE BE REQUIRED TO PAY FEES ACCORDING TO THE SCHEDULE THAT FOLLOWS.**

Days to Make Up	Amount
1-5	$150.00
6-10	$300.00
11-15	$450.00
16-20	$600.00

ABSENCES MAY RESULT IN INSUFFICIENT EXPOSURE TO THE CLERKSHIP EXPERIENCE AND MAY RESULT IN A FAILURE OF THE CLERKSHIP, AS DETERMINED BY THE ON-SITE DIRECTOR.

SATISFACTORY CLERKSHIP ATTENDANCE IS DEFINED AS COMPLETION OF EACH DAY'S REQUIREMENTS AND WILL BE DETERMINED BY THE ON-SITE DIRECTOR.

It is the student's responsibility to complete all requirements by the end of the scheduled rotation/skills course. Students with outstanding requirements at the close of the course will receive an **Incomplete (INC)**. A grade of **Incomplete/Pass (I/P)** will be recorded on the student's transcript if the requirements are completed by the required deadline (e.g. 30 days after the course ends) to indicate that the Pass was earned only after an Incomplete was first recorded.

The student will not receive his/her diploma until all obligations are satisfied.

Travel to Off-Campus Events/Rotations

Travel to affiliated hospitals, medical centers, offices and other designated training sites during clinical training (Junior and Senior years) will be required in order to fulfill promotion/graduation requirements. Where possible, the College supports this by providing van service. Where this is not possible it is the responsibility of each student to plan for, budget for, and implement a strategy which assures timely attendance at scheduled/required rotations and events off campus. The College will make every effort to assign students to rotations in a way that minimizes personal inconvenience, but no guarantee of placement at proximate locations or compensation for travel costs can be offered.

Excused Absences for Professional/School Sponsored Activities

Occasionally, students may be invited to attend professional meetings/school-sponsored activities. Every effort will be made to accommodate these needs. Students still must obtain **written prior approval** in a timely fashion from the Dean for Student Services in consultation with the Dean of Pre-Clinical Sciences or the Dean of Clinical Sciences. Students on academic probation are ineligible to represent the college at such activities (See Probation).

Method of Recording Attendance

The recording of attendance is distinct from attendance policy. Attendance may be recorded at any time, by any method, by a faculty member or administrator. It is frequently recorded in didactic courses via quizzes, as explained in this chapter in the "Institutional Attendance Policy." Lateness to class by **15 minutes or more**, or missing a quiz, is recorded as an absence. It is the student's responsibility to monitor his/her own attendance status, and to participate attentively in the unique learning activities offered in classes.

Attendance policies specific to examinations, make-up examinations and retests are detailed in the appropriate sections of this Handbook and in the syllabi of individual courses.

Examinations, Evaluations, and Retesting

This section outlines the evaluation of the learning process in many different settings, via tests and other methods, and the rules and procedures that govern test-taking. It also covers the identification of deficient performance and the remedies offered (such as retesting) to enable a student to demonstrate a satisfactory level of performance. The topics on the next several pages refer to NYCPM's own examinations and evaluations. You will also be required to take the standardized APMLE Examinations (discussed separately under Promotion).

All examinations (Didactic & Clinical Rotations) shall be proctored (see sections on Regulations During Examinations and also Student Professional Conduct)

A. Didactic Courses and Laboratories

1. **Grading Policy:** The College passing grade for examinations is 70%. When scores are calculated, generally they are rounded off to the nearest whole integer (i.e. 69.5 = 70, 69.4 = 69) in accordance with standard statistical practice. (See **Grading System.**) Course directors may advise students of course-specific grading policies.

2. **Absences from Exams:** Students are expected to take all exams as scheduled. In the rare case where a student anticipates absence from an exam they must contact via telephone (voice mail if no answer) or via the student's NYCPM e-mail account the Dean of Pre-Clinical Sciences or the appropriate Department Chair. An absence from an exam may be EXCUSED only by the Dean of Pre-Clinical Sciences or the appropriate Department Chairperson based on satisfactory documentation of an incapacitating illness or serious extenuating circumstances. All other absences from scheduled exams are considered UNEXCUSED and will adversely affect a course grade.

3. A student who shows evidence of a pattern of absences from examinations as determined by the Dean of Pre-Clinical Sciences or the appropriate Department Chairperson will be reported to the Committee on Academic Performance and Promotion and may be placed on an administrative leave of absence.

4. **Make-Ups**: **It is the <u>student's responsibility</u> to contact the course director or coordinator by the end of the first day of the student's return to class after the missed exam to discuss scheduling of the make-up**. **A student who fails to return from an excused absence to take a make-up examination(s) within 2 weeks may be placed on administrative leave of absence by the college.** A make-up exam will be scheduled for students who missed the exam. In cases of an unexcused absence from an exam, the student may earn no more than 70% on the make-up; for an excused absence the student will receive the actual grade earned on the make-up exam. Only one make-up exam will be given for all students except under specific instructions by the Dean of Pre-Clinical Sciences or the appropriate Clinical Department Chairperson. In the event of a missed make-up, the student shall receive a grade of zero unless extenuating circumstances can be documented. The format of a make-up exam will be determined by the instructor and may include alternate types of questions that differ from those on the original examination. Be aware that there are numerous "attendance" quizzes in didactic courses for which make-up is not available. See each course syllabus with regard to policies on make-up exams.

5. **Laboratory Exam Absences:** since laboratory exams vary in form, preparation and materials, the availability of lab make-up exams will be determined by the course director.

6. **Incomplete Course Requirements:** failure to complete all course requirements by the end of a course (posting of grades) will generally result in a grade of Incomplete. These requirements must be completed within 30 calendar days after the posting of the final grades or the course grade automatically converts to a failure unless otherwise specified by the Academic Dean. **It is the student's responsibility to contact the course director to schedule the completion of course requirements and complete them in a timely manner.**

7. **Course Evaluations:** Student participation in the evaluation of each course is mandatory. Evaluations are submitted electronically and anonymously within five (5) business days following the end of the course. Failure to submit the evaluation in accord with this schedule results in a grade of INC, which is replaced by the earned grade if the evaluation is submitted within 30 calendar days, or the grade will become an F. Remediation of an F, via later submission of the evaluation, results in a final grade of FC-.

8. **Exams and Tuition Non-Payments:** The exam grades of students who have not satisfied their tuition commitments or any other outstanding financial balances to the College may be withheld until those financial obligations have been met.

9. **Exam grades** earned by students while awaiting action by the Committee on Academic Performance and Promotion (CAPP) will be withheld pending final disposition of the student's status.

B. Clinical Rotations (Third Year)

1. **Absences**: See Attendance Policy: Clinical Rotations and Clerkships
2. **Grading Policy**: Clinical Rotations are graded as Pass/Fail. The mechanism of evaluation is clearly defined in each rotation syllabus. A grade of Incomplete indicates one or more of the following deficiencies (deficiencies are defined as but not limited to the following:
    - one or several tasks is/are incomplete
    - outstanding absences
    - a missed exit exam

    a. If the Incomplete is due to a task/log sheet, this requirement must be completed within 14 calendar days after the end of the rotation or the grade automatically converts to a Failure. However, at the discretion of the Department Chairperson, this time frame may be extended.

    b. If the Incomplete is due to attendance, these absences must be made up before the start of the fourth academic year. (See Attendance Policy: Clinical Rotations and Clerkships: Third Year)

    c. If the Incomplete is due to a missed exit exam, the deficiency must be corrected according to department policy.

C. Clinical Rotations (Fourth Year)

1. **Absences**: See Attendance Policy: Clinical Rotations and Clerkships
2. **Grading Policy**: Clinical Clerkships/Externships are graded as Pass/Fail. Evaluation generally will consist of a standardized NYCPM performance evaluation form completed by the on-site director at the conclusion of the hospital clerkship. A grade of Incomplete indicates one or more of the following deficiencies:
    - one or several tasks is/are incomplete
    - outstanding absences
    - a missed exit exam

    a. If the Incomplete is due to one or more incomplete task/log sheet(s), this deficiency must be satisfied within 30 calendar days after the completion of the clerkship or the grade automatically reverts to a Failure. However, at the discretion of the Dean of Clinical Education or Department Chairperson, this time frame may be extended.

    b. If the incomplete is due to attendance, the following policy will be in effect:

    - If the fourth year student has sufficient vacation time available, every effort will be made to schedule the student so that his/her clinical experience may be completed during the vacation period.

- If the fourth year student has insufficient vacation time available, the student will be assigned to complete the clinical experience AFTER his/her regularly scheduled program(s) and will continue for the number of weeks determined by the Dean of Clinical Education, Department Chairperson, and the on-site Director. **When this make-up period extends into the month of June, the student will be required to pay for the additional supervisory personnel** (See Attendance Policy: Clinical Rotations and Clerkships: Fourth Year)

c. If the Incomplete is due to a missed exit exam the deficiency must be corrected according to department policy.

d. Students who receive an Incomplete at the end of a rotation must rectify all requirements for completion before graduation. (See Graduation Requirements)

Clinical Evaluation of Students

In the Medicine, Orthopedics/Pediatrics, and Surgery rotations, students are rated on Professionalism, Demeanor, Knowledge and Clinical Skills as part of the clinical evaluation. The evaluation form is used by all departments. After a rotation, each student should review this evaluation in the clinical department office. If the student is not satisfied with this rating, s/he may then offer written justification for re-evaluation.

Student Evaluation of Courses

Students are required to complete online evaluation forms for courses they have just completed. The results of the evaluations are used to improve both teaching and course presentation and are taken seriously by the faculty and administration.

Retesting

The retesting program is designed to enable eligible students to resolve failures in didactic course work.

A student failing a course for the second time will not be eligible for retesting.

In the event of an initial grade of F, students eligible for retesting are offered a retest in the failed subject(s) according to the retesting schedule, in order to demonstrate the required competencies and earn a minimal passing grade. *The final course grade for retesting eligibility must be greater than or equal to 60 after including all lecture, laboratory, attendance, and other components.* If the retest is passed, the resulting final course grade will be "FC-." A student who fails the retest receives a final grade of F.

Students are expected to study prior to the retest to strengthen deficient knowledge and competencies. Students should consult with appropriate academic departments during their preparation for retesting exams. In many cases the study and retesting period coincides with recess time available to those students who have passed all courses. Students are advised not to make prior commitments (especially financial) on the presumption of free time which may not occur.

Students are expected to be aware of the numbers of retests they are eligible to take per semester/year and the consequences of failing numbers of courses greater than the number of retests permitted according to current policies.

A. Didactic Courses (Pre-Clinical and Clinical Sciences)

1. ELIGIBILITY FOR RETESTING AND ADMINISTRATION OF RETESTS

a. Student who fails a course.

b. **First Year**: Students who have a maximum of two course failures in each semester are eligible for retesting.

- Students failing 3 or more courses in either semester in the first year are not eligible for retesting, regardless of early retests that may have been taken prior to disqualification, and are subject to dismissal for unsatisfactory academic performance.

c. **Second Year:** Students who have up to and including 2 course failures in each semester are eligible for retesting

- Students failing 3 or more courses in either semester in the second year are not eligible for retesting, regardless of early retests that may have been taken prior to disqualification, and are subject to dismissal for unsatisfactory academic performance.

d. **Third Year**: Students who have a maximum of four (4) didactic course failures are eligible for retesting. A student in the third year who does not take, or fails two retesting exams, will be subject to dismissal.

- Students failing 5 or more didactic courses (regardless of the outcome of any retesting already completed in the third year) are subject to dismissal for unsatisfactory academic performance.

e. Students are responsible to check with the Dean of Pre-Clinical Sciences or the appropriate Clinical Department Chairperson for the scheduling of any retesting exam.

2. SCHEDULING OF RETESTS

a. FIRST AND SECOND YEAR

The period for study and retesting is provided at the end of each semester. The first portion of the period will be dedicated to independent study by the student, and retesting will be scheduled in the second portion of the period. (January entrants see policy for Term #2 on page 36.)

b. THIRD YEAR

Retesting will be given within two weeks after the final posting of course grades for each third year clinical didactic course. The exact date will be determined by the course director.

The period for study and retesting is provided soon after a course ends. This retesting may be provided at different times as there are courses of differing lengths.

c. GRADING AFTER RETESTING

The passing grade for all retests is 70%. Upon passing a retest, the course grade received on the transcript will appear as a grade of FC-, regardless of score achieved on the retest. A student who fails the retest receives a final grade of F.

B. Clinical Clerkships (Third and Fourth Year)

1. Repetition of a Failed Clerkship

A student must repeat a failed clinical clerkship, repeating all the assessment tasks regardless of whether he/she passed any individual tasks in an overall failed clinical clerkship. This is done **after** the completion of the junior year (see below). Seniors shall repeat clerkships as described under Clinical Clerkships (Fourth Year). Failure of any clerkship may delay graduation from NYCPM.

2. Scheduling of Clerkship Repetition

If a student fails a clerkship, he/she must repeat the full rotation at such time as the Dean of Clinical Education can accommodate it in the student's schedule after the completion of the current academic year. If this repeated full clerkship is failed, the student is subject to dismissal for unsatisfactory academic performance.

Taking NYCPM Examinations

Format of Tests

The format and length of each examination administered at the College is within the purview of each course director, who, in some cases, may be the Department Chair. However, scheduled exams generally adhere to established guidelines.

1. The length of each exam is generally reflective of the quantity of material taught prior to the exam, and announced by the course director prior to an examination.

2. The time limit of each examination is based upon common psychometric timing guidelines for power tests in general.

3. There is no penalty for guessing on multiple choice items. It is therefore best to answer every question on a multiple-choice examination. Each question is designed to have either **one** best answer or multiple correct answers which must all be selected to obtain credit for the item. You are to choose the best response(s) for each question based on the information given.

4. Scheduled exams are generally produced in multiple, scrambled forms. Seating is assigned in a manner to ensure that neighboring versions are different.

ELECTRONIC TESTING PROTOCOL

For All Students Obligated to Take Electronically Administered Examinations
at the New York College of Podiatric Medicine

- The student must possess a laptop with a wireless card or for the Class of 2017*, a New York College of Podiatric Medicine issued iPad in good repair that meets the minimum specifications recommended by Examsoft at www.examsoft.com/nycpm.
- The student must present to electronic examinations with a laptop - required for the classes of 2014, 2015, and 2016) - or an NYCPM issued iPad mini, required for the class of 2017 and forward, with its power cord in good repair at the time of examination and electronic testing software pre-loaded and registered.
- For those required to use an NYCPM issued iPad mini, it should be held flat on the table or raised slightly in the inclined position using the iPad cover. It should not be held upright.
- The student will verify their physical presence at the examination by signing an attendance sheet and/or legibly print and sign their name on the top right hand corner of any scrap/note sheet given for the student's use during the exam.
  - No writing is permitted until the examination password has been successfully entered.
  - If a student does not turn in verification of their physical presence at the exam, their exam will be invalidated and they will receive a zero for it.
- If a student encounters any technical difficulties with their laptop or NYCPM issued iPad mini, they should quietly raise their hand and await a response.

- When the student has completed the examination and received the GREEN check mark confirmation of successful upload, they must remain at their seat with the laptop or NYCPM issued iPad mini OPEN and the green confirmation check mark visibly displayed until dismissed by the proctors.
- If a student presents late to an examination, their laptop or NYCPM issued iPad mini will be examined by a proctor before proceeding with the exam and no extra time will be allowed. Immediate availability of a proctor cannot be guaranteed.
- In the event that a student does not present with their laptop or NYCPM issued iPad mini at the time of examination, the College will provide one for the non-negotiable charge of $25.00.
  - The College-provided laptop or iPad mini will be signed for and the charge will be applied directly to the student's account.
  - The laptop or iPad mini must be returned by the end of the examination time.
- In the event that a student does not present with their laptop charger, and the laptop loses sufficient charge, a loaner laptop will be issued as above.
- In the event that a student does not present with their iPad charger, please see the iPad damage policy (below)
- In the event that a student's laptop or NYCPM issued iPad mini malfunctions during the examination, the College will provide one for no charge.
  - No extra time will be allowed
  - Students who have a history of malfunctioning hardware may be assessed the $25.00 charge at the College's discretion.

*NYCPM issued iPad mini usage is for the Class of 2017 and forward only. All other current NYCPM classes must utilize a laptop as specified above.

What happens if I don't have my iPad charger for an examination?

For NYCPM issued Apple mini iPads, a charger, if available, can be borrowed from the administrators of the exam for the duration of the examination for a non-negotiable fee of $5.00. On exam day the transaction will be noted using a log sheet and the bursar's office will be notified to charge the fee directly to the student's account. If the charger is not returned at the end of the examination, the student's account will also be billed for the cost of the replacement at $45.00.

Regulations During Examinations

1. Books, notes or papers of any kind are not permitted anywhere near the test takers. These materials should be placed in your locker or the front of the room.
2. No questions will be allowed during written examinations in all classes, unless there is a defect in an exam such as a missing page or missing question.
3. All electronic devices (including smart watches) must be turned off and stored elsewhere out of reach (e.g. lockers, book-bags, etc.) during all scheduled examinations. **No electronic device (other than an approved electronic device specified for the exam, if**

applicable) may be accessible during an exam. Violation of this rule will result in removal from the examination and automatic failure in the examination.

4. No bathroom breaks are allowed for examinations 2 hours or less in duration. If an examination is greater than 2 hours, and a student must go to the bathroom, a proctor must accompany him or her into the bathroom, while the other proctor remains in the examination room. The bathroom visit will be recorded.
5. No visitors are allowed in the room during the test.
6. Glasses or headgear that obscure the student's eyes are not permitted to be worn in the exam room.
7. A student may not hand in test materials or log out of the exam electronically, where applicable, and leave the examination room until 50% of the test administration time has elapsed. A student may not re-enter the room after finishing the exam and leaving.

Seating

Students are assigned a seat, and will not be allowed to select their own seats. There are times when one or more students may be asked to change seats by a proctor. If you are asked to move, it is not necessarily because you are suspected of cheating, and you should cooperate with this request without disturbing other students.

Late Arrivals

Late arrivals may be granted entrance to the examination until 50% of the published or announced test administration time has elapsed regardless of an individual students' testing arrangements. **However, no additional time to complete the exam will be allowed**. Absences are dealt with as described in the Student Handbook.

Prohibited Behavior

If a student is observed to be in possession of, or observed to be accessing, prohibited resources including but not limited to books, papers or electronic devices during an exam, either for his or her own benefit or that of another student, the proctor shall confiscate the prohibited material and the examination; the student will be removed from the examination. Following the exam, the proctor will report infractions to the Honor Council for a full investigation, as described in this Handbook.

Unauthorized Possession of Exam Materials Any unauthorized possession, reproduction, distribution or sale of NYCPM examination questions (items), whether previously used or not, by students is strictly prohibited, and will potentially be considered as cheating, subject to strict disciplinary consequences up to and including dismissal. Course directors have the sole authority to release previous examination questions for student use. When exam questions are made available to students, appropriate measures will be taken to ensure equal access by all affected students at no more than a nominal charge to cover costs of reproduction.

Supplies

Each student should bring at least two #2 pencils with reliable erasers to every NYCPM exam, since it may be necessary to record answers on a separate answer sheet read by an optical scanner. Faculty will inform students of any additional items required.

Posting of Scores

Students will be notified when and where test scores will be posted. Grades will be posted in a manner that allows students to identify only their own scores. Grades will be posted using a confidential coded ID number unique to each student. It is the student's responsibility to remember the ID number and keep it secure and confidential.

Review of Examinations

Instructors may review examination material following examinations; the manner in which reviews are conducted, and whether or not exams are returned to the students, are both the prerogative of each faculty member. Each class has a Student Education Committee which represents the class in addressing concerns regarding examinations with the course director.

Student Education Committees are composed of class-appointed representatives. They may meet with the Course Director to challenge the validity of one or more test questions by preparing authoritative references which may support the challenge. Student Education Committees must meet with faculty members as soon as possible after the review of examination material or after the examination itself if a review will not be conducted.

Grading System and Transcripts

The unit of academic credit at NYCPM is the Semester Hour.

The Letter Grade and the Pass/Fail grade are used at NYCPM (according to the type of course). The grade type for each course is shown in the course syllabus. The following grades are currently used at NYCPM:

Grade	Value	Grade Points	Comment
AH	97-100	4.0	Honors. Also designated A+ in prior years.
A	93-96	4.0	
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	
C-	70-72	1.7	Minimum passing grade
C-*	70	1.7	Maximum grade upon successfully completing a remediation (grade was retired from use after the 2007-08 academic year)
FC-	70	1.7	Maximum grade upon successfully completing a retest
F	less than 70	0.0	Failure
P	Pass	Not computed	(Pass/Fail course)
PH	Honors Pass	Not computed	(Pass/Fail course)
P*	Pass	Not computed	Pass following retest in P/F course.
E	Exempt	Not computed	Student exempted from course
ZZ	Transfer Cr.	Not computed	Transfer Credit from another Podiatric or Allopathic Medical School
W	Withdrew	Not computed	Withdrawal with an average of 70 or higher; does not impact GPA
WF	Withdrew	Not computed	Withdrawal with failing average; is considered an academic deficiency
INC	Incomplete -	Not computed	Outstanding course requirements (including course evaluation). INC becomes F in 30 days in didactic courses; in clinical rotations, must be made up prior to promotion to the next year; if not rectified, becomes an F.
IP	In progress	Not computed	Course in progress– no grade available
I/P	Pass	Not computed	Pass following Incomplete in clinical rotation/skills course
AU	Audit	Not computed	No credit earned
NR	No report	Not computed	No grade reported by faculty

"*" on any grade symbol denotes passing grade following repeated course/rotation or retest.

Note: All grades other than passing grades are considered academic deficiencies.
Note: Effective June 1, 2008, the grading symbol FC- represents a passing grade achieved following a retest in a course utilizing letter grades, and a P* represents a pass achieved in the same manner in a P/F course. Prior to that date that grade followed a successful remediation. The value of the grade (70%, 1.7 grade points) remains unchanged. Use of the symbol C-*, representing a passing grade of 70 following a re-evaluation, was eliminated as of June 1, 2008.

Transfer Credit

The awarding of transfer credit is discussed in the NYCPM Catalog. Approved transfer credits will be entered upon the transcript with the transfer credit symbol ZZ, which has the same effect as a P in the Pass/Fail system. The grades originally earned do not transfer, and do not affect the student's GPA at NYCPM. Credit hours granted are those of the NYCPM course for which credit is granted.

Advanced Standing

Advanced standing is initial placement of a student beyond the first semester of the D.P.M. program, based on transfer credit granted. The GPA of a student admitted with advanced standing is based solely on the courses subsequently completed at NYCPM. Students admitted with advanced standing will not qualify for class rank until they have completed a full academic year at NYCPM. Students admitted to NYCPM with advanced standing, or who have been granted 18 credit hours or more of transfer credit, are ineligible for the Graduation honors of Valedictorian and Salutatorian.

Grade Point Average

The Grade Point Average is the weighted average of all your earned grades including unresolved failures. The computation of the GPA for semester, the academic year or the cumulative GPA through the last semester completed is the same. The general formula is:

$$\frac{\Sigma \text{ (Grade Point Value X Credit Hours of Course)}}{\text{Total Credits Attempted } \textit{for GPA}}$$

Credits attempted for GPA are only those in letter-grade courses. A "W" is not counted in credits attempted. P/F courses have a zero grade point value and their credit hours are counted in total credits attempted but not included in credits attempted for GPA.

Thus for the following example, the computation of the GPA is as follows:

A student was enrolled in 4 courses and withdrew from one. Of the remaining three, one was graded P/F and thus the 1 credit does not count in the GPA calculation. The two letter-graded courses count as credits attempted toward the GPA. The calculation is as follows:

Course	Grade	Cr. Hrs.	Total Cr. Att	**Cr. Att. for GPA**	Credits Earned	Grade Point Value	**Total Grade Points**
Course 1	B	4.0	4.0	**4.0**	4.0	3.0	**12.0**
Course 2	W	3.0	0.0	0.0	0.0	0.0	0.0
Course 3	C+	2.0	2.0	**2.0**	2.0	2.3	**4.6**
Course 4	P	1.0	1.0	0.0	1.0	0.0	0.0
		10.0	7.0	**6.0**	7.0		**16.6**

Thus this GPA = **16.6 ÷ 6.0 = 2.766**. When rounded to 2 decimal places, this becomes **2.77.** For accuracy, the GPA is maintained to at least 3 decimal places during calculations, before rounding to two places. GPAs accurate to two decimal places are used in determining academic standing, graduation, honors, scholarships and any other GPA-based determinations. Note in the example that the 1-credit course with a grade of P is counted in Total Credits Attempted and in Credits Earned, but not in Total Credits Attempted for GPA.

Final Grade Point Average

All fourth-year courses are graded Pass/Fail and thus do not impact the GPA; therefore a student's cumulative GPA following third year will ordinarily become the students final GPA. A notable exception is the repetition of a letter-graded course after the close of junior year, which will impact the GPA.

Final Grades

At the end of each semester, all final grades are submitted to the Registrar, who prepares updated transcripts. The method for calculating a final grade for a particular course is the prerogative of the course director, who describes the method under "Final Grade Computation" in the syllabus for that course. Students may check their own grades only on the College's Intranet.

Note: The institutional passing grade is 70%. When **final grades** are calculated, they are generally rounded to the **nearest whole number % out of 100%** to determine the letter grade (see "Calculation of Final Grades" below). Thus a 69.4% becomes a 69%, and a 69.5% becomes a 70%. The whole number % then translates into a letter grade or pass/fail grade.

Calculation of Final Grades

The final grade for each course is calculated in the manner established by the Course Director as to the several components of the grade and their relative weights. Intermediate scores on quizzes, mid-terms, etc., are not rounded—they are maintained by computer to two decimal places beyond the percent value for accuracy (e.g., 79.87) until all are combined into a final numerical grade. Only the final grade is rounded to the nearest whole number on a 100-point scale before being converted to a letter grade or P/F. (A final grade of 79.87% rounds to 80% which is a B-grade).

Students are responsible for finding out if they have failed a course (or have received any other deficiencies) **by monitoring final grade postings and/or communicating with appropriate course directors or deans,** and must take prompt action to rectify the situation if they have failed a course. (For example, an INC becomes an F if not rectified before the deadline.)

Grade Appeals

A student who believes that his/her final grade in a course was not awarded in a manner consistent with the criteria for final grades for that course, as published by the Course Director in the syllabus, must first address the matter promptly with the Course Director. If the matter is not successfully resolved, the student should bring it to the attention of the appropriate Department Chairperson or the appropriate Division Dean, in writing, with evidence (including the method described in the syllabus) attached, within five days following the answer of the Course Director. The Chairperson or Dean will consider the complaint in the light of the stated policy and the student's test grades and other evaluative data provided by the student and the faculty member. If the grade is found to be inaccurate, it will be corrected; if found appropriate it will stand. If the manner in which the one grade was awarded was inconsistent with the published policy, a review of all grades for that course will be carried out to correct any additional inappropriate grades.

(Note: A grade appeal is generally ***not*** a claim of mathematical error which can be checked by reviewing the calculations. Nor is it a claim regarding a problem with a test, which is pursued by the Education Committee of the class.)

Transcripts

Shortly after each semester in first and second years, and at the end of the academic year in third and fourth years, updated transcripts will be available for viewing and download through the NYCPM web portal by the student. Additional transcripts can be ordered at any time (official, issued only to qualified recipients, or an unofficial 'student copy') by submitting a completed and signed transcript request form and the transcript fee. Indicate "Hold for current grades" or "Hold for degree" if applicable. Otherwise it is assumed that you want it processed as soon as possible.

NOTE: Because the transcript fee is processed by the Bursar, you should present the completed **transcript request form and fee to the Bursar**, who will attach a receipt to the form, which you can then deliver to the Registrar's Office.

An Official Transcript bears the raised seal of the College and the Registrar's signature, and cannot be issued to students or alumni, except in a sealed envelope addressed to the intended **qualified** recipient and clearly marked, on envelope **and transcript**, "NOT OFFICIAL UNLESS RECEIVED BY NAMED RECIPIENT IN SEALED ENVELOPE BEARING THIS STAMP ACROSS SEAL AND ON TRANSCRIPT" An unofficial transcript or 'student copy' does not bear the seal and signature, is marked "UNOFFICIAL STUDENT COPY," and may be issued directly to students and alumni. Only **unofficial** transcripts can be faxed to recipients. All student records are handled in compliance with FERPA (see Appendix).

Transcripts are mailed to **qualified recipients** using regular First Class mail unless additional services such as the following are requested:

- Overnight delivery via Express Mail or other express delivery service
- Certified or Registered Mail

Students must pay for these additional services. Fees for unofficial and official student transcripts, graduate transcripts and special handling are listed in the section on Financial Policies of the College.

Transcripts are denied to students and former students with unresolved financial obligations to the College including certain student loans in default, unless the debts have been discharged under the then existing bankruptcy law.

Final Transcript and Diploma

Upon completion of all requirements for the D.P.M. degree, the Registrar issues a Final Transcript showing grades and cumulative GPA for the entire degree program, the awarding of the degree and the date on which it is awarded. Seniors ordering transcripts and wishing the order to be held until the transcript shows completion of the degree should check "hold for degree" on the transcript form.

The Diploma is prepared upon completion of the application for degree and payment of the fee (collected in senior year tuition and fees). A degree audit is performed to confirm completion of academic requirements for the degree. The diploma is awarded to the qualified graduate at Commencement. This is one of the most valuable documents you will ever receive. It should be protected from damage and displayed with pride. A graduate may have only one diploma. If it is ever destroyed or damaged, it may be replaced, for a fee, upon return of the damaged original or sworn affidavit that the original was destroyed. The duplicate document contains a statement indicating that it was issued in replacement of the original.

The issuance of the final transcript and the diploma is strictly dependent on the completion of all academic, financial and other graduation requirements (see Graduation requirements).

Promotion

The Committee on Academic Performance and Promotions (CAPP) is charged with the responsibility of maintaining the academic standards of the College and taking action on **all** matters pertaining to the academic standards of the College. The CAPP is comprised of members of the faculty and administration. This committee is appointed by the Academic Dean and the Faculty Council President. At the end of each semester or curricular segment the Committee will assemble as needed to review individual student performance and make decisions regarding promotions for each class year.

Minutes of all meetings of the CAPP will be taken by the Registrar or secretary to the Committee and kept in the Academic Dean's office. All student records shall be confidential and maintained by the Office of the Registrar. The following policies are guidelines used to determine promotion and progress issues:

A. General Rules

1. All course/rotation requirements must be successfully completed in any year before the student may be promoted to the next year of study. Transfer students or students returning from a Leave of Absence must complete all course requirements currently requisite for their new graduating class to the satisfaction of the appropriate course directors.

2. Students who fail a repeated course or clinic rotation after failing a first time will be subject to dismissal. (A WF is not counted as a failure but is a deficiency for the purposes of promotion.) A student failing a course for the second time will not be eligible for re-testing.

3. A student who does not, or cannot, complete the four-year program within the six-year limit, exclusive of approved Leaves of Absence, will be subject to dismissal (see Satisfactory Academic Progress).

4. A student may be dismissed by the CAPP for failure to meet the standards of fitness for medicine deemed essential to the making of a safe and effective podiatric physician. (See section on "Behavioral and Social Attributes" under **Technical and Professional Standards** in the Appendix.)

5. Students who are repeating didactic courses or clinic rotations are on Academic Probation (See Probation).

6. All students repeating courses/rotations are subject to existing academic policies unless otherwise specified by CAPP and/or the Academic Dean.

7. Students on Academic Probation are not eligible to run for office in, or participate in, Student Government or organizations. For more detailed information, see the section on Academic Probation.

B. Promotion in the First Year

1. A student with **greater than one** failure after retesting is subject to dismissal (see Retesting).
2. A student with **one** failure after retesting and who has a minimum cumulative GPA of 2.00 will be required to repeat the entire course when it is next offered and the deficiency remains on the transcript. The student will not be able to continue with the curriculum until the course is passed. This may delay graduation from NYCPM.
3. A student with **one** failure after retesting and who has a cumulative GPA of less than 2.00 will be subject to dismissal.
4. All students must achieve a cumulative GPA of at least 2.0 to be promoted to second year (see Academic Probation, Academic Dismissal)

C. Promotion in the Second Year

1. A student with **greater than one** failure after retesting is subject to dismissal (see Retesting).
2. A student with **one** failure after retesting and who has a minimum cumulative GPA of 2.00 will be required to repeat the entire course when it is next offered and the deficiency remains on the transcript. This may delay graduation from NYCPM.
3. A student with **one** failure after retesting and who has a cumulative GPA of less than 2.00 after retesting will be subject to dismissal.
4. All students must achieve a cumulative GPA of at least 2.0 to be promoted to the next year (see Academic Probation, Academic Dismissal).

D. Promotion in the Third Year

1. A student with **greater than two** failures after retesting is subject to dismissal (see Retesting).
2. A student with **one** failure after retesting and who has a minimum cumulative GPA of 2.00 will be required to repeat the entire course when it is next offered and the deficiency remains on the transcript. The student will be allowed to complete the third year curriculum but will not be promoted to the fourth year until successfully completing the entire course. This may delay graduation from NYCPM.
3. A student with **one** failure after retesting and who has a cumulative GPA of less than 2.00 after retesting will be subject to dismissal.
4. All students must achieve a cumulative GPA of at least 2.0 to be promoted to the next year (see Academic Probation, Academic Dismissal)

5. All students must pass the Capstone Clinical Assessment.

   Consistent with the policies of the college regarding retesting, promotion and graduation, those individuals who are unsuccessful in passing the CAPSTONE written examination will be offered a retest. Should a student again fail to achieve a passing grade, the student will NOT be promoted to year 4 of the curriculum. The student so affected will be required to repeat components of the year 3 curriculum, as prescribed by the College's Committee on Academic Performance and Promotions (CAPP), which correspond to identified areas of deficiency within the CAPSTONE examination and retest. No senior year didactics or clinical activity may commence until the student successfully repeats identified coursework and achieves a passing grade in CAPSTONE in its next administration.

E. Policy for Passing the APMLE Exam Part I

All students must pass the APMLE Exam Part I in order to be awarded the D.P.M. degree.

Students are expected to report their APMLE Examination scores to the NYCPM Registrar. If a student has chosen to disallow the APMLE scores to be reported and the student has not self-reported the scores, it will be assumed that the student has not successfully passed the APMLE Part 1 Board examination and thus will be subject to the prevailing policies delineated herein.

- ***Effective with the Class of 2012, students who have not passed, or have intentionally not taken, the Part I APMLE Exam at the first opportunity in their third year:***
  - will be placed on academic probation.
  - may voluntarily wish to reduce their clinical rotation load to prepare for the October examination, although this may result in delayed graduation. This schedule reduction may only be granted by the Dean of Clinical Education after consultation with the Dean of Student Services**.** Didactic clinical courses and exams must be taken with the class when given and will not be rescheduled.

- ***Effective with the Class of 2012 all third year students who do not pass, or intentionally do not take, the Part 1 APMLE exam when first given, <u>and</u> do not pass, or intentionally do not take the exam in October of that year, will be subject to academic dismissal by CAPP.***

- ***Students in classes prior to the Class of 2012 who have not passed Part I APMLE Exam by the beginning of their third year***
  Third year students who fail, or do not take, the Part 1 Board examination in July may voluntarily wish to reduce their clinical rotation load to prepare for the October examination, although this may result in delayed graduation. This schedule reduction may only be granted by the Dean of Clinical Education after consultation with the Dean of Student Services**.** Didactic clinical courses and exams must generally be taken with the class when given and will not be rescheduled.

- ***Students in classes prior to the Class of 2012 who have not passed Part I APMLE Exam by the end of their third year***
  These students will be required to attend and complete, at their own expense, a NYCPM board review program. An effort will be made to arrange students' schedules to avoid any conflicts with third year learning activities and examinations. Students are reminded that any hours lost due to reduction of clinical rotation load must be completed in accordance with prevailing policy.

- ***Students in classes prior to the Class of 2012 who have not passed Part I APMLE Exam by the beginning of their fourth year***
  Fourth year students who fail, or do not take, the Part 1 Board examination may voluntarily wish to reduce their clinical rotation load to prepare for the October examination, although this may result in delayed graduation. This schedule reduction may only be granted by the Dean of Clinical Education after consultation with the Dean of Student Services**.**

- ***Students in classes prior to the Class of 2012 who have not passed Part I APMLE Exam by the end of their fourth year***
  Students may not graduate without passing the Part 1 Board examination. Upon successful completion of this exam, students will receive their D.P.M. degree from the college if all other degree requirements have been satisfied.

F. Policy for January Class Entrants

Students enrolling in the January entering class will be subject to the general academic standards and policies and rules of promotion of the College with the following modifications:

Students in the January program may not withdraw from any courses in Terms 1 through 5.

<u>January Class Term #1</u>

- Any student who has failed more than 1 course is ineligible for retesting and is subject to dismissal from the College. Only successful retesting of a failed course (not more than 1) will allow the student to be promoted to the next term. Students who fail retesting for a course in Term #1 are subject to dismissal from the college.

<u>January Class Term #2</u>

- A student who fails one course in Term #2 is eligible for retesting within two weeks of the course's end and is permitted full participation in term 3 courses pending successful retest results.

- Only successful retesting of a failed course will allow the student to be promoted to the next term. Students who fail retesting for a course in Term #2 are subject to dismissal from the college.

January Class Term #3

- Students who have up to and including a total of 2 failures from Terms #2 and 3 are eligible for retesting.

- Students failing a total of 3 or more courses from Terms #2 and 3 are not eligible for retesting and are subject to dismissal for unsatisfactory academic performance.

- A student in Term #3 who does not take, or fails **one** retesting exam, and has a minimum cumulative GPA of 2.00, will be required to repeat the entire course when it is next offered and the deficiency remains on the transcript. The student will not be able to continue with the curriculum until the course is passed. This may delay graduation from NYCPM.

- A student in Term #3 who does not take, or fails **one** retesting exam and has a cumulative GPA of less than 2.00, will be subject to dismissal and may apply for re-admission to the college as a first-year student with no guarantee of acceptance. Any re-admitted student under these circumstances will be required to repeat all courses.

- A student in Term #3 who does not take, or fails retesting exams for **two** or more courses will be subject to dismissal and may apply for re-admission to the college as a first-year student with no guarantee of acceptance. Any re-admitted student under these circumstances will be required to repeat all courses.

January Class Term #4

- Students who have up to and including 2 course failures in Term #4 are eligible for retesting.
- Students failing 3 courses in Term# 4 are not eligible for retesting and are subject to dismissal for unsatisfactory academic performance.

- A student in Term #4 who does not take, or fails **one** retesting exam, and has a minimum cumulative GPA of 2.00, will be required to repeat the entire course when it is next offered and the deficiency remains on the transcript. The student will not be able to continue with the curriculum until the course is passed.

- A student in Term #4 who does not take, or fails **one** retesting exam and has a cumulative GPA of less than 2.00, will be subject to dismissal and may apply for re-admission to the college as a first-year student with no guarantee of acceptance. Any re-admitted student under these circumstances will be required to repeat all courses.

- A student in Term #4 who does not take, or fails retesting exams for **two** courses will be subject to dismissal and may apply for re-admission to the college as a first-year student with no guarantee of acceptance. Any re-admitted student under these circumstances will be required to repeat all courses.

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January Class Term #5

- Upon beginning Term #5, the student now officially joins the current Second Year (sophomore) class with one course requirement completed and continues the regular curriculum with that class. Students will be subject to the existing academic policies pertaining to the second year for promotion.

G. Notification of CAPP's Decisions

The Committee on Academic Performance and Promotions (CAPP) is charged with reviewing student records and rendering promotion or dismissal decisions. After reaching its decisions, CAPP will forward its decisions, in writing, to the Academic Dean within 24 hours of its meeting. In addition, CAPP's determination will be communicated to the student as promptly as possible by the Dean of Student Services, or his designee, via NYCPM e-mail. It **is the student's responsibility to monitor their e-mail for the decision.** Letters confirming the determination to dismiss a student or requiring a student to repeat an academic year will be sent via certified/return receipt requested mail to the student at the address currently on file with the Registrar within five (5) working days of the meeting. **It is the student's responsibility to make certain that she/he has registered her/his most current address and phone number with the Office of the Registrar.**

H. Reconsideration

The Committee on Academic Performance and Promotions reserves the right to amend, rescind or change a decision based upon the addition of new information. Within five (5) days of actual notification (via NYCPM e-mail) of the CAPP decision, a student may request a reconsideration of the CAPP decision **based on new or additional information not originally available to or overlooked by CAPP.** It is the student's responsibility after a CAPP meeting to monitor their NYCPM e-mail for the determination. The request must be submitted in writing to the Dean of Student Services. The student must be prepared to appear in person before the Committee for reconsideration. CAPP may choose to change its original decision or let its prior decision stand. Students are expected to continue with any on-going normal academic activities while awaiting the decision of the Committee.

I. Appeals

A student who wishes to appeal a decision of the Committee on Academic Performance and Promotions on a substantive or procedural claim, after the reconsideration process, is complete, must advise the Academic Dean in writing within five days of notification of the decision or the decision will be considered final. The request for an appeal should detail the basis of the appeal, including whether the student is raising procedural issues and/or is questioning the substantive decision. Students are expected to continue with any on-going academic activities while awaiting the decision on appeal. The Vice President for Academic Affairs will hear the

appeal unless a conflict of interest exists, or the Vice President for Academic Affairs is unavailable, in which case the President will appoint a substitute. The student may present a written statement detailing the student's position. The decision on appeal will be made based on the information relied upon by CAPP and any statement presented by the student. The decision may confirm or reverse the earlier determination, in whole or in part, or may refer the matter for further consideration. . The decision on appeal is final.

Any examinations or assessments taken during any reconsideration and/or appeals processes will not be graded pending the outcome of those processes. If the student is ultimately permitted to be enrolled in any course(s) which he/she was permitted to attend during the process, then any examinations taken in such courses will be graded.

Academic Standing, Satisfactory Academic Progress, Probation and Dismissal

Academic Standing

The term "Academic Standing" is used here to refer to a given student's progress relative to the scheduled full course load as shown for each semester in the 4-year curriculum.

Good Academic Standing

A student is in good academic standing if the student has successfully completed all scheduled academic requirements by the end of a given semester (with the exception of an approved Leave of Absence). In order to participate in College committees, hold student government office or represent the College in any professional organization, the student must be in good academic standing. Any student who is not in good academic standing is considered to be on Academic Probation (see below).

Satisfactory Academic Progress

All students are expected to continually demonstrate satisfactory academic progress by meeting the following criteria:

A. Successful completion of any course or rotation in no more than two attempts.

B. Completion of, or the ability to, complete the four-year program within six (6) calendar years from the date of initial matriculation, exclusive of approved leaves of absence.

C. Passing APMLE Part I.

Satisfactory Academic Progress on a semester-by-semester basis is defined in the two tables on the next page, one for students who enter in September and one for students who enter in January.

A student who is not making satisfactory academic progress loses eligibility to receive financial aid and may be subject to dismissal from the College.

Full Time Status

A full time student is one who is carrying at least 12 credit hours during a given semester. A student carrying fewer than 12 credits is "less than full time" and is subject to all policies, academic and financial, pertaining to that status. The tables of satisfactory academic progress pertain to full time students.

Quantitative and Qualitative Standards of Satisfactory Academic Progress (September Class)[a]

To qualify for aid entering this semester:	# of cumulative credit hours must have been completed	with a minimum cumulative GPA* of	Warning system for loss of financial aid eligibility	Appeal mechanism
1	0	0	Registrar notifies student who is approaching loss of financial aid eligibility; also notifies offices of Student Services and Financial Aid	Committee on Academic Performance and Promotion (CAPP)
2	19	1.70		
3	40	2.00		
4	62**	1.70		
5	90.5	2.00		
6	129	1.81		
7	141.25	2.00		
8	161.5	2.00		
Graduation	182.25	2.00		

Quantitative and Qualitative Standards of Satisfactory Academic Progress (January Class)[a]

To qualify for aid entering this *term*:	# of cumulative credit hours must have been completed	with a minimum cumulative GPA* of	Warning system for loss of financial aid eligibility	Appeal mechanism

1	0	0	Registrar notifies student who is approaching loss of financial aid eligibility; also notifies offices of Student Services and Financial Aid	Committee on Academic Performance and Promotion (CAPP)
2	10	1.70		
3	15.5	2.00		
4	31.5	2.00		
5	40	2.00		
6 (Identical to semester IV for September class students)	62** (Identical to semester IV for September class students)	1.70 (Identical to semester IV for September class students)		

*A student with a semester GPA <2.00 for 2 consecutive semesters is subject to dismissal.
**MEAD (DCHMD2615) not included to enter semester 4 (not a prerequisite for any subsequent course) but added back as requirement for promotion to junior year.

[a]Based upon the planned 2013-2014 curriculum, and subject to change if the curriculum is altered.

Academic Probation

Academic Probation may result from **one or more of the following:**

(1) course deficiencies (F, WF) **or**
(2) an unsatisfactory Grade Point Average (see policy on GPA-based probation), **or**
(3) Failure to take and pass the APMLE Part I by the beginning of Junior year.

Any student who is on Academic Probation is subject to academic dismissal if the condition(s) on which the probation is based is/are not successfully rectified by the applicable deadlines. Probationary status will continue through the next semester. Students on academic probation may not run for or participate in College Committees, hold Student Government office, represent the College in professional organizations, or engage in other organized extracurricular activities, without written approval from the Dean for Student Services. Co-curricular activities required as part of specific courses are not subject to this restriction.

Policy on GPA-based Probation for the First Three Years

i. At the end of a semester, a student with a GPA for that semester of less than 2.0 will be placed on Academic Probation and will be required to meet with the Dean of Student Services.

ii. Any student with a semester GPA of less than 2.0 for two consecutive semesters will be subject to academic dismissal from the college.

iii. A student in any year must achieve a minimum cumulative GPA of 2.0 to be promoted to the next year. Failure to attain this GPA will result in academic dismissal from the college.

Policy on GPA-based Promotion to the Fourth Year (effective with Class of 2009)

At the end of the third academic year, a student must achieve a minimum cumulative GPA of 2.0 or higher to be promoted to the fourth year of study. Failure to attain this GPA will result in academic dismissal from the college.

Academic Dismissal

A student will be subject to academic dismissal if any of the following occurs:

1. Failure to rectify a deficiency (F) by attaining passing grades in retested or repeated courses by the applicable deadlines.
2. Failure to earn a semester GPA of at least 2.0 for any two consecutive semesters, or failure to earn a cumulative GPA of at least 2.0 at the end of any academic year,

Withdrawal and Leave of Absence

A student may, with appropriate approval, **withdraw** either from the College or from an individual course. A student who needs to interrupt his/her studies for a serious reason, with the intention of returning to resume studies, may seek a **Leave of Absence** rather than withdrawing.

A. Withdrawal from the College

Withdrawal from the College is considered a resignation from NYCPM and a request must be made in writing to the Dean of Student Services. (For refund information please see section on Financial Policies of the College.) The student may be readmitted at a later date only upon filing an application for readmission. Individuals applying for readmission are subject to the same admissions criteria in effect for first-time applicants for that date.

B. Withdrawal from a Course

1. A student must apply to the Dean of Student Services to withdraw from a course within the first two-thirds of the course.
2. A student may withdraw from only ONE course per semester.
3. If the student withdraws from a course with a passing average (See: Grading System and Transcripts), the transcript entry will be W. If the student withdraws from a course with an average below 70%, the transcript entry will be WF.
4. A student who withdraws from a course is not eligible for retesting for that course and will be required to repeat the course when it is next offered. The student will not be able to continue with the curriculum until the course is passed.
5. A W or WF may be taken only once in any course, and will be considered a deficiency in determining promotion eligibility.
6. Neither W nor WF is computed in the student's GPA.

C. Withdrawal from an Elective Course

1. To withdraw from an elective course, a student must apply to the Dean of Student Services.
2. If a student withdraws from an elective course 4 weeks or more prior to the first day of class, there will be no charge for the course.
3. If a student withdraws less than 4 weeks before the first day of class, or during the course, no refunds, in whole or in part, will be allowed.
4. If a student withdraws from an elective course within 4 weeks of, but before the first day of class, there will be no transcript entry.
5. If a student withdraws from an elective course after the first day of class, a "W" will be entered on the transcript.

D. Approved Leave of Absence (LOA)

Circumstances in a student's personal life may lead to a disruption in their normal academic progress. Should there be a **documented extenuating circumstances~~:~~** a student may submit a request in writing for a Leave of Absence to the Dean of Student Services clearly explaining the extenuating circumstances **and including documentation.** This LOA represents an extended excused absence from the responsibilities in the ongoing program. The Committee on Academic Performance and Promotions (CAPP) must approve all requests (medical, administrative, personal) for leaves of absence and returns from leaves of absence. All approved leaves of absence must not exceed a maximum of one calendar year in total summation during a student's matriculation at NYCPM. Students who are granted a LOA while courses are in progress will receive a W or WF (depending upon the student's performance in the course at the time the leave is granted). The CAPP will establish the terms under which a student on LOA may return to active status, which may include documentation that the problem necessitating the leave has been resolved.

Except under extreme extenuating circumstances, as determined by CAPP, first year students in either semester, up to and including the retesting period, generally will NOT be granted leaves of absence, and students who wish to leave during first semester, up to and including the retesting period, must withdraw from the College and reapply with no guarantee of readmission, except under extreme extenuating circumstances as determined by CAPP.

For students in the second, third, or fourth years of the curriculum, a leave of absence will not be granted for the two weeks prior to final examinations in any course unless the request is related to immediate or very recent, extenuating circumstances.

A student failing to return to active status upon expiration of the approved LOA will be considered on an unexcused leave and will be administratively withdrawn from the College. Such a student may apply for readmission, and will be subject to the admission standards in force at the time of application. Factors in the Admission Committee's consideration of the application will include, among others, successful resolution of the issues that led to the original leave of absence, reasons for failure to resume active status following the LOA as scheduled, and financial issues if any. The student, if accepted, must meet the curriculum requirements of his/her new graduating class, which may entail making up course work introduced during his/her absence, in addition to removing any existing deficiencies

(W/WF/F grades), normally via repetition of courses in their entirety. Only the approved LOA period is excluded from the six-year limit for program completion.

An Emergency Leave of Absence of not more than 14 calendar days may be granted by the Dean for Student Services. Students missing 10% or less of course lecture hours will be provided an opportunity to make up, without penalty, assignments and/or exams as determined by the course director and appropriate department chair or dean**.** The Dean for Clinical Education together with the Clinical Department Chairs will determine if and how an opportunity will be provided to make up missed time and assignments in clinical rotations.

The student must meet with the Dean of Student Services on the first day of his/her return from LOA to arrange for a makeup of any deficiencies.

There are three types of leave of absence:

(a) Medical Leave of Absence
If a student seeks a leave due to the student's own health-related reasons, s/he will be required to adhere to the following procedure:

1. Proof of illness is required in the form of documentation from the student's personal physician that explains in detail the student's medical problem as it relates to the inability to continue with academic or clinical work, why the student is unable to continue with the program at this time and the timetable for a full (or partial) return to academic or clinical work. This documentation must be on letterhead of the physician and properly signed. The student is required to provide a signed medical release which authorizes a doctor representing NYCPM to consult with the student's personal doctor regarding the student's ability to participate in and/or resume academic work. The Dean for Student Services may request review of the documentation by an appropriate medical professional. The student must submit the documentation along with a signed letter stating his/her request for a medical leave of absence, and indicate the anticipated date of return.

2. Upon return from a Medical Leave of Absence, a clearance letter is required from the student's personal physician certifying the readiness of the student to resume the full program.

(b) Administrative Leave of Absence

NYCPM may require a student to interrupt his/her enrollment pending satisfactory completion of outstanding obligations and/or requirements. The College may also make a determination to place a student on an involuntary leave of absence or involuntary withdrawal from the College under specific circumstances, such as when a student appears to have significant medical, emotional or psychological issues which need to be addressed.

The College may place a student on a leave of absence from his/her academic program and attendance at the College where the student posses a direct threat to health and safety of the student or others and the student is not able or not willing to take a voluntary leave of absence. A direct threat is when there is a high probability of substantial harm and not just a remote or speculative risk.

This policy is not intended to be used in place of disciplinary action that addresses violations of the College Honor Code of standards of conduct, rules or regulations, although the same conduct may be involved in the determination for disciplinary treatment and an Involuntary Leave. If a student is placed on an Involuntary Leave at the same time the student also is subject to academic or disciplinary sanctions, when the student returns to the College, the student will continue to be subject to the previously imposed academic or disciplinary status.

Note: see also "Involuntary Leave—Administrative Withdrawal Policy" in the Appendix of this handbook.

(c) Personal Leave

A student must submit a letter stating the reasons necessitating a personal leave of absence with supporting documentation to the Dean of Student Services (e.g., letter from parent's physician if parent's illness requires student to be primary caretaker). A student must submit a letter requesting return to the program from a personal leave of absence which states that there has been successful resolution of the issues that led to the original leave of absence AND provide any supporting documentation as appropriate.

E. AWOL Policy

A student who is absent without official notification to appropriate College personnel and is not physically present at the College for 15 days or more will be classified as absent without official leave (AWOL). Such leaves will be considered unauthorized and will not be excused when calculating the student's total length of enrollment at NYCPM (i.e., six-calendar year limitation). The student will receive a WF grade upon exceeding the limit of unexcused absences for any individual course, and in all courses after 30 consecutive calendar days of absence from the College, and will be suspended from the College for the remainder of the academic year. If not reinstated during the next academic year by the Committee on Academic Performance and Promotions (CAPP), such a student will be administratively withdrawn from the College.

Graduation Requirements

When the student successfully completes the program, the Faculty, Academic Dean and the President recommend the student for graduation to the Board of Trustees. The specific criteria that must be satisfied include:

A. Successful completion of all didactic and clinical requirements of the curriculum (with a cumulative GPA of 2.00 or higher, beginning with the graduating class of 2009) and demonstrated satisfaction of the technical standards
B. Absence of outstanding disciplinary matters
C. Fulfillment of all financial obligations to the College
D. Completion of the program within six calendar years, excluding **approved** leaves of absence
E. Passing of the APMLE Examination Part I
F. Successful completion of the Capstone clinical skills assessment in junior year
G. Taking of the APMLE Examination Part II
H. Demonstrated professional competency and ethical standards to practice podiatric medicine consistent with the criteria for licensing in New York State

Students unable to fulfill all their requirements by graduation may participate in the graduation ceremony without receiving their diploma if requirements can be met by September 1 of that year, at which time they should be able to be issued their diploma. If this time requirement cannot be met, graduation will be delayed until all student obligations are fulfilled.

Attendance at the Commencement Ceremony is mandatory for all degree candidates; degrees may be conferred in absentia only with prior written approval by the Academic Dean.

As a tradition, NYCPM offers the opportunity for a qualified family member to hood a degree candidate. The family member must be a mother, father, sister, brother, or spouse with a D.P.M., D.O., or M.D. degree. Only one qualified family member will be allowed to hood the candidate and no exceptions for degrees or family members not specified here will be made.

Scholastic Honors

Dean's List:

Students earning an academic year's Grade Point Average of 3.50 or better are eligible for the honor of Dean's List. Students may be placed on the Dean's List at the end of each academic year. To qualify for the Dean's List, a student must be enrolled full time and have no failures for any courses or clerkships for the year. The honor is entered on the student's transcript.

Pi Delta

Election to membership in the Pi Delta National Podiatric Honor Society (Gamma Chapter at NYCPM) is one of the highest honors conferred on students of Podiatric Medicine. Qualifying criteria include the following:

- Eligible students must have a cumulative GPA of at least 3.6 and be ranked in the top 20% of their class, and must meet the following further requirements:
  a. Completion of a minimum of two years of scholastic work (so eligibility starts with completing the 2nd year)
  b. Completion by the end of the 4th year of a research paper of podiatric interest that is suitable for publication
  c. Ability for achievement in the science and art of podiatric medicine and to be of high moral character and exhibit leadership traits
- The above credentials must be maintained throughout matriculation
- If the above is maintained, students receive a Pi Delta certificate at graduation

Those inducted into Pi Delta are honored at a pinning ceremony on campus and also at graduation.

Graduation Honors

Graduates whose cumulative GPA for the entire Doctor of Podiatric Medicine program qualifies them will graduate with honors as follows (unless otherwise noted below):

Class Valedictorian – The student having the highest cumulative GPA for the entire Doctor of Podiatric Medicine program. (Advanced standing students are excluded)

Class Salutatorian – The student having the second-highest cumulative GPA for the entire Doctor of Podiatric Medicine program. (Advanced standing students are excluded)

The following graduation honors are recorded on the diploma and announced at graduation:

Cum Laude - Graduates who finish with a cumulative GPA of 3.65 to 3.79
Magna Cum Laude - Graduates who finish with a cumulative GPA of 3.80 to 3.89
Summa Cum Laude - Graduates who finish with a cumulative GPA of 3.90 or higher

Other Academic Honors

Additional commencement awards related to academic achievement include:
- President's Award for Excellence in Pre-Clinical Sciences
- President's Award for Academic and Clinical Excellence

Non-Academic Honors

Pi Mu Delta

Pi Mu Delta is the national podiatric service society. Graduating seniors are nominated for membership by Student Council leaders. Inductees receive a membership certificate at graduation.

Other Commencement Awards

Other awards presented annually at Commencement include the following (this list is subject to change):

- Board of Trustees Award for Leadership
- Dr. Walter Green Memorial Scholarship, sponsored by the New York State Podiatric Medical Association
- American Board of Multiple Specialties in Podiatry Diabetic Foot Wound award
- American Board of Podiatric Surgery Michael L. Stone, D.P.M. Outstanding Professional Conduct Award
- A peer group award, given by the Senior Class to the fellow Senior who best advanced podiatric medicine as a student

The D.P.M. Curriculum by Year and Semester

Semester I

Course No.	Course Title	Grade Type	Credits
DMCRO1113	Bacteriology	Letter	3
DMETS1205	Biochemistry	Letter	5
DMORP1306	Cell Biology and Histology with Lab	Letter	6
DMETS1210	Introduction to Genetics	Letter	2
DMORP1313	Neuroscience	Letter	3
Total			19

Semester II

Course No.	Course Title	Grade Type	Credits
DMORP1317	General Anatomy & Lab	Letter	7
DMCRO1103	Immunology	Letter	3
DMETS1213	Molecular Biology & Molecular Genetics	Letter	3
DMETS1218	Physiology & Lab	Letter	8
Total			21

SECOND YEAR (SEPTEMBER CLASS)

Semester III

Course No.	Course Title	Grade Type	Credits
DMCRO2105	Infectious Diseases	Letter	5.5
DMORP2317	Lower Extremity Anatomy & Lab	Letter	7.5
DMORP23A4	Pathology I and Lab	Letter	4
DPMED2833	Physical Assessment & Lab	Letter	3
DCHMD2615	Medical Ethics and the Art of Doctoring	Letter	1.5
DCHMD2602	Research Methodology and Epidemiology	Letter	2
Total			23.5

Semester IV

Course No.	Course Title	Grade Type	Credits
DMETS2225	*Fundamentals of Pathophysiology	Letter	2.5
DMETS2204	*Pharmacology	Letter	4.5
DMORP23B4	*Pathology II	Letter	4
DOTHO2705	-Biomechanics	Letter	1.5
DOTHO2725	-Functional Orthopedics I	Letter	2.5
DPEDS2501	-Podopediatrics I	Letter	1.5
DPMED2822	*Dermatology	Letter	2
DPMED2841	-Neurology	Letter	1
DPMED2823	-Clinical Skills	P/F	3
DPMED2862	*Podiatric Medicine I	Letter	2
DSURG2912	*Anesthesiology	Letter	2
DSURG2932	*Podiatric Surgery of Foot and Ankle I	Letter	2
Total			28.5

*Courses meet entire semester -Courses meet in Block Format

THIRD YEAR

Semester V

Course No.	Course Title	Grade Type	Credits
DOTHO3703	Functional Orthopedics II	Letter	1.5
DPMED3809	Podiatric Medicine II	Letter	1.5
DSURG3903	Pod. Surgery of Foot & Ankle II	Letter	3
DPEDS3515	Podopediatrics II	Letter	1.5
DPMED3804	Internal Medicine	Letter	3.5
DMORP3300	Honors Clerkship in Dermatopathology	P/F	0
DOTHO3753	Orthopedics Clerkship	P/F	3
DPMED3851	Physical Diagnosis Clerkship	P/F	1
DOTHO3751	Physical & Rehab. Medicine Clerkship	P/F	1
DPMED3859	Podiatric Medicine Clerkship	P/F	9
DSURG3957	Podiatric Surgery Clerkship	P/F	7.5
DPEDS3553	Podopediatrics Clerkship	P/F	3
DPMED3X20	Podiatric Imaging Clerkship	P/F	2
Total			37.5

Semester VI

Course No.	Course Title	Grade Type	Credits
DOTHO3714	Functional Orthopedics III	Letter	1.5
DOTHO3705	Physical & Rehabilitation Medicine	Letter	0.5
DPMED3X22	Medical Imaging	Letter	2
DOTHO3715	Sports Medicine	Letter	1.5
DSURG3915	Traumatology	Letter	2
DSURG3923	Intro. To General Surgery	Letter	1.75
DPMED3802	Emergency Medicine	P/F	0.75
DCHMD3621	Topics in Health Care Delivery & Community Medicine	Letter	1
DCHMD3601	Geriatrics	Letter	1
DCLNS6000	Capstone Clinical Experience and Comprehensive Assessment	P/F	0
Total			12

FOURTH YEAR

Semesters VII and VIII

Course No.	Course Title	Grade Type	Credits
DOXTN5401	Externship Program I	P/F	4
DOXTN5402	Externship Program II	P/F	4
DOXTN5403	Externship Program III	P/F	4
DOXTN5404	Externship Program IV	P/F	4
DOXTN5405	Externship Program V	P/F	4
DPMED4814	Emergency Medicine Clerkship	P/F	4
DPMED4824	Internal Medicine Clerkship	P/F	4
DPMED4X10	Senior Imaging Clerkship	P/F	1
DSURG4914	General Surgery Clerkship	P/F	4
DSURG4934	Senior Surgery of Foot and Ankle	P/F	4
Total			37.0

Note: The above courses extend through semesters VII and VIII. Registrations are allocated individually to provide each student with an even distribution of clinical rotations over the two semesters. Thus the average credit load each semester per student is 20.5 semester hours.

D.P.M. Program Total **178.5**

FIRST YEAR (JANUARY CLASS)

Term 1

Course No.	Course Title	Grade Type	Credits
DMORP1317	General Anatomy & Lab	Letter	7
DMCRO1113	Bacteriology	Letter	3

Term 2

Course No.	Course Title	Grade Type	Credits
DMCRO2105	Infectious Diseases	Letter	5.5

TOTAL, Terms 1 and 2*……15.5

*Terms 1 and 2 constitute the first Registration and Tuition period.

Term 3

Course No.	Course Title	Grade Type	Credits
DMETS1205	Biochemistry	Letter	5
DMETS1210	Introduction to Genetics	Letter	2
DMORP1306	Cell Biology and Histology & Lab	Letter	6
DMORP1313	Neuroscience	Letter	3

TOTAL.....16.0

SECOND YEAR (JANUARY CLASS)

Term 4

Course No.	Course Title	Grade Type	Credits
DMCRO1103	Immunology	Letter	3
DMETS1213	Molecular Biology & Molecular Genetics	Letter	3
DMETS1218	Physiology & Lab	Letter	8
TOTAL			14.0

Term 5

Course No.	Course Title	Grade Type	Credits
DMORP23A4	Pathology I and Lab	Letter	4
DMORP2317	Lower Extremity Anatomy & Lab	Letter	7.5
DPMED2833	Physical Assessment & Lab	Letter	3
DCHM2615	Medical Ethics and the Art of Doctoring	Letter	1.5
DCHMD2602	Research Methodology & Epidemiology	Letter	2
TOTAL			18

Term 6

Course No.	Course Title	Grade Type	Credits
DMETS2225	*Fundamentals of Pathophysiology	Letter	2.5
DMETS2204	*Pharmacology	Letter	4.5
DMORP23B4	*Pathology II	Letter	4
DOTHO2705	-Biomechanics	Letter	1.5
DOTHO2725	-Functional Orthopedics I	Letter	2.5
DPEDS2501	-Podopediatrics I	Letter	1.5
DPMED2822	*Dermatology	Letter	2
DPMED2841	-Neurology	Letter	1
DPMED2823	-Clinical Skills	P/F	3
DPMED2862	*Podiatric Medicine I	Letter	2
DSURG2912	*Anesthesiology	Letter	2
DSURG2932	*Podiatric Surgery of Foot and Ankle I	Letter	2
Total			28.5

*Courses meet entire semester -Courses meet in Block Format

Syllabi

A syllabus is an outline of a course, containing a brief description of the course, course learning objectives, required materials such as books, instruments and other materials, method of evaluation, schedule of class meetings by topic, examinations and required assignments, as well as faculty office hours. Students are encouraged to meet with faculty for academic advising related to course material. The conditions for passing (i.e., successful completion of) any course or clinical rotation are defined in the course director's syllabus. In addition to the syllabus, the instructor may provide students with handouts on the course content. **It is the responsibility of the student to comply with all requirements outlined within the instructor's syllabus.**

Required Courses

These courses comprise the NYCPM D.P.M curriculum and must be taken by all students wishing to achieve the D.P.M. degree. All courses are considered required unless otherwise indicated within the curriculum listing i.e. Elective courses. Within these required courses also fall clerkships and externships. The course listings and descriptions are readily found in the NYCPM Catalogue.

Elective Courses

In the interest of delivering an education beyond the required podiatric medical curriculum, NYCPM offers low cost, high quality elective courses that will provide a student the opportunity to augment their skills and knowledge. All courses are held at NYCPM and are scheduled for times that do not conflict with required classes. Any student interested in registering for an elective course should undertake it only if they believe it will not adversely affect their required curriculum and, despite the low cost, not financially compromise them.

A. Below are important details regarding elective courses at NYCPM:

1. Cost of an elective course is based upon course hours, faculty required, resources, and materials.
2. The student is encouraged to consult with the Director of Financial Aid prior to registering for an elective course.
3. Once a student registers for an elective course, the cost of the course will be billed to the student's account.
4. Registration period for an elective course will be at least 8 weeks prior to the first day of the course and a student must register for the course no later than 4 weeks prior to the first day.
5. All elective courses are offered on a Pass/Fail basis.
6. There is no retesting mechanism for any elective course.
7. The final course grade is reflected on a student's transcript.
8. The syllabi for current courses, their content, and details are included with this fact sheet.

a. If you have any questions regarding a course, please contact the respective course director.

9. To withdraw from an elective course, a student must apply to the Dean of Student Services. The last day to withdraw from an elective course without consequence is 4 weeks prior to the first day of an elective course and will be noted in the course syllabus.
    a. No refunds, in whole or in part, will be allowed after last day to withdraw.
    b. If a student withdraws from an elective course 4 weeks or more prior to the first day of class, there will be no charge for the course.
    c. If a student withdraws from an elective course within 4 weeks of, but before the first day of class, there will be no transcript entry.
    d. If a student withdraws from an elective course after the first day of class, a **"W"** will be entered on the transcript.

Academic Integrity and Professional Conduct

The Honor Code

The students of the New York College of Podiatric Medicine, in order that our activities reflect the high standards of moral character demanded by the medical profession, do subscribe to the following **HONOR CODE**.

> ***That we will conduct ourselves with the highest degree of integrity and honesty in all examinations, papers, procedures, classes, clinical rotations, and activities given by or associated with the College or the medical profession, and that we will never seek, by action or implication, oral or otherwise, to create an incorrect impression of our abilities or to create an unfair advantage over our colleagues during evaluations or other procedures.***
>
> ***That we strive to uphold the dignity and honor of the profession and its self-imposed disciplines, and, realizing that the protection of the public and the profession from individuals deficient in moral character or professional competence must begin in medical school, we pledge to accept the responsibility of reporting to the Honor Council any suspected violations of these important principles.***

Matriculation and/or registration at the New York College of Podiatric Medicine constitutes de facto acceptance of this **HONOR CODE** and its concepts, the Honor System, and its procedures.

HONOR SYSTEM

Medical ethics is a difficult subject to describe, much less to judge. Because of the relationship of the medical profession to the public at large, there exist strong feelings toward doctors' attitudes and behavior by society. Traditionally, the doctor has been ultimately held accountable to society. The individual doctor's actions are reviewed by colleagues who attempt to settle in their minds whether or not the adjudged has lived up to the basic tenets and an essentially unwritten code on the ethical care of patients. Members of the medical profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The tradition of self-and peer monitoring begins upon enrollment in medical school.

The **Honor Council** at NYCPM operates in this framework. It is a formal committee of the faculty and students. The entire concept of the Honor System has been approved by the Board of Trustees. Anticipating that the student will soon find himself/herself involved in this tradition, an attempt is made to prepare him/her to understand and respect her/his obligation. To do so, individuals must certainly respect and have confidence in themselves.

Other Policies Related to Student Conduct

In addition to the Honor Code, there are regulations and standards of professional conduct not directly related to ethical academic behavior. Every student is expected to exhibit professionalism and respect for the rights and dignity of others, whether they are fellow students, staff, faculty, patients or visitors, as well as the rights of the College and those of affiliated institutions.

Students are expected to be familiar with, and comply with, NYCPM policies including but not limited to the following, whether listed in this Handbook or in other official publications of the College:

- The Dress Code
- Food and Drink Restrictions
- Smoking Policy
- Identification Badges
- Telephone Use
- Computer Use
- Parking Regulations
- Guidelines for Recording Devices
- Copyright Restrictions
- Plagiarism
- Compliance with Library Policies
- Unauthorized Use of Test Materials
- Compliance with NYCPM Housing Regulations

- On-Campus Professional Courtesy
- Harassment in the Workplace
- Bias-Related Offenses

These are addressed at the end of this section. The unauthorized possession and/or use of test materials is discussed in the section on testing. In addition, the College publishes separate documents on the topics of harassment, sex offenses and bias-related offenses.

Enforcement of Standards of Professional Conduct

The entire College community shares responsibility for compliance with policies and regulations of the College and for adhering to the concepts of the Honor Code. Members of the community are expected to maintain the highest standards of professional conduct by setting a good example through one's own conduct, by reminding a student or other member of the College community of a policy that he/she may be about to violate, and by reporting actual violations to an appropriate officer of the College, usually the Dean of Student Services. Faculty, administration and students may use praise/concern forms when appropriate to guide the development of professional behavior that reflects the standards established by the Honor Code and related policies.

Alleged offenses, whether of an academic nature or involving non-academic conduct, are addressed by the Dean of Student Services and/or the Honor Council as appropriate. In these matters care is taken to provide all parties with a fair process. All members of the community are expected to understand that making a complaint against another of a violation of the Honor Code or of standards of conduct at the College is a serious matter. Therefore the College requires that a report of a violation of the Honor Code or related conduct standards should involve a meaningful, clear breach of the College's policies, generally should be made in writing and the identity of the individual making the allegation is to be included. Although the College may decline to pursue anonymous allegations, it is within the discretion of the College to initiate an investigation where the allegation is a significant one and the College believes that it can obtain credible information about the situation from other sources.

The College will not tolerate retaliation against any member of the community who reports a violation in good faith and/or participates in the process. Retaliation will be treated as misconduct and the individual who commits retaliation will be disciplined. Similarly, an individual who files a false report of a violation, knowing it is false, or an individual who provides false testimony, shall be subject to discipline. A student is required to cooperate with and participate in disciplinary proceedings and may be subject to discipline for non-cooperation. A failure of a student charged with a violation to cooperate, attend a proceeding and/or participates in the process, will not bar the College, in its sole discretion, from going forward and making a determination based on available information and evidence.

Administration by the Dean of Student Services

The Dean of Student Services has primary authority to administer compliance with all policies related to student conduct. Potential violations of College policies should be reported to the Dean of Student Services or designee, who will act in accordance with established protocols based on the nature of the allegation. In many cases the Dean will address the matter with the individual alleged to have violated a policy or standard and determine an appropriate administrative resolution of the case. A prompt, administrative resolution will be sought whenever appropriate and feasible to address violations of College codes and standards of conduct. The Dean will maintain files of administrative resolutions, and will determine when disciplinary action will be reflected on a student record, in future references and as part of the overall assessment of a student's successful completion of the College's requirements. A student who does not wish to accept an administrative resolution may request that the matter be referred to the Honor Council, or may appeal the administrative determination consistent with the appeal policy described below. In certain cases the Dean of Student Services may determine that a more detailed investigation of the facts may be appropriate or the determination should be made by the Dean of Student Services, who will refer the case to the Honor Council. Where a matter may be handled under more than one process, the Dean will have the discretion to determine how the matter will proceed. In the event a member of the community believes a matter is to be reported directly to the Honor Council, simultaneous notification is to be made to the Dean of Student Services.

Any student who is the subject of a complaint regarding the violation of a College policy, standard of conduct or Honor Code will be informed in writing of the allegations and the potential violation, will have an opportunity to present his or her version of the situation, will be entitled to provide information in the form of documents or from other individuals, and can be assisted by a member of the College community in responding to charges. The Dean of Student Services or designee will inform the student of the information it is relying on in determining whether a violation occurred and, where feasible, will give the student an opportunity to review the evidence. A student will have a reasonable time period to prepare the student's defense and to present his or her position. The student can rely on the fact that the decision will be made based on the facts and information in evidence and by an administrator(s) or faculty member(s) who can act in an unbiased and fair manner. Any sanction to be imposed will reflect the seriousness of the violation, taking into account any previous disciplinary record of the student. The student will receive a brief written statement of the determination, the basis for it and any sanction that is being imposed. The college reserves the right to modify procedures due to circumstances at the time, while preserving the right to a fair process, and to extend any time period as reasonably appropriate.

The Dean of Student Services, in concurrence with the Vice President for Academic Affairs, retains the authority to suspend a student temporarily from College-related activities when the student, in the judgment of the College, posses an actual danger to himself/herself or others, including a patient, or whose continued presence pending resolution of charges creates a significant risk to the educational process or the College community. In the event a student has been suspended temporarily by the College prior to a determination on misconduct, any subsequent appeal of the decision will not be handled by the administrator who imposed the temporary suspension; the determination will be considered by one or more designees selected by the President for handling the appeal.

The Honor Council

The Honor Council is a body of appointed faculty and elected students who assist in defining the elements of ethical and professional behavior for students, and, in certain instances, determining whether a student's conduct is consistent with the professional standards detailed by the College. The Council's finding that there is a violation of the professional standards must be based on evidence and testimony before the Council. When the Council has reached a determination, it will forward its recommendation on whether or not there has been a violation, and the appropriate sanction, if any, to the Dean of Student Services for action to be taken. The Dean reserves the right to return a recommendation to the Council for further investigation and deliberation. Attendance at NYCPM constitutes a ***de facto*** acceptance of the Honor Code and all other policies and regulations of the NYCPM. Faculty and staff of the College should also consider it their responsibility to encourage and uphold the Honor System, including the reporting of violations.

I. Honor Council

The Honor Council consists of 5 faculty members and 1 student from each of the four classes (for a total membership of nine). The function of the Council and its members is to provide guidance to students and faculty concerning the Honor Code and the Honor System, to investigate alleged violations of the Honor Code referred to the Council for review, to make recommendations concerning such violations based upon the Council's findings in such investigations, and to take any other actions the Council deems reasonable and proper in the execution of its responsibilities under the Honor Code and to the Student Body.

1. Honor Council student members (and one alternate from each class) are elected by classmates by a simple majority of those present at the general elections held each year; these members shall not be class or Student Council officers. The term of office is from the beginning of one fall semester to the next academic year. There is no limit to the number of terms, consecutive or nonconsecutive, which may be served on the Honor Council by any one individual. Year Four members are released from their administrative responsibilities upon graduation; the Honor Council will then consist of eight members prior to Year One elections.
2. Honor Council faculty members are appointed by the Academic Dean in consultation with the President and the Faculty Council. The dean will designate a faculty member to be Chairmen of the Council.
3. The Chairman of the Honor Council or designee will:
   a. preside over meetings and hearings,
   b. be the principal liaison between the Council and the College administration in all matters pertaining to the Honor Council, and
   c. meet with the first year class and transferring students during orientation each fall to explain the Honor Code and the Honor Council.
4. Should a Council seat become vacated during the school year, the alternate member of the class concerned will assume the seat and immediately solicit the class at large for interested individuals to come forth and apply for the vacated alternate seat. If

necessary, a class election will be held. Should only one person come forward, he/she will automatically qualify to fill the seat, unless such person is ineligible for such service under the policies in the Student Handbook.

5. An Honor Council hearing may proceed with a minimum of five members of the Honor Council attending, provided that there is sufficient representation of faculty and students on the panel in the judgment of the Chairman**. To encourage appropriate student representation, at the discretion of the Chair, a current student Honor Council *alternate* member, may act on behalf of an absent voting student representative from their or a different class, and serve as a voting member for that particular meeting of the Honor Council.**

6. A student who is facing charges before the Honor Council may challenge the impartiality of any member of the Honor Council when a hearing is scheduled. A member of the Council may recuse him or herself from a hearing panel if the individual believes that he or she cannot render an impartial decision. The Chairman may relieve a member of the Honor Council from serving when the Chairman believes there is a potential conflict. All decisions about whether or not a member of the Honor Council should participate on a panel for a hearing will be made by the Chairman. If a challenge or conflict involves the Chairman, another faculty member shall be designated by the Vice President for Academic Affairs to serve as Chairman. If an Honor Council member is the subject of the complaint or the person bringing the complaint, the individual will be relieved of Council duties until after the case has been decided.

II. Council Procedures

1. Reporting of Offenses**:** any individual (student, faculty, or staff) should initiate the following procedure if an honor violation, either academic or nonacademic, is reasonably believed to have occurred. A written complaint must be brought to the Chairman of the Honor Council and the Dean of Student Services promptly, and generally not later than twenty one (21) working days after the occurrence of the alleged incident, unless there are extenuating circumstances. A complaint shall be a brief written description of the suspected infraction signed by the person bringing the complaint.

2. Notice and Fact Finding**.** Upon receiving a formal complaint concerning a suspected Honor Code violation, the following actions will take place:
    a. The Chairman of the Honor Council (or his/her designee) will inform the alleged violator in writing of the charges received, provide a copy of the College's procedures and schedule a meeting with the student to explain the procedures of the Honor Council process and to answer questions. Before an Honor Council investigation and proceeding is commenced, the parties may resolve the matter administratively. Either the student involved or the Chairman or Dean may refer the matter for an administrative resolution handled by the Dean of Student

Services or a designee. If a resolution is achieved, the matter before the Honor Council will be closed. Initial notification to the student should occur within ten days of the College's receipt of an alleged violation. The preliminary process described above should be completed within an additional ten days

b. If the matter is intended to proceed to an Honor Council hearing and determination, the Chairman or a member of the council designated by the Chairman will interview the student alleged to have violated the Honor Code and the relevant persons involved with the alleged violation. Material evidence relevant to the allegation will be gathered and reviewed. The student who is alleged to have violated the College code may submit relevant information and recommend individuals to be interviewed. Pertinent information or testimony that may be used in the subsequent hearing is to be shared with the student who is alleged to have violated the College's code. The student will have an opportunity to request that the Chairman secure pertinent information, materials or witnesses that the student believes are directly relevant to the student's ability to present his or her position fully. Any information requested by the student shall, if feasible and appropriate, be made available for review by the student prior to the hearing. Both sides should, to the extent practical, know before the hearing which witnesses will be presented and documents offered into evidence.

c. If the Chairman determines that there is sufficient evidence to refer the matter to a hearing, and an administrative resolution cannot be achieved at the time, the Chairman will schedule a hearing date and notify the student involved, the witnesses, the Dean of Student Services and members of the Honor Council of the hearing date, time and place. The scheduled date may be adjourned and rescheduled if there is a serious difficulty with going forward at the set date; any postponement is within the discretion of the Chairman of the Honor Council. Attendance at the Honor Council proceeding is to be deemed a priority and cooperation is required of the student alleged to have committed the violation and witnesses.[1] Should the alleged violator refuse to cooperate with the Honor Council, the Honor Council may proceed without the participation of the alleged violator.

d. A student who has been charged with a violation and must appear before the Honor Council may be assisted by a member of the College community (not a member of the Honor Council) who can be present at any hearing or meeting but is not a participant. If the student wants to have legal counsel assist, he/she must notify the Chairman at least three (3) days before the Hearing. If legal counsel is present, he/she will be allowed to act only as advisor to the student and observer, but will not be permitted to participate in the process, address the Honor Council members, or question or cross-examine any witness. The Chairman of the Honor

[1] If essential testimony is not readily available, the Chair may permit participation by a witness from a remote location

Council reserves the right to determine who may be present in the hearing room and who may participate.

III. Hearing Proceedings

1. At the hearing the parties will present evidence and testimony and the panel will determine whether there is sufficient credible evidence to sustain a determination that there has been a violation and the appropriate sanction, if any.

2. The Chairman will preside, will determine the order of presentation of the parties and the witnesses, will rule on the admissibility of evidence and witnesses, will rule on relevancy and will resolve any issues that arise during the proceeding. The Chairman will determine whether the proceeding will be recorded or whether minutes will be taken, who may be present in the hearing room and whether there will be cross examination by the parties or whether cross examination questions will be supplied to the Chairman and the Chairman or a member of the panel will ask the cross examination questions. The student who is charged with the violation will be permitted to be present throughout the proceeding or participate by an electronic connection from an adjoining location. Questions may be asked by Honor Council members. Formal rules of evidence will not apply.

1. A representative of the College will present the information and material supporting the allegation of a violation and will propose witnesses to be called to testify. The student alleged to have violated the Honor Code will have an opportunity to present his or her position, to submit relevant information and to call relevant witnesses. No witnesses or potential witnesses shall be present in the hearing room except when the individual is testifying.
2. After all evidence has been presented, the Honor Council panel will meet in closed session to consider the facts, weigh credibility and reach a decision as to whether or not the allegation has been substantiated. All members of the panel, including the Chairman, may vote and a determination of a violation must have a majority vote of the hearing panel. A two thirds vote will be needed to determine a sanction or sanctions. The hearing panel may receive and consider the student's prior disciplinary record in determining a sanction or sanctions. In the case of suspension or dismissal, the Council may recommend conditions to be satisfied before a student may return or reapply.
3. Possible sanctions for violations of the Honor Code and other institutional rules of conduct shall include, but not be limited to, the following:

    a. Written reprimand, a censure for conduct and a warning that repetition or further misconduct will result in more severe sanctions, with a copy to be placed in the student's file for the duration of his/her enrollment at NYCPM;

    b. Restitution or fines to be paid to the College or other party in the case of misappropriated or damaged property;

    c. Repeat of any academic task or exam related to the incident;

d. Disciplinary probation. Probation places requirements or restrictions on a student's future conduct and prohibits participation in student government and organizations, including holding or running for elected office for a stated period. Repeated violations of standards of professional conduct while on disciplinary probation will result in more severe sanctions.

e. Failure of a course, without the opportunity for retesting;

f. Administrative withdrawal from a course (grades of W) with re-entry to the subsequent class (current tuition refund policy applies);

g. Suspension. Separating the student from the College for a specified period of time when a student has violated the Honor Code, a College policy, rule or regulation. During a period of suspension, a student may not continue to participate in academic programs or classes, may not be on or adjacent to campus and may not attend college-related events without written permission of the Dean of Students Services. A student who is suspended will have to comply with all conditions established by the college for readmission at the completion of the suspension.

h. Dismissal. (Removal from NYCPM). In the event reapplication may be permitted, conditions on a potential return can be stated. Student remains responsible for all financial obligations to the College.

i. Participation in required counseling, psychological or medical evaluation, completion of a program to educate or rehabilitate the student about certain conduct, community service and other sanctions warranted by the facts as determined by the Council, including but not limited to verbal or written apology, restitution in the case of offenses against property, or other restrictions.

6. The Chairman of the Honor Council will inform the Dean of Student Services of the Council's determinations, and the Dean will notify the student charged, and, where appropriate and permitted legally, the individual who reported the violation.

7. Honor Council records and minutes will be maintained by the Dean of Student Services for a period of seven years. Where a violation has been found, a record of the violation and sanction will become part of a student's record. Dismissals and, under certain circumstances, suspensions, will be noted on a student's transcript; other disciplinary sanctions generally are not entered upon a student's transcript. Disciplinary records are subject to disclosure pursuant to legal process and as may be required by certain licensing and employment policies and bodies.

IV. APPEAL OF HONOR COUNCIL DECISIONS

Where there is a determination that a student has violated the Honor Code or other standards or policies of the College, he/she shall have ten (10) working days from delivery of the

determination to the student for the student to file with the Academic Dean a notice of intent to appeal the decision. The student will have ten (10) additional working days to file the details of the appeal. The appeal should explain whether the challenge involves the process followed, the determination or the sanctions, or any combination of these elements. An appeal based on new evidence may only be filed when the evidence was not otherwise available during the original proceeding. Upon receipt of an appeal, the Academic Dean, or her or his designee, shall review the record that was relied upon during the original determination and any information provided during the appeal. The determination on appeal may sustain the original decision in whole or in part, reverse it in whole or in part, modify the determination or remand the matter for further proceedings. Except where a matter is remanded, the Academic Dean's decision will be final and not subject to further appeal.

Policies Related to Non-Academic Professional Conduct

Students are required to comply with the following policies and regulations; non-compliance constitutes a breach of the College's standards of professional conduct, and is addressed in the manner explained above.

Identification Badges/ Proximity Cards

Official photo identification badges are issued to better serve the interest of administering large groups of people in an institution such as ours. It is **mandatory** that ID badges are worn by students, faculty, administration, and staff. Students **must** identify themselves upon request to any faculty or staff member of the College or the Clinic. Student ID cards serve not only as an ID but also as a Proximity card. Students will need the proximity cards to access printing and copying services. Loss of the ID badge should be reported to the Office of Student Services. A replacement fee of $5.00 is required prior to the creation of authorized duplicates.

QR Coded Card

QR coded Cards will be distributed to students at various points within their time at the College. These cards will contain QR codes that lead to a variety of information that students will need. A QR code scanner app is needed to have access to the information. These cards can either be placed in a wallet, or hung around the neck with the ID badges distributed by the College. If lost, a replacement fee of $3.00 is required prior to the creation of authorized duplicates.

Dress Code

For Didactic Courses

Students should always be neat, clean, and appropriately dressed for professional level studies. Appropriate attire **excludes** short shorts, midriff-baring tops, plunging necklines, inappropriate jeans, flip-flops, hats and other headgear (including wool hats, hoods, do-rags, baseball caps, etc.), except those required by religion or by rules of lab or surgical attire.

For Laboratory and Clinical Courses:

In addition to the standards for didactic courses, all clinical students are required to wear a short, white lab jacket. Men and women must wear attire appropriate for a doctor to wear in his/her office. For men, a dress shirt, tie and slacks are recommended. Hosiery must be worn with skirts. Blue jeans and spandex are <u>not</u> acceptable. Shorts and casual sweat-wear are not appropriate. Closed shoes and socks/hosiery are required of all students. Surgery rotation students will wear a scrub top and pants and short white lab jacket. In laboratories, students are required to wear protective clothing specified for the particular laboratory. Scrubs may optionally be used in non-surgery clinics and laboratories <u>in addition to</u> required attire for each setting. Scrubs are not acceptable attire for didactic classroom courses.

All students are required to adhere to the standard dress code.

Eating and Smoking Restrictions

Food and drink (with the exception of **bottled** water/clear liquids) are not permitted in the laboratories, clinics, and any other locations where the restriction is posted. Bottled clear liquids and beverages in **approved** spill-proof cups are both permitted in Rooms 203, 204 and the Library. Spill-proof cups **only** are permitted in the computer labs. Paper cups with lids are not **approved** spill-proof cups.

Smoking is not permitted by law in any location, at any time, in the College or Clinic buildings.

Drug and Alcohol Abuse Testing Policies

The College makes every effort to ensure the safety and well-being of our students, faculty, and staff, promote a drug-free environment, obey all local, state and federal laws, provide an environment that is conducive to podiatric medical education, and protect patient safety and the integrity of our educational institution.

Federal and state law prohibits the use, distribution, and possession of illegal drugs and substances. The New York College of Podiatric Medicine ("NYCPM") similarly prohibits the unlawful use, manufacture, distribution, possession of illegal drugs on school property or at NYCPM or student sponsored events.

NYCPM holds its students to the highest of ethical and professional standards. The use, distribution and or possession of illegal drugs and the abuse of drugs or alcohol are behaviors inconsistent with NYCPM standards. As such, violations of the NYCPM drug and alcohol abuse policy or any state or federal drug or alcohol laws may result in disciplinary measures, which may include suspension or dismissal. **NYCPM retains the right to conduct drug screening.**

Students should be aware that they may have to submit to and pass a drug screen in order to participate in hospital-based patient care programs.

Students who wish to speak with a mental health or drug addiction counselor can call or e-mail the College Counselor for confidential counseling or for outside referrals.

On-Campus Professional Courtesy

All classes will await their instructor's arrival for twenty minutes after the scheduled time and may then leave, unless notified by the instructor or a College representative of his/her intention to be late. **A student representative (class officer) must notify the department chair and/or the Dean of Student Services prior to dismissing the class.**

Telephone Use

The telephone system at the College is for official use only. Students are permitted to use the telephones on College or Clinic business only. Outside calls for any other purpose whatsoever ARE NOT PERMITTED.

Use of Electronic Devices during Scheduled Instruction Time and Clinic Rotations

1. Cell phones and tablets must be silenced and pagers put on vibrate or off during all scheduled instruction time (e.g., lectures and seminars, labs, recitations, and clinic rotations). Cell phone conversations and text messaging during instruction time are prohibited. NYCPM issued iPad minis should also be silenced unless otherwise instructed in class.
2. In the event of an emergency, all incoming calls must be directed to either school security or the appropriate department. At that point, the student will be notified of the emergency. If this emergency results in the need to leave the clinic, a clinician must be notified immediately. Any resulting absences must be made up according to the existing attendance policy (see Attendance Policy).
3. Students not in compliance with this policy during a session will be told to leave and an unexcused absence will be recorded for the session. If this occurs during a task evaluation or other assessment, a failure will be recorded for the evaluation. Students who leave either the clinic or the facility without proper notification (as described above) will have this infraction permanently entered into their student file.

***Note: See also special regulations regarding cell phones and other electronic devices during examinations, under "Taking NYCPM Examinations."**

Acceptable Use of Computers

The computer labs are provided to aid students in the pursuit of academic excellence. The labs are to be used solely for educational purposes. Any student who generates, mails, prints or receives illegal or inappropriate material (i.e., pornography, racial, or sexually offensive) will be subject to disciplinary actions which may range from warning to dismissal as warranted by the severity of the offense. The computers are not to be used for business or commercial purposes unless approved by the President.

The downloading, copying, or sharing of electronic files in violation of copyright or other laws is strictly prohibited. It is penalized in accord with the College's disciplinary procedures in addition to any civil or criminal prosecution that may apply. Please see "**Abuse or Unauthorized Use of Facilities or Equipment**" in the Student Handbook for further policies.

Printing of computer documents is available with restrictions, under policies defined in the chapter **"Facilities and Services for Students"** in the Student Handbook.

These guidelines and rules also pertain to the use of NYCPM issued iPad device.

Apps, iPad content and its use:

The College does not sanction, permit, allow, authorize or in any way support the use of this device for personal communications, entertainment or other non-college matters. This device is to be used for educational purposes only, consistent with the pursuit of the DPM degree.

The New York College of Podiatric Medicine issued iPad minis will be distributed with applications/apps that are required. A list of optional apps will also be made available. During the course of the year, students will be notified if a new app is to be introduced onto their iPad. It is the responsibility of the student to maintain their apps updated.

iPad and Computer Assistance:

Students are instructed to go to the IT Service Desk on the lower level to receive assistance or service regarding the iPad mini and other iMe related situations.

NYCPM Issued iPad mini Breakage Policy:

In the event that a student's NYCPM issued iPad Mini is Broken, the student is to notify the NYCPM IT Service desk immediately. The student is to take the broken iPad mini to the Service desk for inspection. After the NYCPM Service Desk inspection or verification of the device being broken, the Service Desk will collect the necessary student information, expedite a charge request to the student's account via the bursar's office and then issue a replacement iPad to the student. The fees to be charged to the student's account are as follow:

First occurrence of covered damage via the AppleCare+ Protection Plan - $ 49
Second occurrence of covered damage via the AppleCare+ Protection Plan - $ 49
Third occurrence - $219

N.B: If it is discovered that the iPad was damaged because of water, the student will be charged the replacement value and cost for a new iPad Mini, AppleCare+ does not cover water damage. Apple Care+ does not cover Lost or stolen devices. If the iPad mini is lost or stolen the student will be charged the replacement value and cost for a new iPad Mini.

Guidelines for Recording Devices

Students are expected to conduct themselves in a manner befitting their future professional standing. Accordingly, students are expected:

- to conduct their activities so as not to offend any law or regulation of any governmental entity having jurisdiction,
- not violate or compromise the rights or protected interests of the institution,
- not violate or compromise the rights or protected interest of any individual (whether faculty, administration, staff, fellow student, patient or member of the public).

- In addition, students are expected to maintain the highest standards of professional ethics in all of their activities. In view of this, any student who shall record, via usage of mechanical or electronic devices, any lecture, debate, discussion, conference, laboratory lecture/discussion, or personal conversation without prior authorization of all parties, whose voices/images may be recorded, shall be subject to such disciplinary action, including dismissal.

- The distribution, duplication or sale of any recording or copies of recordings may be a violation of copyright laws and engaging in such activity, including purchasing unauthorized copies, is a violation of College policy.

- The camera function within any personal electronic device including the school issued iPads must follow all HIPAA rules and regulations including the prohibition of the photographing of cadavers within and outside of the Anatomy lab. The use of the camera function within Clinical scenarios is only allowed with Patient consent and appropriate application of all HIPAA rules and regulations. Disregard of this policy may result in disciplinary action, including dismissal.

Copyright Restrictions

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that a photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

NYCPM reserves the right to refuse to accept a copying order, if in its judgment: fulfillment of that order would involve violation of copyright law.

The unauthorized copying of videotaped or digitally recorded lectures, including Web-based, is a violation of College policy, and will be dealt with as a serious professional misconduct.

While the College and Administration encourage students to use the NYCPM name and/or design logos, insignias, etc., for such items as clothing patches, the College reserves the right to review all such use and logos to ensure appropriateness and lack of copyright/trademark infringement. All logos, insignias, etc. and their use, including use in full of the trademarked NYCPM logo, must be submitted to the Dean for Student Services for approval. For designed logos, the requestor must also sign a "Statement of Originality" (available in the Office of Student Services) to document that the logo is not the work of another party in whole or in part. Once submitted, the Dean for Student Services will confer with other members of the Administration and when a decision has been rendered, will convey the decision to the requestor via e-mail. All decisions of the Administration will be considered final.

Plagiarism

Plagiarism is the appropriation of any other person's work and the *unacknowledged incorporation of that work* in one's own work.

Usage of College-Disseminated Materials

The Faculty and Administration of the College encourage students to take full advantage of all educational resources and events provided by the College. As such, all matriculated students are granted permission to view and/or download recorded lectures, presentations (formally referred to as the "capture system"), and related materials as authorized by the College and/or individual faculty members. However, the following restrictions apply:

- All lectures and other course resources, including PowerPoint presentations, outlines, and any other materials (herein collectively referred to as "materials") provided by faculty and/or the College are protected by the rules and practices of Intellectual Property as practiced by the New York College of Podiatric Medicine.
- All downloads and distributions of College-authorized materials are for a student's personal use and individual learning only. No other rights are implied.
- Under no circumstances, without the express written permission of the author of the materials, may materials, in part or in whole, be uploaded, copied, altered, reverse-engineered, distributed, presented, or disseminated to anyone or anywhere.
- Students waive all rights to receive reimbursement, remuneration, credit, or acknowledgement for any participation during a lecture or classroom wherein their image or voice may be recorded. Outside commercialization of these recordings is strictly forbidden.

Violation of these policies may result in legal sanctions for infringement of copyright laws and/or practices of intellectual property, and will result in College disciplinary action under the Honor Code and other policies related to student conduct.

Compliance with Library Policies

Rules regarding the use of library materials will be enforced as indicated in the chapter on library services. The timely return of circulated materials is enforced through fines, denial of loan privileges and Bursar holds; lost materials are replaced at the borrower's expense. In addition, violations of a significant nature, including unacceptable conduct within the library, is referred to the Dean of Student Services for further action.

Unauthorized Use of Test Materials

Any unauthorized possession, reproduction, distribution or sale of examination materials, whether previously used or not, by students is strictly prohibited. See **Taking NYCPM Examinations**, "prohibited behavior."

Compliance with NYCPM Housing Regulations

Students residing in housing facilities leased or otherwise regulated by the College are required to comply with housing regulations set by the College and additionally with any that supersede the College's regulations (such as those set by the City, State or landlord). Failure to comply is treated as a lack of professional conduct, subject to the same penalties as other breaches of professional conduct, in addition to possible eviction from the facility, subject to the terms of the agreement, in the event of serious or persistent violation.

Disruptive behavior on campus

Students are expected to refrain from loud or boisterous behavior wherever it would disrupt classroom, exam, laboratory, library, computer lab, clinic or office activity, whether occurring within those facilities or near enough to be heard in those locations. Students are prohibited from loitering near rooms where examinations are being conducted.

Disruptive behavior in class

Students are not permitted to speak out of turn or interrupt others during a lecture, a classroom discussion or laboratory or clinical activity. Students who behave in a disruptive manner, individually or collectively, will be reported via a Concern form to the Dean of Student Services. A student who continues to behave disruptively after being reminded will be asked to leave the room.

Abuse or Unauthorized Use of Facilities or Equipment

The College's facilities, furnishings and equipment are provided for the benefit of all in accord with established policies and common courtesy. Prohibited behaviors relative to facilities and equipment include but are not limited to:

- Abuse of College furnishings or equipment.
- Unauthorized use* of printing, photocopying or faxing equipment, or of the central printing/copying service
- Occupancy of public areas after scheduled closing time or when announced as closed or otherwise unavailable for public use.
- Unauthorized use* of any AV, computer or other College equipment including the College's telephone system

Any form of unauthorized activities involving College property may be presented to the Honor Council. Tampering may include removing hardware, installing unauthorized hardware, installing unauthorized software, manipulating another individual's data, unauthorized to another individual's password or data, sabotage, vandalism, or any other action or activity that the Honor Council and I.T. professionals may deem inappropriate.

*In all instances, "unauthorized use" shall mean actual or attempted unauthorized use.

Communications with Outside Agencies and Vendors

Students are prohibited from conducting communications about the College or purportedly on its behalf with vendors, scholarship sponsors, publications or other outside agencies, unless specifically authorized to do so by an appropriate officer of the College, and using only official information provided for the particular purpose. A student is not a qualified spokesperson for the College, and, however well-intentioned, may give misleading information about the institution. Failure to comply with this policy is considered unprofessional conduct.

Students should be aware that the College has well-defined policies regarding on-campus activities of representatives of vendors and other agencies, who are instructed to address their interests with appropriate administrators.

Vending, Soliciting and Marketing

NYCPM prohibits advertising, vending, or soliciting of merchandising in any manner on campus, by students, faculty members, staff or visitors, without the College's prior written permission. NYCPM specifically prohibits the advertising, marketing or merchandising of credit cards on college campuses unless the following steps are taken:

1. The bank or vendor must receive prior approval from the President, the Vice President – Administration, or another designated College Officer;
2. Credit card marketers are limited to specific dates and specific areas of the College as designated by College officials;
3. Credit card marketers are prohibited from offering gifts to students in exchange for completing a credit card application, although gifts of under $5.00 would be allowed to be offered to students regardless of their completion of an application;
4. Credit card marketers must inform students about good credit management practices through written literature, seminars, discussion groups, film presentations, or any other recognized manner that will achieve the stated goal.

Misuse of Disciplinary Process or Grievance Process

A student who files a false complaint or grievance, with knowledge that it is false, or a student who provides false testimony, with knowledge that it is false, will be subject to discipline for abuse of the College's process and violation of College standards of conduct. A student who uses the disciplinary process or the grievance process, or participates as a witness, shall not be subjected to retaliation or suffer a detriment for their participation. Anyone who commits retaliation shall be disciplined.

Harassment in the Workplace

The New York College of Podiatric Medicine strives to maintain an environment where all employees and students are not subjected to harassment. The New York College of Podiatric

Medicine and students will not tolerate harassment of any type and will take steps to investigate and remedy harassment, including appropriate disciplinary action against any employee or student who engages in such harassment.

Harassment includes, but is not limited to unsolicited racial, ethnic, religious, or sexually oriented conduct, and/or racist, ethnic, religious, age, sexist comments and/or other behavior.

It is the responsibility of any student or employee who is subjected to harassment or witnesses such activity to inform the Dean of Student Services or other senior administrators, respectively, of the facts regarding such harassment so that appropriate corrective action may be taken. Generally a statement is to made in writing, specifying details of the harassing conduct. A prompt investigation of the alleged harassment will be conducted and appropriate corrective action will be taken by the College where there is a violation. The student who has made the complaint will be kept informed of the College's actions. No student or employee will be retaliated against for bringing alleged issues of harassment to the attention of The New York College of Podiatric Medicine, or for participating in the process and students and employees are encouraged to do so if they are aware such conduct. To the extent feasible with a thorough investigation, the College will try to preserve confidentiality and will expect that those who participate in the process will act accordingly as well. For more information on harassment and discrimination, please consult with the Dean of Student Services or a member of the Dean's staff or the Compliance Officer, the Vice President for Administration.

Bias-Related Offenses

NYCPM seeks to foster a community that is not harmed by incidents of bias-related harassment or discrimination. Bias-related conduct involves adverse treatment of an individual or group of individuals due to factors such as race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, age or similar protected categories, regardless of whether the belief or perception is correct. Bias-related adverse treatment is prohibited by the College and is illegal under numerous federal, state and local laws. Because bias-related adverse treatment undermines the values and character of the College, action can be taken in the discretion of the College against a person who violates the prohibition whether or not the conduct would be a clear violation of an applicable law.

A bias-related crime occurs under current New York law when a person intentionally commits a specific criminal act against an individual because, in whole or in part, of that individual's actual or perceived protected status, such as race, color, gender, religion, religious practice, sexual orientation, national origin, ancestry, age or disability. In addition, the law considers an act to be a biased-related crime if the person who commits the crime intentionally selects the person against whom the crime is committed, or intended to be committed, in whole or in substantial part, because of a belief or perception, whether or not correct, regarding the intended victim's race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Examples of bias-related conduct include, as examples, physical or verbal assaults, theft, arson, electronic harassment and hate mail. An individual who conspires to commit or attempts to commit a hate crime can be charged as well. Under New York State law, when a crime that is committed also qualifies as a bias-related or hate-crime, it is classified as a violent felony and the seriousness

of the criminal act charged is increased. Hate crime offenses provide for sentences of 4 to 10 years in prison.

All members of the College community have a responsibility to report bias-related incidents and hate crimes. In the same manner that students, faculty and staff share an obligation to report harassment and sexual assault, bias-related incidents must be addressed by the College. An individual who is a victim or a witness to such activity should report the incident promptly to the College's Security Department or the Dean of Students Services. The College will investigate these reports thoroughly and take appropriate action, including imposing sanctions, where it determines that the conduct violates College policy.

The College will take steps to educate and inform students about hate crimes and bias related incidents, and to promote understanding and discussion of the harm caused by bias-related conduct. The College will assist students with counseling and guidance who have been subject to such treatment and will refer students to appropriate outside counseling and support organizations for students who seek further assistance with these matters.

Hazing

Hazing in any form is expressly prohibited at the College. New York State describes hazing as any action or situation which recklessly or intentionally endangers an individual's mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. The College considers hazing to include, but not be limited to, conduct or an activity, whether on or off campus, that is demeaning to an individual, produces mental or physical duress, harassment or ridicule, or which threatens or endangers the health or safety of any person. Examples of prohibited actions that are considered hazing include creation of excessive fatigue, physical and psychological shocks, morally degrading or humiliating games or activities and any other activities not consistent with the College's policies and regulations.

This policy governs conduct on campus, on other College property and at events or activities sponsored by or affiliated with the College or College organizations and groups. The policy applies to students, faculty and other staff, as well as visitors, guests and others on the campus, or at College related events, whether present with or without College permission. An individual can be charged with violating the prohibition against hazing if the individual participates in hazing or if the individual plans, promotes or supports hazing, whether or not the individual has any direct participation in the hazing activity. The prohibition applies to organizations such as student clubs, social organizations or any similar college-related group.

Violation of the policy will result in disciplinary action, and also may result in removal of the violator from College property or bar the person from participation in College activities, as well as possible criminal prosecution. Students, staff or faculty who violate the policy could face disciplinary action as severe as suspension, expulsion or termination, in accordance with existing judicial procedures. An organization explicitly or implicitly authorizing or involved in such conduct could face sanctions which include revocation of its right to operate on College property or withdrawal of its official recognition as a student organization. It shall not be a defense to a charge of hazing that participation was knowing and voluntary by a victim of hazing. Further, any

College penalties are separate from and in addition to any penalty that could result from violations of criminal or civil law.

Education and Law Enforcement

The College publishes an annual report (in this Handbook) encompassing education, law enforcement and crime prevention on campus, including possession or use of alcoholic beverages and illicit drugs, security access to campus facilities, the reporting of criminal activities and other emergencies, and detailed statistics on reportable incidents over the most recent three-year period. Additionally, the College distributes to all new students educational brochures on the topics of bias-related offenses and their consequences, sexual offenses and their consequences, citing applicable laws in these categories, as well as sexual assault and its prevention, and annually reminds all students of these topics and the related materials provided.

Facilities and Services for Students

NYCPM provides a wide array of facilities and services to assist students as they strive to meet the challenges of their podiatric medical studies in addition to their personal needs. The College also offers opportunities for students to pursue professional, civic and recreational activities to enjoy a well-rounded student life. This and the next two chapters introduce these facilities, services and activities.

Technology Resources for Students

The College provides extensive technological resources for students, including computers equipped with current software and Internet access, wireless access areas, student e-mail accounts, and areas wired to support use of PDAs. Rules regarding student use of computers, recording devices and other technological resources are given in the preceding chapter.

Electronic Mail (E-mail)

Each student is assigned an e-mail address and account. With this e-mail account you may retrieve your email from any Internet source, on campus or remotely. Official announcements or email sent by faculty and administration are considered due notice and binding on all. Thus, students are required to check their NYCPM e-mail at least once every day and preferably more frequently. Students are also required to use **only their NYCPM e-mail account** (not a personal e-mail account) to communicate with the College. **If your e-mail malfunctions, contact the Help Desk immediately to have the problem resolved; you must also notify the Dean of Student Services within 48 hours of a malfunction or problem with e-mail. Failure to do so will be interpreted as a violation of professional responsibility.**

Note: Use your e-mail privileges responsibly. If you have a reason to mass e-mail your class or other large number of recipients, obtain the permission of the Dean of Student Services.

Computers

Computers are provided for student use in computer labs and other designated locations. Students are encouraged to utilize them for College-related purposes and should be aware that many academic materials and library resources are provided online. Students are also expected to read and comply with "Acceptable Use of Computers."

On and Off Campus Printing

Copiers/printers have been grouped into one print queue for universal access. Below are services and definitions related to on and off campus printing:

- *Mobile Printing* – Students, Faculty and Staff will be able to print from desktops, laptops and smart devices inside and outside NYCPM using an app called PrinterON.

- *Follow You Print* – Any print job submitted from within or outside the College will be available to the student when they "release" it from the printing queue by swiping the proximity card at a printer. Any print job submitted will wait for you in the print queue *for up to 72hrs*.

- *Proximity Card* – This card will serve as both an ID and as a "key" for the retrieval of print jobs solicited by students. The student can go to any available printer, wave their card in front of the card reader, and collect their printed material.

- *Green choice* – The majority of the printed materials required for each course is available electronically. NYCPM is attempting to go as paperless as possible. Print management software will be used to minimize waste and track printing volume. Students, Faculty and Staff will fulfill immediate print requests through this software. Students specifically will be able to track their printing volume. Students will have the option to print any material in two modes: Black and White or Color.

- *Print management software* - Equitrac Express is used by many colleges to minimize waste and track printing volume. Students printing to the Xerox Multifunction Devices will print through *Equitrac Express & PrinterOn* software. All existing print queues will be changed so pre-existing settings on your computers will no longer work.

    - Students will be able to track their printing balance.
    - Students will have the option to print any material in two modes: Black and White, much kinder to the environment and less costly, or Color, much easier on the eyes, but it comes with an additional cost.

- *Printing Cost* – Each student will have a track-able printing or copying allotment for their corresponding academic year. Each Class has a different allotment. Copies above the yearly allocation will be charged to the student's account, 5 cents for BW, and 15 cents for color. The allotment breakdown is as follows:

    - 1st year: $25 per semester
    - 2nd year: $25 per semester
    - 3rd year: $25 per semester
    - 4th year: $15 per semester

  NB: Students will continue to have access to clinic printers/copiers FOR PATIENT-related, FACULTY-requested MATERIALS ONLY and not be charged. All print/copy jobs will be logged to the student account and all usage will be monitored. IT will periodically provide a list of students exhibiting unusual (i.e., high counts) printing/copying behavior at any printer to the Dean for Student Services. Perceived abuse will be investigated and if found true, adjudicated in accordance with prevailing College policies.

Copying Services for Students

If a **student copier** malfunctions, this must be reported promptly to the Xerox office at ext. 8132.

The **Copy Center** serves the needs of students for classroom quantities of course materials (handouts) without cost to students, as follows:

The designated Class Rep will complete a Xerox request form showing the number of original pages, number of copies, etc. The Department Head will add the appropriate budget code and sign the form. The student may then deliver the job to the Copy Center. If a hard copy original cannot be delivered for any reason, the document may be transmitted electronically to the Copy Center. Students are not permitted to bring class-related copying jobs to any other copier locations and expect to be allowed to run them off.

Unauthorized use of any office copier by a student is prohibited and is considered unprofessional conduct. Inappropriate requests for services (including false claims of student copier malfunctions or misrepresentation of personal documents as class-related copy jobs) are considered unprofessional conduct.

Transportation and Parking

College-operated van transportation is generally available, on pre-set schedules, between the College and various affiliated hospitals as well as some other locations and events. Between New York City's vast public transportation system and the supplement of NYCPM's van service, we believe that most of the needs of our students and faculty can be reasonably accommodated. Van schedules are limited and subject to change; they are set to maximize overall benefit rather than to meet individual needs. Requests for exceptions to the scheduled service generally cannot be accommodated.

At the time of publication, the College makes a limited amount of leased parking space available to students, by permit only, for periodic fees which are subject to change, as is the availability of parking space The College recommends that students avoid use of private cars as far as possible. Students who must use private cars are encouraged to car pool to reduce individual costs. Current information on available student parking may be obtained from the Coordinator of Student Services. The College is not responsible for any damage or theft involving a private vehicle parked on College property or property leased by the College.

Public Transportation

Knowledge and use of public transportation, especially subways and buses, is an integral part of life in New York City. At Orientation, new students are provided with local subway and bus maps. You'll find that public transportation is the most efficient way to get to most destinations in and around the city, and also eliminates the problem of parking.

ATM

An Automated Teller Machine (ATM) is available on campus in the Foot Center of New York, as a convenience. Please be reminded that its use may entail fees additional to any imposed by your bank. Several major banks have local offices in the neighborhood.

Housing

The New York College of Podiatric Medicine (NYCPM) assists its students in locating available housing, conveniently located with easy access to the College. Off-campus housing information is available through the Office of Admissions and Student Services. You may request housing information from that Office by calling (212) 410-8099 or the toll free number (800) 526-6966. The College does not assess the available housing and students are responsible for making their own individual decisions about the suitability of housing.

The College also licenses College-leased off-campus apartments to students on a first-come, first served basis. All students interested in pursuing these accommodations must request a housing application, complete and return it to the Housing Office with the application fee in order to receive consideration. (Acceptance by NYCPM does not guarantee housing accommodations.)

Required Books and Equipment

Required Textbooks

There are specific books, equipment and attire required throughout the D.P.M. program. Lists of **required textbooks** are published prior to each semester. For students' convenience, the Columbia University Book Store, operated by Barnes & Noble, stocks most of required text books. Books may be purchased either online by visiting www.nycpm.edu and clicking "Bookstore" under the "Students" tab, or by visiting the book store located at 3954 Broadway, New York, NY. Remember that **the Library is not the source for required textbooks**. Any required textbooks available in the Library are kept on overnight reserve and not renewable. Other required readings may include journal articles (available in the Library and/or online), materials distributed in class or posted on the NYCPM Intranet, and Web-based resources, all of which are identified in course syllabi. Beyond the required readings there may also be "recommended" readings such as book chapters, articles, web-based materials, etc., which are listed in the syllabus of each course.

Required Equipment

There is required equipment which students must have and use throughout certain courses and clerkships. This includes laptop computers, PDAs and Ipad Mini's(starting with the class of 2017) capable of meeting the College's system requirements (see below), medical equipment, as well as lab, clinic and surgical attire. Required equipment for any course is listed in the syllabus of that course.

Personal Digital Assistant (PDA) or Other Handheld Device Requirement

PDAs or other internet-capable handheld devices are used to record completion of clinical tasks and faculty evaluation of clinical performance, and possibly other functions as assigned.

Beginning in third year, students are required to have suitable PDAs or other internet-capable handheld devices (The College will supply the specifications) and carry them daily in clinic.

Laptop Requirement
All students in classes that precede the class of 2017 are required to have the use of a laptop computer on campus. Students may use an existing laptop that either meets the system requirements or can be upgraded to meet them; otherwise they must acquire one by the applicable (announced) date.

iPad Mini
Starting with the class of 2017, students are required to have the use of an iPad mini which is provided by the college. Below are various policies and directives meant for the iPad mini and its use.

For full functionality of the device to be preserved and to assure compliance with College examination security and Honor Code requirements, no student shall be permitted to modify, alter, remove, replace, tamper with or in any way make changes to the iOS of the iPad or the device itself. Students who modify alter, remove, replace, tamper with or in any way, make changes to the device will not be allowed to participate in exam sessions and will face official disciplinary action as a result. The use of this device is subject to all the standard internet and copyright security provisions regarding downloading, email and file transfer contained within the College handbook and existing governmental laws.

Note: *The College issued iPad is the property of the New York College of Podiatric Medicine. If the student separates from the College for any reason at any time, they are to return the iPad to the IT Service Desk. If the iPad is not returned, the IT iPad management system or MDM will remotely "wipe" the device rendering the iPad useless. The College reserves the right to seek compensation from the student for the replacement of the device at full replacement value, as well as place a hold on all release of transcripts until the debt is settled.*

NYCPM Merchandise

A collection of NYCPM-themed merchandise including sportswear, caps, scrubs, totes, and other items bearing the NYCPM logo or College name is available online (look for "NYCPM Merchandise" under "Students" on the NYCPM website).

Food Services

The cafeteria serves breakfast and lunch, ranging from light snacks to hot meals, with daily menu specials and a salad bar. In addition, there are vending machines at various locations for snacks and beverages. Service hours are from 7:00 am to 1:30 pm.

Lockers

Lockers, available free of charge, are and remain the property of the College and are for College related use only. There is to be no expectation of privacy with regard to the interior of lockers or a student's property or belongings placed into the lockers, and the lockers are subject to inspection by College officials. The College is not responsible for any loss or damage that may occur to personal property in the lockers. Students must supply their own locks.

Facilities for Student Use

A number of facilities are provided for use by students (and other members of the NYCPM community), including but not limited to the library, the cafeteria, the Pedinol Lounge, the computer labs, and the fitness and recreation center. Students are free to use these facilities during their normal hours and are asked to be considerate of other users.

Student clubs and other groups reserve the facilities needed for their activities (via the College's computerized reservation system), by submitting a completed event form approved by the Dean of Student Services, to the Coordinator of Student Services. This form also permits requests for furniture, AV equipment, food and beverage service where appropriate, etc. in conjunction with an event. Students are responsible for the proper use of College facilities and equipment at all times.

Planning and Conducting Organized Student Activities

The NYCPMSA, student clubs and other groups (see chapter on **Student Life**) conduct organized activities both on- and off-campus for the benefit of the student body, the College, the profession and outside communities, as well as activities that are primarily recreational, social or athletic. While the NYCPMSA sets the policies surrounding the operation of student clubs and organized activities, there are procedures set by the College that must also be observed.

Time, place and intended audience

Most student-organized activities require planning of the location, date(s) and hour(s), and the intended audience (e.g., club members only, all interested students, students and faculty, etc.).

The Office of Student Services maintains a convenient event form to obtain approval and reserve the use of an event location at a scheduled time. Reservation of a location is necessary due to heavy use of facilities. Furnishings, equipment and food service may also be requested. The need for reservation applies as well to public areas (cafeteria, student lounge, etc.).

After Activities

Students responsible for planning and conducting an organized activity are also responsible for cleanup following the activity. This includes the removal of any materials brought into the facility, disposal of trash or waste paper, the return of any loaned equipment or furnishings, the return of furniture to its normal arrangement, and the switching off of lights and other electric equipment. It also includes removal of posted flyers wherever they have been placed.

Collections for Charity

Student organizations often collect donations of food, clothing, toys or other items for distribution outside the College. A period of time for the project, and locations for donation boxes, should be approved well in advance using the event form. Security should be a consideration in choosing locations. Signage should be prepared and posted at each collection location, as well as flyers for posting in approved locations if desired.

Reimbursement of Student Expenses for Authorized Scientific Presentations

Each academic year (July – June), the administration of the New York College of Podiatric Medicine will earmark funds dedicated to promote student research and presentation (herein noted as "work") outside the institution. In order to distribute these funds in a fair and equitable manner a protocol has been established which can be found in **Appendix: Reimbursement of Student Expenses for Authorized Scientific Presentations page 158.**

Fitness and Recreation Center

The College provides for its students, faculty and staff a small exercise/recreation facility, equipped with Nautilus equipment, treadmill, aerobics equipment, free weights and other similar equipment. The facility is open for student use from 7 am to 9 pm daily. Students must register for usage and sign a waiver before being allowed to enter the facility. The College assumes no responsibility for the safe, proper and appropriate use of the facility or the equipment.

Student Health Office—Student Compliance with Health Laws

The NYCPM Student Health Office (part of Student Services) ensures compliance with New York State Public Health Laws *Title 6* §2164 - 2168, as well as requirements of affiliated medical facilities. Through www.certifiedbackground.com (herein noted as *CertifiedBackground),* the Student Health Office receives and maintains student health records in compliance with HIPAA privacy rules and instructs students as needed to facilitate their compliance with health requirements. It also responds to student health emergencies and attempts to facilitate referrals for appropriate services, but does not provide primary health care. **Students are responsible for all costs of physical examinations, laboratory tests, immunizations and other health services, performed by any provider (including any provided by the Foot Center of New York)** and are required to carry suitable insurance (please see Student Sickness & Accident Insurance Policy.)

The College health policy below is based on New York State law and requirements of affiliated training facilities, as well as good preventive medicine. The College takes the law and our responsibility to enforce it very seriously.

Health Policies Pertaining to ALL Students

- Students must register with CertifiedBackground and file all required documents specific to their year with the website.
- Students are responsible for all fees incurred through CertifiedBackground.
- Students are responsible for accessing, maintaining, and updating their own records through CertifiedBackground.

- Students who have received the BCG vaccine and/or have a positive tuberculin skin test (PPD) or a history of positive PPD:
    - ***Must*** submit a report for a chest x-ray obtained within one year.
    - Will be required to obtain a *TB Quantiferon® Gold Test* to rotate through at least one external clinical training site. This will be tracked by NYCPM but may be submitted to CertifiedBackground.
- If immunizations are medically contraindicated, the student must file a ***certification*** by a licensed physician (M.D. or D.O.) that immunizations may be detrimental to the student's health or are otherwise contraindicated.
- If a student holds genuine and sincere religious beliefs that are contrary to receiving immunizations, the student must provide a signed letter stating such. In accordance with existing public health law, the College may require supporting documents.
- ***Students claiming an immunization exemption should be aware that in the event of an outbreak, to protect the student from exposure, they may be excluded from classes, campus, and or affiliated facilities***.
    - ***The student may also be permanently excluded from affiliated facilities according to their respective policies.***
- Boosters are indicated when required titer results are negative. Titers must be re-taken and filed no later than ***60 calendar days*** from any boosters obtained. Failure to do so will be considered non-compliance.
    - If a student cannot demonstrate immunity through boosters, they must provide a signed letter from their private physician stating so.
- Hepatitis B and Meningococcal vaccinations are not required but are highly recommended. *In lieu of these vaccinations, the respective waivers must be signed and filed* with CertifiedBackground.
- **Important***: Affiliated clinical venues, including the Foot Center of New York, may require additional health requirements and/or repeat previously obtained tests. Students must comply with such requirements or risk being precluded from participation at such venues. This will likely result in not completing the podiatric medical program.*

SPECIFIC YEARLY REQUIREMENTS

Entering 1st Year:

Deadline: 1st day of orientation with 30 day grace period

1. History and physical completed and signed by the student's physician, with documentation of a physical examination within the past year.
    a. Use NYCPM **AND** Icahn forms only. Proprietary forms will not be accepted.
2. Full background check.
3. A tuberculosis skin test (PPD) and, if positive, please see "Health Policies Pertaining to ALL Students" above for details.
4. Tetanus, Diphtheria, Pertussis (TDAP ***not*** TD only) booster within 10 years
5. Demonstrated immunization against rubeola (measles), mumps, rubella, and varicella through positive antibody titers. Please see "Health Policies Pertaining to ALL Students" above for exceptions.
    a. Booster(s) if negative
        i. Follow-up titers if booster

6. Completion of the NYCPM "Meningococcal Disease Form" acknowledging information regarding meningococcal meningitis. Students are not required to be immunized against meningitis but are required by New York State to submit the completed form as a condition for enrollment. Students are strongly encouraged to obtain the immunization.
7. Entering students are strongly encouraged to obtain and document Hepatitis B immunizations and show immunity via Hepatitis B surface antibody titers. Please see below for third year requirements.
8. Current medical or sickness and accident insurance as described below.

2nd Year/3rd Year:
Please note ***three (3)*** deadlines:

Deadline 1: First day of Semester III – 1st week in June – no grace period
1. Updated tuberculosis skin test (PPD) and, if positive, please see "Health Policies Pertaining to ALL Students" above for details.
2. TDAP (***not*** TD only) if more than 10 years old or not previously uploaded.

Deadline 2: First day of Semester IV – 1st week in January – no grace period
1. Influenza vaccination
2. TDAP (***not*** TD only) if more than 10 years old or not previously uploaded.
3. Hepatitis B recommended
    a. If taken, dates of vaccination and hepatitis B surface antibody titers
    b. If not taken, signed declination and hepatitis panel

Deadline 3: 1st week in April– no grace period
1. Updated history and physical completed and signed by the student's physician
    a. Use NYCPM **AND** Icahn forms only. Proprietary forms will not be accepted.
2. Modified updated background check
3. Updated tuberculosis skin test (PPD) and, if positive, please see "Health Policies Pertaining to ALL Students" above for details.
4. Re-upload admission titers for MMR and Varicella

Entering 4th Year:
Deadline: First day of Semester VII or June 1st – whichever comes first – no grace period
1. Updated history and physical completed and signed by the student's physician
    a. Use NYCPM **AND** Icahn forms only. Proprietary forms will not be accepted.
2. Modified updated background check
3. Updated tuberculosis skin test (PPD) and, if positive, please see "Health Policies Pertaining to ALL Students" above for details.
4. Influenza vaccination (deadline: September 30)
5. Re-upload admission titers for MMR and Varicella
6. TDAP (***not*** TD only) if more than 10 years old or not previously uploaded.
7. Re-upload Hepatitis B information from previous years
    a. If taken, dates of vaccination and hepatitis B surface antibody titers
    b. If not taken, signed declination and hepatitis panel
8. 10 panel urine drug test

New York State requires that any student who fails to comply with all requirements within 30 days following matriculation **be suspended from all classes, including labs, exams, library, computer labs and all other campus resources.** Additionally, no student may participate in an externship, outside rotation or clinical elective, or interact with patients in the Foot Center or affiliated medical facilities without a current physical examination and immunizations on file with the Student Health Office through CertifiedBackground. Students in clinical rotations may be refused admission to clinical sites if appropriate and complete records are not provided.

Student Sickness & Accident Insurance Policy

All students are required to carry an acceptable health insurance or sickness & accident policy. All students are required to purchase the accident & sickness insurance offered by NYCPM, unless it is documented that the student is covered under another acceptable policy. The cost for NYCPM's student accident & sickness policy will be automatically charged to each student's account each semester for one half-year of coverage. The student may accept the policy, request to waive the policy based on documentation of other acceptable coverage throughout the covered period, or apply for additional coverage at additional cost. To waive it, submit acceptable proof of alternate coverage including a photocopy of your insurance ID card, within the periods defined below. If waived, the premium for that tuition period will be refunded.
Coverage periods are from July 1 through December 31 and from January 1 through June 30, with the exception of incoming freshmen whose first coverage period begins on their matriculation date. Open enrollment periods, during which students may change their coverage, occur 30 days preceding each coverage start date, except in the case of entering freshmen. September freshmen may submit the Enrollment/Waiver form up to September 30, and January freshmen may do so up to January 31. Changes at other times are not permitted except for "qualifying events" such as being dropped from family coverage. For details concerning NYCPM's student health insurance policy, please contact the Medical Insurance Coordinator at 410-8050.

Academic Support Services

New York College of Podiatric Medicine enjoys a very high level of student retention, due in part to careful selection of candidates for admission, and in part to College-wide efforts of faculty, staff and fellow students to assist those students who are challenged by various circumstances which could potentially jeopardize their successful completion of the D.P.M. degree. Several of these services are described in the sections that follow. To summarize, Academic Support Services at NYCPM include the following:

- Academic Advising by faculty members;
- Reviews of examination questions and correct answers to assist students to improve their mastery of subject matter;
- Peer tutoring by outstanding students who are paid for their services;
- Counseling by a professional counselor;
- Accommodations for students with disabilities, including learning disabilities;

Accommodations for Students with Disabilities

The College provides reasonable accommodations for students with documented disabilities, as required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Section 715 of the New York State Education Law as amended, and other applicable laws. Students are advised of their rights and responsibilities during the admission process, including the responsibility to seek any reasonable accommodations in a timely manner. NYCPM's policy on accommodations is found in the Appendix of this Handbook.

Counseling

NYCPM provides the services of a qualified counselor to assist students in addressing personal concerns, which are often interrelated with academic concerns. Individual, couple or family psychotherapy is made available, via referral, as described in the Student Health Insurance Policy. The counselor can help you understand your situation and your options and deal with problems more effectively. Counseling sessions are confidential. You are encouraged to see the Dean for Student Services for counseling referrals or contact the counselor directly. Some matters of mental and emotional health are outside the scope of the counselor's practice, and referral to other professionals outside the College may be indicated.

Tutoring

A student experiencing difficulty that jeopardizes his/her success in a course may obtain tutoring by a well-qualified peer tutor free of charge. Please be aware that availability of tutoring is limited and not guaranteed. Policies governing the use of this service are:

1. The need for tutoring must be evident, as in the case of students on academic probation, those who have scored low in early evaluations in a course, and those with documented learning disabilities.
2. Tutoring ordinarily becomes available after the first evaluation in a course or when need becomes evident. It is available from the beginning of the course, and strongly recommended, for students with evident needs as described above. A successful student seeking tutoring from 'Day 1' has no basis to claim the need.
3. New tutoring assignments will not ordinarily be made shortly before final exams.
4. A student receiving tutoring must meet all tutoring appointments. Tutoring will be terminated for any student who fails to do this.
5. Full class and laboratory attendance is required of students receiving tutoring; tutoring cannot be a substitute for attending class. Class attendance of a student receiving tutoring will be monitored closely, and students with unexcused absences will be denied tutoring.
6. Students receiving tutoring must complete all class assignments.

Students in need of tutoring should contact the Coordinator of Student Services (ext. 8055).

Students interested in **working as tutors** must first qualify for, and apply to participate in, Federal College Work Study (see next topic). Tutors must adhere to all guidelines for Work Study participants, and must meet specific criteria and follow procedures for tutors, set and published by the Office of Student Services.

Federal College Work Study (CWS)

The **Federal College Work Study** (CWS) program is designed to provide limited on-campus employment to assist students in meeting educational expenses. Your need for such employment is determined from the FAFSA. To participate you must also be making satisfactory academic progress. CWS becomes a part of your financial aid package; however, earnings are not credited to your account but rather paid in biweekly paychecks. Refer also to the Financial Aid section of this Handbook and the College web site for related information.

Work under CWS is limited by the federal funds received for the year by NYCPM, the number of jobs available and the number of qualified students seeking employment. The amount of federal funds and the number of hours of help requested by all departments determine the formula for utilization of CWS funds in terms of hourly wage, number of hours a student may work weekly, and the annual earnings cap per student. This formula ensures equitable access to CWS employment for all eligible students, as well as balanced service to all departments extending over the full year.

To apply for CWS employment, obtain and read the details available from Student Services, including procedures, forms, regulations and a list of available jobs. Typically, jobs available may include **tutoring** fellow students, **note-taking** in classes, particularly if required for students with disabilities, and assisting in the Library or in various administrative offices of the College.

Library Resources and Services

The library facility of the New York College of Podiatric Medicine includes print, audiovisual, and electronic resources and is located on the second floor of the clinic wing. The library is professionally staffed and the existing materials are designed to complement each other. Seating includes electrified study carrels for quiet, individual study or audiovisual use.

Print Resources: The print resources include bibliographic and instructional material which serve and support the curriculum, research and clinical needs of the students, faculty, and members of the podiatric profession. The collection of over 13,000 books and bound journals is housed in open shelves in an environment that permits easy access by library users. All books are arranged on the shelves according to the National Library of Medicine (NLM) classification system. The print collection includes circulating and reserve monographs in the pre-clinical and clinical medical sciences as well as in the field of Podiatric Medicine, general and medical reference books.

Electronic Resources The library is located adjacent to the computer center. The computer center houses 46 computers equipped with Internet Access, Microsoft Office Programs, as well as the library electronic book catalog, PubMed and Ovid Medline, Anatomy TV, Cochrane Databases, Up-To-Date, and access to many of the library's full text electronic medical journals and books. In addition the college provides a wireless Internet network in the library and adjacent areas. It is designed for students and faculty to use their personal laptop computers in those areas. They must have a wireless network card. If they do not, one can be checked out of the library

Audiovisual: The audiovisual resources contain online materials and CD-ROM titles as well as videotape and DVD material. The titles are representative of subject matter in both the pre-clinical and clinical sciences. Every subject area studied during the four years at NYCPM is represented in the collection.

Library Staff:

Director ..... Thomas Walker, MSLIS
Librarian..... Paul Tremblay, MLIS, MA
Library Assistant ..... Merleen Chisolm
Assistant Librarian ..... Michael Perlman, MSLS

Library Hours

- The library is open for general use as follows:

Monday through Thursday from 7:00am to 11:00pm
Friday from 7:00a.m. To 8:00p.m.
Saturday from 8:30a.m. To 8:00p.m.
Sunday from 11:00a.m. To 8:00p.m.

*Coverage may be reduced on holidays and on special occasions.

Print Collection

All persons wishing to use library services must have their NYCPM PHOTO ID AVAILABLE. No services will be given to anyone without an NYCPM Photo ID.

Library Classification

All books and audiovisual materials are arranged on the shelves by **CALL NUMBER** according to the **National Library of Medicine (NLM)** classification system. The computerized card catalog is the ESSENTIAL tool to use in locating materials in the library's collection; this is an alphabetical author/title/subject file listing the library's holding and providing their call number/location. Books as well as audiovisual materials are included.

Collection

Books: The print collection emphasizes materials on biomechanics, orthopedics, podiatric medicine, sports medicine, dermatology, etc... Current medical journals, reserve books, reference books and indexes, rare books, and yearbooks are also available.

Electronic Resources: The library subscribes too many of its peer reviewed journals online as well as in a print format. There are also various well known bibliographic databases such as PubMed, Cochrane Databases, Ovid, Anatomy TV, NetAnatomy as well as many others.

Rare Books: These materials may be used in the library only. The library contains a growing collection of rare and early textbooks and pamphlets in the field of podiatry. Historical material relating to the school and its founders is also preserved.

Reference Books and Indexes: There are dictionaries, directories, encyclopedias, atlases, bibliographies, handbooks and required textbooks and course reserve materials for use in the library only. In addition, the library supports MEDLINE© searching through various Interfaces such as PubMed® and MEDSCAPE®. For a complete list of all tools available and for any aid in using them please consult the library webpage or the librarian.

Periodicals: The library currently subscribes to over 150 journals. Over half of these are available online free of charge (for members of the college community) on any computer at the college. Access from home is available through password access. Bound journal volumes are shelved alphabetically by title in the journal stacks. Lists of current journals by title and subject are in a binder at the front desk and also on the library computerized book catalog available through the library webpage.

Computers: Computers are available in the library for student use. Software includes Microsoft Word, Excel, and PowerPoint. Anatomy TV, PubMed, Ovid, and Cochrane Databases are available as well as various other CD-ROM's titles. High Speed Laser printers are available for output. Students are encouraged to do their papers on the computers and save either to their

floppy disks or H: Drive. . Individual instruction is provided by the Information Systems Department (extension 8064).

Yearbooks: An almost complete collection of yearbooks from previous classes that have graduated from the school is on file. These may be consulted in the library only.

Newspapers: The New York Times is provided Monday through Friday; copies are kept for the current week and then discarded. The Tuesday Science section is kept for several weeks. The Chronicle of Higher Education is kept for three months.

Circulation Policy; Print

IT IS REQUESTED THAT NO LIBRARY BOOKS BE TAKEN TO THE ANATOMY LAB!

Circulating Books: A maximum of five (5) books on different subject, from the general collection, can be borrowed at any one time by students for a period of one (1) week. The book may be renewed twice. Renewals may be done in person with student ID or by sending an email using the NYCPM email to twalker@nycpm.edu or ptremblay@nycpm.edu. The library staff may disallow a renewal if the book is reserved or is in heavy demand.

Electronic Resources: Students are given immediate access to library electronic resources upon successful admission and enrollment to the college. Access to these resources continues until one year after graduation to the college. **(1,2)**

Reserve Material: Reserve material (maximum of two items) may be checked out after 12:00pm and must be returned to the library by 12:00pm the following school day. Materials may be reserved in advance for a specific date. Students may not take out RESERVE items in two consecutive days. ALL UNBOUND JOURNALS ARE TREATED AS RESERVE MATERIAL.

Reference Collections: Certain major textbooks, required books, and course reserve material assigned by the faculty are available for use within the library only. Such items **DO NOT CIRCULATE** and are not allowed out of the library. They are available on a first come, first served basis for use in the library only and for a limited time period depending upon usage.

1= Students who withdrawal from the college immediately forfeit access to library electronic resources.

2= Canadian students are granted access throughout their tenure at the college, it is terminated upon completion of their program

Personal Reserves: Any material signed out of the library will be held, on its return, for anyone so requesting. It is the responsibility of the requester to keep checking if the book has been returned.

Book Depository: When the library is closed books should be returned to the book depository located next to the entrance of the library. No excuses for late returns will be accepted. Overdue materials must be returned in person to the library so that fines do not accrue.

Late Fees: To ensure the smooth operation of the library and its borrowing policy, late fees are as follows

Circulating Books……..$ .25/day for each overdue book
Reserve Material…….$5.00/day for each overdue item, at 9:01
Damaged Materials……cost will be the current list price

NOTE: REPEATED FAILURES TO RETURN BORROWED MATERIALS OR PAY FINES WILL AUTOMATICALLY RESULT IN THE LOSS OF BORROWING PRIVILEGES AND A REPORT WILL BE FILED WITH THE HONOR COUNCIL. ALL FINES MUST BE PAID BEFORE NEW MATERIAL MAY BE SIGNED OUT OR RENEWED. FAILURE TO RETURN RESERVE MATERIALS ON TIME, ESPECIALLY DURING EXAM PERIODS, WILL RESULT IN IMMEDIATE SUSPENSION OF BORROWING PRIVILEGES.

Consequences of non-compliance include the following:

1. Failure to return reserve materials on time, especially during exam periods, will result in immediate suspension of borrowing privileges.
2. All fines must be paid before new material may be signed out or renewed.
3. The Director of Library Services will generate an email to the students informing them of their delinquency, the materials involved, the fine, the fee schedule (including charges for lost books), and the suspension of their library privileges until then have paid the fine in full.
4. Delinquent fines will be added to the student's account, resulting in a Bursar hold on registration, transcripts, diploma and other Registrar services. They will also be reported to the Dean of Student Services.
5. If a book is not returned within 90 days of checkout, the book will be presumed lost and will be replaced at the borrower's expense. The purchase price of the current edition of the book plus the accrued fine as of the date the replacement is received will be reported to the bursar and added to the student's account. An effort will be made to locate a copy of a book that is out of print; if not available a lost book charge of $250.00 will be assessed.

Library Services

The services of the library are available to the faculty, students, administrative staff, residents, alumni, technicians, and all college and clinic employees.

Reference: The library staff will gladly assist patrons in finding and using materials and publications, as well as specific information in compiling bibliographies, in verifying citations

and in generally offering suggestions to implement research. Don't be afraid to ask for assistance.

Interlibrary Loan (ILL): Reprints of journal articles and some books, which the library does not own, may be obtained through the Brooklyn, Queens, Staten Island, Manhattan, and the Bronx (BQSI-MB) Library Consortia, Basic Health Sciences Library (BHSL) consortia, or through a grant made possible by the Metropolitan New York Library Council (METRO).

Finding your journal articles: The first step is to make sure you have the author, title, exact name of the journal, volume, issue, pagination, and the MEDLINE or PMID unique identifier number, if possible.

Next, check if the library has the journal by looking in the library computerized book catalog (available through the college webpage) or at the printed list at the front desk (ask for it!). This will tell you which issues/years the library has of each journal title.

The library's journals are generally located in one of two places. Titles specifically dealing with the foot/ankle are in the section located near the main desk (across from the Director's office). Other journals are located and alphabetically arranged by title in the left and center book stacks in the print library. Many of the library journals are available online through the library webpage under 'Full-Text Journals' which list them in alphabetical order. The *Journal of Bone & Joint Surgery* is located with the general journal collection in the left stack. Additional copies of this journal are also available online through the library webpage. If you cannot find what you are looking for, ask a library staff person, since some specific journals are kept as reference or reserve books or may be located in special places.

If the library does not have the journal, you may put in a request for an Inter-Library Loan. You may request this from any of the library staff people (see sample form at the end of this section). Inter-library loan request form is also available on the library webpage, please fill out all requested fields.

Please check back with the library in about 3-5 days to see if your requested items have been received.

General Rules For All Library Users

NYCPM photo ID's **MUST** be worn by all users in the library at all times. No services will be given to anyone without the proper photo ID.

All packages, briefcases, knapsacks, backpacks, etc., are subject to inspection at any time, if brought into the library. Personal items must not be left unattended. The library is not responsible for personal property.

Personal property and any materials to be disposed of must be removed from a workstation when leaving the library. Any personal property left at a workstation or elsewhere when a student has left the library will be removed by library staff and placed in a storage area where it can be

claimed upon proper identification. This is to keep unused workstations available for other users.

PLEASE NOTE WHILE FOOD IS FORBIDDEN THROUGHOUT THE LIBRARY, BOTTLED CLEAR LIQUIDS AND BEVERAGES IN APPROVED SPILL PROOF CUPS ARE PERMITTED IN ROOMS 203, 204 AND THE *LIBRARY.* (*Please* see student handbook section on eating.)

All materials removed from the library must be checked out at the circulation desk.

All persons utilizing the library are expected to behave in a professional manner. Any person found using the library inappropriately will be asked to leave the library for the day.

Always act in such a way as to be considerate of other nearby who are studying

Anyone not complying with any of the above regulations will be asked to leave the library and may be subject to disciplinary action by the HONOR COMMITTEE.

Alumni Library Usage

All Alumni may use the library (identification confirming alumni status will be required). In-House privileges will be allowed only (i.e., no materials circulate). As the college's obligation is primarily to its students and faculty, no borrowing of library materials by alumni can be permitted. Please note that this commences immediately upon graduation. Interlibrary Loan services will be provided free of charge but difficult-to-locate articles will incur a charge of $10 per article.

Library policy concerning privileges for non in-house Alumni, and Affiliates of NYCPM is as follows:

1. The requester must have a proper ID and it must be presented to the person at the library circulation desk.
2. These library hours will apply:

Monday to Thursday: 7:00am-11:00pm
Friday: 7:00am-8:00pm
Saturday: 8:30am-8:00pm
Sunday 11:00am-8:00pm

3. Print material is for in-house use only. Copies may be provided at cost.

4. The library staff will provide research help.

5. Models and charts are for in-house use only.

Student Life: Activities and Organizations

Student Government and Organizations

Student Government

The New York College of Podiatric Medicine Student Association (NYCPMSA) is a local organization of all students at the New York College of Podiatric Medicine. Students become members of NYCPMSA upon admission to the College and upon payment of their tuition and fees. Communication is maintained on a national basis with other student governments through the American Podiatric Medical Students' Association (APMSA).

The officers of the NYCPMSA are the Executive Board, comprised of the President, Vice President, Secretary and Treasurer. Each officer/representative of the Student Association and its subordinate organization(s) shall be, both at the time of candidacy and during his/her tenure of office, a full-time student at NYCPM and shall not be on academic or other probation. Each NYCPMSA Executive Board officer shall serve in office for a period of one (1) year, unless otherwise specified. He/she assumes full tenure of office on July 1 and shall continue until June 30 of the following year. The current Constitution of the NYCPMSA can be found at the College web site.

The **Student Council** is a subset group of the NYCPMSA. The members of the Student Council are comprised of the NYCPMSA Executive Board, the Class Officers (President, Vice-President, Secretary, Treasurer and Alumni Representative), as well as the APMSA delegates/alternates for each of the four classes, the junior representative to the State Society and the President of the local Student National Podiatric Medical Association (SNPMA) chapter. Each Class Officer's service begins and ends with the respective academic year unless otherwise specified. The APMSA delegates and alternates are elected during the Freshman year and retain the office for the duration of all four years.

The Student Council maintains legislative and administrative authority, consistent with College policy, on matters concerning the students of the College. The Student Council makes every effort to represent the interests of the student body by maintaining a atmosphere of collaboration with the administration and faculty.

Organizations and Clubs

The NYCPMSA, as well as its many student organizations, conduct organized activities both on- and off-campus for the benefit of the student body, the College, the podiatric profession and outside communities, as well as activities that are primarily recreational, social or athletic. Events that have been held in past years include the "Foot Ball," a formal dinner dance enjoyed by students, faculty, and administration; the Senior class cruise; the Big Brother/Big Sister luncheon at orientation; and the Student Association-sponsored basketball team which represents the College at the annual national tournament with other schools of podiatric medicine. Activities also include club meetings, presentations by guest speakers, participation in marathons and walks for

worthy causes, foot screenings, bake sales or raffles to raise funds, collections of food, clothing or toys for the poor, and more.

Student National Podiatric Medical Association (SNPMA)

The local chapter of **SNPMA** continues to reach out to the local community of Harlem by volunteering their services and educating the community about the diseases that affect the lower extremity. SNPMA has gained recognition for its annual projects such as Toys for Tots, which happens during the Christmas season along with the annual coat drive. In addition, the club continues to participate in the Meals on Wheels program and volunteers their services by providing foot screenings at churches and organizations in Harlem. SNPMA has raised funds to help people affected by the disaster in Haiti.

American Association for Women Podiatrists (AAWP)

AAWP encourages camaraderie and helps form bonds among the women of NYCPM. It serves as a support group to promote success both at school and in practice, obtaining scholarship assistance for members and promotes volunteer activities. The NYCPM student chapter sponsors an annual Spring Luncheon, invites speakers, participates in fundraisers, and authors a newsletter, the *Barefeet Press*. Club members continue to assist in annual marathons like Terry Fox in Central Park, NYC.

ACFAS Surgery Club

The **ACFAS Surgery Club** at NYCPM is a student chapter of the American College of Foot and Ankle Surgeons (ACFAS). The club hosts a variety of lectures, workshops, journal clubs, and research projects. Students are introduced to the fundamental principles and practices that are essential to podiatric surgery and medicine. NYCPM‟s Surgery Club holds events such as suturing labs under the guidance of Surgery department faculty and residents of Metropolitan Hospital, monthly journal article presentations/discussions, and surgical instrument workshops which introduce club members to common tools used by the podiatric surgeon. The main goal of surgery club is to create a hands on environment in which students can practice what they have been taught during didactic sessions and discuss current topics in podiatric surgery.

Sports Medicine Club

The **Sports Medicine Club**'s goal is to allow for students with an interest in the treatment of athletes to enhance their knowledge through direct applications within the field of podiatry. The club hosts guest speakers experienced in the treatment of athletes and also offers journal club presentations on the most common sports injuries seen in the foot and ankle. Workshops in basic padding, strapping and taping techniques are also offered to club members. The Sports Medicine Club also provides student volunteers for the medical tents at the New York City Marathon and Triathlon.

ASPS Surgery Club

The NYCPM Chapter of the American Society of Podiatric Surgeons, the **ASPS Surgery Club** was established in September 2011. ASPS is an independent organization, formed to collaborate with APMA in representing the surgical interests of APMA members. The purpose of the Surgery Club is to provide students with additional exposure to surgery lectures and workshops and encourage learning beyond the regular curriculum. Past activities have included a workshop on suture techniques and a lecture on "orthobiologics." In an effort to keep students updated on the newest surgical techniques, they hold a bi-weekly journal club and open discussion, to which all NYCPM students are welcome. Planned activities include hands-on workshops on ankle and hallux blocks, as well as internal and external fixation.

Diabetes and Wound Care Club

The NYCPM **Diabetes Club** is committed to raising awareness in the diagnosis, prevention, and treatment of diabetes. This is accomplished via club meetings, journal discussions, and community service projects. Employing a clinically-based approach, meetings provide a setting in which podiatric medical students discuss various modalities in the diagnosis, prevention, and treatment of the disease. Community service projects such as the American Diabetes Association Convention and the Diabetes Walk enable NYCPM to work closely with the ADA in an effort to educate the public of the problems associated with diabetes. The club organizes student volunteers to participate in several foot screenings, such as the aforementioned ADA Convention and the 92nd Street Y. One current objective is to work with other student organizations and clubs to establish a "Diabetes Awareness Day" during Diabetes Awareness Month to provide the surrounding community free foot screenings, pamphlets, videos, health tips, activities, events, and to encourage, motivate, and promote a healthy life-style.

Orthopedics Club

The **Orthopedics Club,** a student chapter of the American College of Foot and Ankle Orthopedics and Medicine (ACFAOM), strives to promote education and enhancement of knowledge in the field of Podiatric Orthopedics and Pediatrics. Their goal is to provide students an opportunity to advance their understanding of evaluation, treatment, management and prevention of lower extremity injuries that result from pathomechanics and orthopedic dysfunction in adults and children through hands-on experience, seminars and workshops. Additional club activities involve a hands-on approach of gait analysis, casting workshops and service projects to help the surrounding Harlem community. The club participates in monthly journal clubs, promoting evidence based culture of critical evaluation and the analytical skills necessary to evaluate orthopedic clinical research.

Pediatrics Club

The **Pediatrics Club** provides an avenue for students interested in the specialty of pediatrics to gain further knowledge and exposure to the field of Podopediatrics. Guest lecturers and workshops on topics such as pediatric gait exams and pediatric orthopedic devices provide critical insight on how to evaluate and treat pediatric patients. Pediatric foot screenings and presentations at local schools allows for hands-on learning and interactions with the local pediatric community. The Pediatrics Club aspires to enhance and encourage the study of pediatric care. The Pediatrics Club has been active on the international front through such efforts as a fundraising effort for a baby in Bosnia diagnosed with Epidermolysis Bullosa and a

drive to collect nutritional and medical supplies for the children of Hardt Haven Children's Home in Ghana.

Radiology Club

The **Radiology Club** at the New York College of Podiatric Medicine strives to promote education and the enhancement of knowledge in the field of radiographic imaging in podiatry. Our goal is to provide students an opportunity to advance their understanding of evaluation of various radiographic imaging modalities (such as x-rays, MRI's, etc.) as they relate to podiatry by providing hands-on experience, educational seminars and workshops. We believe that through this mission, we will positively affect the public's awareness of podiatrists in the field of radiology and encourage a better understanding and appreciation for students who are interested in this subject.

International Podiatry Club

The **IPC**'s objective is to explore podiatry worldwide, with hopes of extending podiatric medical attention to those in need outside of the US. This has been accomplished with an annual podiatric mission to Jamaica. With the aid and support of students and faculty this mission trip includes several 3rd year podiatric students, a DPM faculty member, and a team from Washington. Through the guidance of attending faculty, the students apply their clinical skills to provide medical attention to those patients who cannot otherwise afford it. In addition to providing basic medical and foot care, our students scrub in and assist with surgical procedures.

International Student Association

Our main goal is to assist international students in choosing appropriate externship and residency programs suitable to meet their needs with the help of Dr. Eckles, NYCPM Dean of clinical and graduate department.
ISA has allowed international students to form a community in which they can reach out and ask questions on topics including but not limited to life after NYCPM, the correct work visa (H1/J1) to be obtained, residency interviews and how they are different for international students.
We also host Q&A sessions and enable students to get in touch with guest speakers who have experienced the same journey, including senior students, residents and attendings.

Practice Management Club

The NYCPM **Practice Management Club** exists to advance the study of podiatric practice management and to increase the student body's exposure to relevant issues pertaining to operating a medical practice. The club emphasizes the importance of acquiring certain practice management skills such as being familiar with billing and coding.

Forensic Podiatry Club

The purpose of the forensic podiatry club is to create awareness of the use of podiatry in the field of forensic science. We evaluate the human foot with various techniques like foot imprints

and impressions. We facilitate various workshops and lecture series. We take a close look at current cases involving the use of forensic podiatry to solve crimes.

Public Health Club

NYCPM's **Public Health Club** strives to promote and enhance both knowledge and participation in the field of Public Health. Public health as it pertains to foot health plays an important role in the daily work of podiatric physicians. The Club promotes good health, disease prevention and patient education on issues that pertain to their general health and foot health. The Public Health Club is proud to work closely with the community and is always seeking local, state, and national community events, concerns and promotions. Members actively engage in local foot screenings and health fairs, and participate in philanthropic activities as those opportunities arise. In addition, they present journal articles to keep their members informed on the latest research. The Public Health Club also provides opportunities for student research with faculty.

Asian-American Podiatric Student Association

The **Asian-American Podiatric Student Association** seeks to promote an understanding of podiatric medicine, especially within the Asian-American community, and a networking opportunity for Asian-American students at NYCPM and those from other podiatric medical schools. Activities include seminars and workshops involving guest lecturers and journal discussions, participation in health-care events, outreach and service to underserved communities locally and in Asian countries, and joint social events with students from other podiatric medical schools.

Physicians for Human Rights

The **Physicians for Human Rights-NYCPM** Chapter is a non-sectarian club that promotes the common values of pluralism, tolerance, and respect for human rights of all peoples. As medical students and human rights activists, they take stands against poverty, violence, disease, and discrimination. As future medical professionals, they are guided by ethical obligations to serve humanity by healing and saving lives. This mission is accomplished by sponsoring workshops and activities on issues related to domestic violence, child slavery, human trafficking, disparities in healthcare among specific groups, and international issues. The Club also raises funds for international charities including United Nations International Children's Emergency Fund, United Nations World Food Programme, and Mercy Corps.

Hispanic American Podiatric Student Association (HAPSA)

HAPSA is a medical Spanish club that encourages students to expand or develop their knowledge of the Spanish language. In a community where a large portion of the podiatric patients are Spanish speaking, our goal is to create an environment where students feel comfortable communicating with their patients. We host clinic based Spanish lessons for all levels, as well as practice the language within the East Harlem community through Foot screenings. This allows students to gain exposure to native Spanish speakers before they enter their clinical years, as well as provide extra enhancement of the language to students who are

more advanced speakers. The club is open to all students, even without prior knowledge of the language.

Student Publication Opportunities

Footnotes

This quarterly student newspaper, sponsored by grants from the Alumni Association, provides a great publishing opportunity for NYCPM students. Its mission is to enhance morale and the sense of community among students and staff. It serves as a conduit for information and upholds standards of excellence, knowledge and professional-ism that exemplify podiatric medicine.

Podiatric Medical Review

This student-managed and edited professional journal serves as a channel for medical publication by podiatric students nationwide. The NYCPM chapter of PMR

Additional Student Publication Opportunities

In addition to the publications mentioned above, additional opportunities for students in publishing at either the professional or social level include a student chapter of the American Podiatric Medical Writer's Association, APMSA's *First Step*, the *Yearbook*, published by the NYCPM Yearbook Committee, and the *Student Alumni Report*, produced by the Student Alumni Representatives from each class, who provide a link between the student body and the Alumni Association.

Starting a New Student Club

Policies related to the establishment of student clubs and organizations, and the conduct of their activities, are found in the NYCPMSA Constitution and Bylaws. Interested students at NYCPM are welcome to establish and operate student clubs under policies set by the Student Government (NYCPMSA). It is essential that they stay in close communication with student government officers for guidance. If a club is to be a local affiliate of a larger (e.g., national) organization, it is essential to also comply with the criteria set by that organization.

Note: Please also see the topic "**Planning and Conducting Organized Student Activities"** in the chapter **"Facilities and Services for Students."**

Senior Year, Graduation and Beyond

Preparing for Graduation and Residency

Senior year is a very busy time. For this reason the Divisions of Student Services and Clinical Studies begin supplying you with the information you need many months in advance of graduation. Even so, you need to be aware that certain processes occur only if you initiate them in a timely manner.

Applying for Residencies: CASPR

Key web addresses are: www.casprcrip.org

www.CASPRweb.org

Residency selection and planning should begin early in the third year of study, if not sooner. During the third year, students will make decisions about senior year study which will take them to many of the residency programs they are interested in. The office of Clinical Education and Graduate Placement will provide resources and counsel regarding placement and will oversee student progress through the senior year as well as monitor and facilitate applications to residency. Staff from CASPR visits the College in April to speak to and orient students in the last months of their Junior year about the selection process.

In 2008 a newly designed residency selection model was implemented. CASPRweb is an on-line service on which seniors create individual profiles. This profile will be "loaded" with documents required by residency programs such as transcripts, clinical evaluations, letters of evaluation and Part I Board Scores. These items will be viewable by designated residency directors and they, in turn, will invite students to interview through CASPRweb, based on the information provided. Match results are viewable via CASPRweb in April of the senior year.

CASPRweb is designed for placement activities only. Detailed information regarding residency locations, timelines, and interviews can be found on CASPRCRIP.org. Students should make themselves familiar with this webpage early in the process and visit it frequently for updates.

It needs to be underscored that the timelines and application procedures in CASPR/CASPRweb are absolute. Students must ensure that they have completed all necessary paperwork with CASPR so that the system can work as intended. National Board scores, for example, must be released by the student to CASPR. Deadlines within the process are rigid and unforgiving; the office of clinical education will advise of approaching deadlines, but students have a primary responsibility to complete their applications in a timely manner.

Residency placement is highly competitive. There is no guarantee that every candidate will receive a placement. CASPR, COTH (Council of Teaching Hospitals), CPME and the Colleges make every effort to ensure continuation of an appropriate level of post-graduate positions.

If viewing this page online, the links above (use CTRL/Click) will connect you to the CASPR resources described here. Further information can be obtained from the Clinical Education Office.

Remember that it is necessary to **fill out and sign a transcript request form** in order for the Registrar to supply your transcript and National Board scores to CASPR.

Applying for the D.P.M. Degree and Diploma; the Graduation Packet

Eligible candidacy for your D.P.M. degree is verified by a **degree audit**, performed by the Registrar, who tracks your progress and classifies you as an eligible degree candidate when you have met all graduation requirements (listed under Academic Life). You must also have fulfilled all financial obligations to the College. You must **apply for the D.P.M. degree and diploma by the published deadline**, and show exactly how you want your name to appear on your diploma. The paperwork for this, and for ordering your **cap and gown**, etc., will all be brought to your attention by the Registrar in a **Graduation Packet**. You must check your e-mail daily and meet your responsibilities in a timely manner. Participation in the graduation ceremony is mandatory.

Prior to graduation there is a rehearsal to familiarize all participants with the details of the ceremony. On the occasion of the rehearsal, important information is given to, and collected from, those about to graduate. Participation in the rehearsal and the actual ceremony is mandatory. Instructions for graduates and their families are provided in hard copy as well as online.

The graduation ceremony is held off-campus. Timely arrival of all graduates and their guests (who must have tickets) is essential. Photos are taken professionally during the ceremony, and there are restrictions on other photographic activity to avoid disruption of the ceremony. Detailed instructions are published several weeks before the event.

The Dean's Letter (now known as the Podiatric Medical Student Performance Evaluation)

The New York College of Podiatric Medicine provides an official Podiatric Medical Student Performance Evaluation Letter for every 4th year student who applies for residency and submits the appropriate authorizations for release of information. It is intended to represent an impartial evaluation of the student's academic, non-academic, and clinical performance at the College. Pertinent information is collected from the student's file and transcript, as well as from a questionnaire and curriculum vitae that the student may voluntarily contribute. Any assertions by a student as to their extra-curricular activities, honors, etc. are cross-checked with data in their file and the Student Services office. Once the letter is constructed and finalized by the Podiatric Medical Student Performance Evaluation Letter committee, it is reviewed, amended as needed, and signed by the Academic Dean. The signed letter is uploaded to CASPR for each student's profile so that it may be reviewed by residency directors.

The Podiatric Medical Student Performance Evaluation Letter is in addition to the personal letters of recommendation required by CASPR and does not take the place of such letters.

Senior Exit Survey and Senior Exit Interview

All graduating seniors are required to complete the **Senior Exit Survey**, conducted prior to graduation. All students who receive Federal Loans from NYCPM are required to participate in an **online** "**Exit Interview"** prior to graduation or separation from the College. Diplomas and transcripts will be withheld for failure to comply with the Exit Interview requirement.

Final Transcript

Your **Final Transcript** shows not only the completion of all course requirements for the D.P.M. degree, but also the awarding of the degree and the date, as well as graduation with honors (Cum Laude, etc.) if applicable. It cannot be issued before your actual graduation date. If you make an early transcript request but want the request held until the degree is added to your transcript, indicate that on the transcript request.

APMLE; Licensure

For licensure, nearly all states require that candidates take and pass the APMLE, given by the National Board of Podiatric Medical Examiners (NBPME). The set of examinations consists of three parts. Passing Part I is a graduation requirement at NYCPM. The National Board allows only those candidates who have passed Part I to take Part II, and only those who have passed the first two parts may take Part III. Application for each part of the examination must be made prior to the announced application deadlines. Full information, including test dates, application deadlines, an online candidate bulletin, and helpful FAQs about the exams, can be accessed at NBPME's website, http://www.apmle.com.

For the class of 2015, the Registrar's Office obtains and distributes APMLE applications, and collects completed applications for transmittal to NBPME with the exam fee. Starting with the Class of 2016, the student must register online directly with APMLE and pay the applicable fees. With the direct online process, the Registrar receives a list of all eligible registered students and verifies their College status.

Students should address all other inquiries regarding registration, fees, test centers, authorization forms, and score reports to:

Prometric/NBPME
1260 Energy Lane
St. Paul, MN 55108
Telephone: (877) 302-8952

Division of Graduate Medical Education

In support of the College's mission and goals, the objective of the Division of Graduate Medical Education is to provide a lifetime of continuing education to graduates, the podiatric community, and College faculty in order to maintain professional and clinical standards of excellence. The College is a CPME (Council on Podiatric Medical Education) approved sponsor of CME; a full program of seminars carrying from 1 to 30 CME credits is offered throughout the year at locations nationwide (predominantly in the northeast). The College also participates as CME sponsor of events in partnership with a number of independent stakeholders in podiatric medicine. Full details about coming courses and affiliations can be found on the College webpage.

The Division also supervises Continuing Residency Education at numerous area hospitals. The College is an accredited co-sponsor of residency training and also provides support including administrative and consultative services to area hospitals which have approved residency positions. These activities also fall under CPME oversight through its role as primary accreditor for all podiatric medical and surgical residency programs nationwide. A current list of affiliated institutions is given in the Appendix.

Library Privileges for Alumni

In an effort to encourage graduates to continue their pursuit of professional knowledge, knowledge, the College grants all alumni access to the Library's online services for one year past their graduation date. The College also grants lifetime access to the Library, with ID, for use of hard copy materials within the reading room.

The Alumni Association

Graduates of NYCPM automatically become members of the Alumni Association. No membership dues are assessed for the first 1½ years. The Association functions as an independent organization which elects its own Officers. It promotes various programs which provide benefits to its membership. However, the primary purpose of the Association is to support the College. It makes frequent donations of clinical and lab equipment and educational materials. It provides support for various student projects, and generally helps program activities that further enhance the quality of education and student life at NYCPM. Student Alumni Representatives (one elected from each class) provide a vital link between the student body and the Alumni Association, and produce the newsletter ***Student Alumni Report***.

For further information, contact the Office of Alumni Relations at (212) 410-8058.

Financial Policies of the College

The New York College of Podiatric Medicine is a private not-for-profit institution chartered by the Regents of the University of the State of New York. The College does not receive Student Capitation support from New York State. A tuition and fee schedule is established annually by the College administration and approved by the Board of Trustees.

Students who have not fully satisfied their financial obligations as provided in this policy statement shall be denied entrance to class and clinical rotations, as well as the use of other College facilities and services (see Financial Holds).

First Year - First Semester

Candidates offered admission to NYCPM are required to respond to the offer and submit a nonrefundable tuition deposit in the amount of $1,000 to confirm their intent to enroll and to reserve their place in the entering class. The number of places in the freshman class is strictly limited, and accepted candidates who fail to confirm their intent to enroll in a timely manner will be replaced. Effective with the Class of 2015 (entering class of 2011), the timetable for responses and tuition deposits for the September entering class is as follows:

- Candidates accepted through March 31 are required to respond and submit their tuition deposit within 30 days following acceptance.
- Candidates accepted between April 1 and June 30 must respond and submit their deposit within 14 days following acceptance.
- Candidates accepted on or after July 1 will be asked for an immediate reply and deposit.

For the January entering class, the timetable for responses and deposits is as follows:

- Candidates accepted through October 31 are required to respond and submit their tuition deposit within 30 days following acceptance.
- Candidates accepted between November 1 and November 15 must respond and submit their deposit within 14 days following acceptance.
- Candidates accepted on or after November 15 will be asked for an immediate reply and deposit.

One hundred percent (100%) of the remainder of first-semester tuition and fees, less credit for approved student loans and scholarship awards, is due the first day of the start of the first semester. After 10 business days from the start of the semester, students with outstanding account balances will (unless mitigating circumstances are documented) be withdrawn from the College.

All Other Semesters

The tuition & fees charges and approved loans and scholarship awards will be posted onto the student's account 10 business days before the commencement of classes. Students will be able to view their account balances on JICS. Students will be notified when the information is made available for review on the JICS system. The full account balance's remittance is due the first day

of the start of each semester. Students with outstanding account balances will have a Bursar Hold placed on their accounts after 10 business days from the start of each semester and may be suspended. Until full remittance is made, students cannot register, obtain transcripts or other Registrar services, borrow library materials, use campus facilities, or graduate. The College's financial policies are detailed in Student Handbook.

Part-Time Enrollment

Students enrolled for less than a full load or part-time for any semester will be charged tuition and fees according to the schedule shown under **Tuition and Fees**. All students registered for 12 credits or more pay the flat full-time tuition.

Note: All tuition and fee payments should be made payable (via check or money order), to the New York College of Podiatric Medicine and directed to the Office of the Bursar.

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SPECIAL NOTE:

Students are allowed 30 days from the start of each semester to apply "approved" loans as credit toward tuition. This provision attempts to assist students who have completed all of the required financial aid paperwork and have their loans certified for disbursement, but await the transmission of checks from the various lenders.

Students who have not completed the required paperwork, or are denied loans, or have not requested loan amounts which cover the tuition balance in full, will be charged an 8% APR finance charge from the first day of classes for each semester. Students requiring financial aid are required to apply for loans and to submit all of the required financial aid paperwork at least 8 weeks prior to the start of each semester to avoid the 8% APR finance charge on past due account balances. Students who are accepted too late to be able to comply with this deadline must receive approval from the Business Office in order to register for classes.

Note: All tuition and fee payments should be made payable (via check or money order), to the New York College of Podiatric Medicine and directed to the Office of the Bursar.

Financial Holds

Students who fail to discharge their financial obligations to the College prior to each published registration period will have a Bursar Hold placed on their accounts. Until such obligations are satisfied, students cannot register, obtain transcripts or other Registrar services, borrow library materials, or graduate, nor can **former students with unresolved financial obligations to the College**, including certain student loans in default, obtain transcripts or other Registrar services.

The below tuition refund policies do not pertain to elective courses. Please see **Withdrawal from an Elective Course** elsewhere.

Students who officially withdraw (demonstrated by an official, dated letter from the Dean), or are otherwise separated from the College within the first five weeks of a semester will receive pro-

rated refunds of **tuition,** according to the schedule and percentages listed in the table of tuition refunds. Refunds are calculated based on tuition amounts actually paid and remaining on account after the return of Title IV funds as calculated under Government rules. Withdrawal during any semester will result in forfeiture of any institutional scholarship award applied to that semester and contingent upon enrollment throughout the semester. Consequently the student shall be liable for the additional tuition. The request must be presented to the Bursar's Office with a copy of the Dean's letter granting separation and showing the effective date thereof.

Return of Title IV funds

Prior to the 1998 Amendments, section 484B of the HEA required all schools, participating in the Title IV programs to use specific policies when a student who received Title IV funds ceases attendance at the institution. Under the 1998 Amendments, section 484B of HEA does not dictate a refund policy, but prescribes the amount of the Title IV funds a student has earned at the time when a student ceases attendance. It has no relationship to the student's institutional charges. It is based on a proportional calculation through 60 percent of the payment period. The new requirements do not prohibit an institution from developing its own refund policy or from complying with a refund policy required by an outside agency.

If the student withdraws/drops out/is expelled before his/her first day of class of a payment period, all disbursed Federal Subsidized and Unsubsidized Loan, Federal PLUS Loan, or Federal Perkins Loan funds are an overpayment and must be returned to appropriate Federal program(s) account by the institution. If the institution cannot document attendance in any class during the payment period, the student is considered to have dropped out before the first day of class.

Note: Dropping out of some classes, but not all classes, is not considered a withdrawal and does not trigger the refund provisions. Final regulations provide that a student granted an approved leave of absence should be considered to remain in an in-school status for the Title IV HEA loan repayment purposes. However, if the student does not return, the student's withdrawal date and beginning of the grace period is the date that the student began the leave of absence.

When a student withdraws, the final disposition of Title IV funds is determined by Government regulation based on the date of withdrawal.

The procedure is as follows:

1. Determine the date of withdrawal and determine the percentage of the payment period or period of enrollment attended by the student.

2. Determine the amount of the Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled. Percentage of time enrolled is calculated by taking the number of calendar days completed in the payment period of enrollment divided by the total number of calendar days in the same period, as of the day the student withdrew. (Calendar days include weekends and vacations periods during the enrollment period.)

3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under case management rules (34 CFR 668.164(g). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.

4. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been disbursed directly to the student once institutional charges were covered.

5. Distribute the unearned Title IV aid back to the Title IV program.

   Note: When doing the return calculation, round to the third decimal place up one **if** the fourth decimal place is 5 or more. **There is one exception to this general rule.** Monetary amounts may be reported in dollars and cents using normal rounding rules to round to the nearest penny. Final payment amount that the institution and student are each responsible to return may be rounded to the nearest dollar.

Time Frame

Funds must be returned to the Title IV accounts within the time frame allotted as determined by the federal regulations.

Late Disbursements

Late disbursements are to be made within 90 days of the date the institution determines that the student withdrew rather than the date the student became ineligible. An institution can credit the student's account with post-withdrawal disbursement without the student's (or parent's, in the case of a PLUS loan) permission for current charges for tuition and fees up to the amount of outstanding charges. For other current charges for other educationally related activities, the institution needs a student's permission (a parent's, in the case of a PLUS loan), as applicable, if the student or parent accepts the funds. If the institution does not obtain permission after the student's withdrawal to credit student's account for other educationally-related activities, the undisbursed earned funds must be offered to the student and cannot be used by the institution to pay remaining institutional charges other than tuition and fees.

Distribution of Aid Being Returned

1. Direct Lending Program/Subsidized
2. Direct Lending Program/Unsubsidized
3. Federal Perkins Loan
4. Federal Grad PLUS
5. Loans for Disadvantaged Students (LDS)
6. Health Professions Student Loan (HPSL)
7. Scholarship for Disadvantages Students (SDS)

NOTE: Detailed information about financial aid and institutional scholarships is given in the next section of this Handbook.

Tuition and Fees

The following schedule of tuition and fees applies to all full-time students of the D.P.M. program, per semester, during the 2015-2016 academic year. Fees are subject to change.

Tuition and Fees per Semester, Academic year 2015-2016

Item	January* T1, T2, T3	Freshman Semester I	Freshman Semester II	Sophomore Sem. III	Sophomore Sem. IV	Junior per Sem.	Senior per Sem.
Tuition	$9,866.67	$14,800.00	$14,800.00	$14,800.00	$14,800.00	$13,800.00	$13,800.00
Background Check Fee	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Student Assoc. Fee	106.67	160.00	160.00	160.00	160.00	160.00	160.00
Technology Fee	167.00	250.00	250.00	250.00	250.00	250.00	250.00
Ext. Hosp. Educ. Fee	400.00	600.00	600.00	600.00	600.00	600.00	600.00
Materials Fee	67.00	100.00	100.00	n/a	n/a	n/a	n/a
Protective Clothing Fee	50/0/0	n/a	50.00	50.00	n/a	25.00	n/a
Graduation Fee	n/a	n/a	n/a	n/a	n/a	n/a	200.00
Semester Totals		15,910.00	15,960.00	15,860.00	15,810.00	14,835.00	15,010.00
Jan. Class T1 total	10,657.34						

* January entering classes are charged pro-rated amounts over the full academic year (3 tuition periods) so as to pay the same total tuition and fees as September entering students of the same graduating classes.

Explanation of Fees

The fees listed in the table above are paid by all students in the semesters indicated. and are utilized for specific purposes as follows:

The entire **Student Association Fee** is passed along to the Student Government.

The **Background Check** is performed by the student prior to coming to NYCPM.

The **Technology Fee** is used to help defray the costs of technological services to students, including computers, software, access to electronic library materials, virtual microscopy, web-based video capture of classroom lectures, and other enhancements to instruction and evaluation.

The **External Hospital Education Fee** is used to subsidize fees charged by required outside hospital affiliations, which enhance the clinical education of the senior students. It was determined that this fee should be billed across all four years in an effort to spread the cost and minimize the financial impact to students.

The **Graduation Fee** is collected from seniors to cover graduation expenses.

The **Materials Fee** is charged only in the freshman year to cover the costs associated with preparation and duplication of study and lab materials.

Protective Clothing and equipment is provided by the College for use in laboratories and certain clinical settings. Fees are charged for these services for the semesters in which they are provided.

In addition to the fees listed above which apply to all students, the following fees apply only to certain students as noted:

Retesting Fee: There is a Retesting Fee of $50.00 per retest for those students who must take a retest.

The **Board Review Fee** of $750.00 applies to those who have not passed Part I of the National Boards by the end of their junior year and must take this mandatory review.

NYCPM students must carry accident and sickness insurance and must take the National Board (APMLE) examinations. The premiums for the insurance (except when waived) and the fees for the National Boards are collected by the College and passed on to the providers of these services. The table below lists the amounts currently collected per semester in the years indicated.

2015-2016 INSURANCE AND NATIONAL BOARD FEES SCHEDULE, PER SEMESTER

Fee per sem., when applicable	Senior	Junior	Soph.	Freshman	January*
Accident & Sickness Insurance	$886/867	$886/867	$886/867	$589/867	$886/867
National Board Fee I	n/a	n/a	n/a	n/a	n/a
National Board Fee II	n/a	n/a	n/a	n/a	n/a

[1]The Insurance fee (explained below) is collected only from those students who elect the coverage arranged by the College. **National Board fees are no longer collected by NYCPM, students must pay these fees directly to the testing agency.

Explanation of Insurance and National Board Fees

Accident & Sickness Insurance is required for all NYCPM students. To provide the best health insurance coverage at the lowest cost, NYCPM has negotiated a group rate for the student body. Please note that the Health Insurance Fee will be waived if students can demonstrate equivalent coverage under family or private medical insurance. **EACH YEAR INSURANCE FEES ARE AUTOMATICALLY ADDED TO EACH STUDENT'S ACCOUNT. IT IS THE RESPONSIBILITY OF THE STUDENT TO WAIVE COVERAGE (EACH YEAR) IF ELIGIBLE BY COMPLETING AND SIGNING THE APPROPRIATE WAIVER FORM BY THE APPLICABLE DEADLINE**.

The **National Board Fee** is collected and passed on to the National Board of Podiatric Medical Examiners for Parts I and II of the APMLE. Students are required to pass Part I in order to graduate. Any students who initially fail Part I must retake the Part at additional expense.

Tuition Refunds

Students who officially withdraw (demonstrated by a duly executed letter by the Dean) or are otherwise separated from the College will receive partial refunds only of **tuition actually paid** (i.e., after any scholarship deductions) according to the schedule and percentages listed below.

To obtain such refunds, a formal letter of request must be presented to the Bursar's Office with a copy of the Dean's letter granting separation. The Dean's letter must have an official "effective" date. The below tuition refund policies do not pertain to elective courses. Please see W**ithdrawal from an Elective Course** elsewhere.

Schedule of Tuition Liability and Refund Eligibility upon Withdrawal from the College

Time of Withdrawal	Charge	Refund
Within the First Two Weeks of a semester	20%	80%
During the Third Week of a semester	40%	60%
During the Fourth Week of a semester	60%	40%
During the Fifth Week of a semester	80%	20%
After the Fifth Week of a semester	100%	No Refund

Students who officially withdraw within the first five weeks of a semester are entitled to partial refunds of tuition only (percentage dependent of the effective date of withdrawal) after all other financial obligations to the College have been satisfied. A student who withdraws after the fifth week forfeits 100% of tuition.

Withdrawal during a semester results in forfeiture of institutional scholarship(s) awarded for that semester, and the resulting additional tuition liability is deducted from any refund for which the student would be eligible.

Less than Full-Time Enrollment

Students enrolled for less than a full load for any semester will be charged tuition and fees according to the following schedule:

A) Twelve (12) credit hours or more: Full tuition responsibility

B) Eleven (11) credit hours or less: $800 per credit hour

C) Fees are not prorated and will be assessed at full value as appropriate

Fees for Make-up Time (See Attendance in Clinical Rotations & Clerkships):

Days to Make Up	Amount
1-5	$150.00
6-10	$300.00
11-15	$450.00
16-20	$600.00

Individuals having questions regarding payments and the related schedules should contact the Business Office. If you have any questions regarding Financial Aid please contact the Financial Aid Office.

Fees for Registrar Services

The Registrar's Office provides services to enrolled students, former students and graduates of the College. The following services entail fees as indicated.

Processing Fees, Office of the Registrar

Official Student Transcript	$5.00/copy
Student Transcript (Unofficial)	$1.00/copy
Graduate/Former Student Transcript	$10.00/copy
Unofficial Board Scores (Current students only.) (All others must request scores directly from NBPME)	$5.00/copy
Clinical Evaluation	No fee
Dean's Letter (Graduates)	$10.00
Verification of Education	$10.00
Special Handling (overnight delivery) etc.	$18.00 minimum*
Duplicate Diploma	$85.00**

*Additional fees apply for registered mail, international delivery, etc.
Plus actual cost of postage and handling. See policy on diplomas under **Academic Life.

ALL REQUESTS MUST BE IN WRITING, SIGNED AND ACCOMPANIED BY THE APPROPRIATE FEE. REQUESTS WILL BE FILLED IN THE ORDER RECEIVED.

Financial Aid

Financial Aid at NYCPM is awarded on the basis of demonstrated financial need, the availability of Federal Resources and the amount of institutional scholarship money available. All students applying for financial aid should also attempt to secure assistance through outside lending institutions, and are encouraged to apply for outside scholarships and grants. NYCPM is eligible to participate in the following student aid programs:

- Direct Lending Program, Subsidized
- Direct Lending Program, Unsubsidized
- Federal PLUS Loans for Graduate Students
- Federal Perkins Loans
- Federal College Work Study (CWS)
- Health Professions Student Loans (HPSL)
- Loans for Disadvantaged Students (LDS)
- Scholarships for Disadvantaged Students (SDS)

Guidelines for Financial Aid

The Department of Financial Aid follows the guidelines established by the Federal Government for awarding student aid. Virtually all student aid programs require that the student establish a need for financial assistance before being considered. At present, 95% of NYCPM students receive some form of financial aid. A student's need is determined by a standard procedure in order to assume equity in the treatment of all borrowers. For this purpose, the New York College of Podiatric Medicine employs what is called the "Needs Analysis System" which requires the submission of the Free Application for Federal Student Aid (FAFSA).

Financial Aid is awarded on the basis of an academic year which consists of two semesters. Generally, for upperclassmen, the first semester begins in June/July and the second in January, ending the academic year in May. The academic year for First-Year students begins in September and ends in May.

Student financial assistance is never automatically renewed. Students are expected to file an application for renewal of student aid each academic year. The amount of financial assistance is subject to adjustment, each year, depending upon the student's financial need and the availability of student aid funds. It is the prerogative of the Financial Aid Office to adjust awards or alter the composition of the student's package as circumstances dictate.

When the College has reviewed a student's application and supporting documentation, the student will receive notification of his/her eligibility for financial aid. Students will receive an e-mail notifying them that their award letter has been posted online. Additional instructions regarding completion of the online entrance interview and guidance in signing the Master Promissory Note will also be mailed electronically to the student.

Students may wish to provide the Financial Aid Office with information beyond that requested on the FAFSA which would be helpful in the College's consideration of his/her request for aid. Such requests should be submitted in letter form to the Financial Aid Office no later than three weeks after the date of filing these reports. Although the College will accept material after that time, there is no guarantee that the level of funding of college commitments at the later date will permit adjustment of awards.

All documents, correspondence and conversations with the applicant, the applicant's family and the Financial Aid Office are strictly confidential. The Financial Aid Office provides advice and assistance in the development of a student's financial plan and also participates in the awarding of scholarships, loans, and work study employment to qualifying students. All awards are based on financial need and availability of funds.

Additional information is available from the Financial Aid Office.

General Requirements for Eligibility

To be eligible for Federal financial aid, the student must:

1. Be an enrolled student attending at least half time.
2. Be a citizen of the United States, or a permanent resident with the appropriate documented authorization from the United States Immigration Service.
3. Not be in default or owe a refund on any U.S. Department of Education Title IV grant or educational loan, and provide written certification of that fact.
4. Have financial need as determined by an approved Needs Analysis System.
5. Maintain satisfactory academic progress (defined in the section on Academic Standing).
6. File a statement of educational purpose stating that all financial aid funds received will be used for educational purposes.
7. File a statement of Selective Service Registration Status to indicate compliance with Selective Service regulation.
8. Complete an online student loan Entrance Interview. Those students borrowing for the first time at NYCPM are required to complete an Entrance Interview for all loan programs.

Need

Federal student aid is always awarded on the basis of need. Need is the difference between the student's Cost of Education (educational expenses) and the amount the student can afford to pay, as determined by the Needs Analysis System and calculated by a standard formula. This amount, after calculations, is called the Expected Family Contribution (EFC). Need is determined by evaluating the information the student files on his/her FAFSA application. Factors such as income, assets, and benefits are all considered in determining the student's Need for financial assistance. Parent's income information is required in order to evaluate a student's file for the purpose of awarding funds from the Health Professions Student Loan (HPSL) Loans for Disadvantaged Students (LDS), and Scholarship for Disadvantaged Student (SDS). Further information may be obtained from the Financial Aid Office.

If you are a student with a disability, educational expenses may be higher and need therefore greater because of costs associated with the disability. Therefore, the Financial Aid Office, along with a State representative, will work with you to make sure these added expenses are recognized.

Policies and Procedures for Verification

All students who wish to apply for financial aid must complete the FAFSA (the Federal application for financial aid) for each respective year of attendance at the college. A select number of students will have their ISIR (output document published in response to the FAFSA) flagged for verification. The college is required to verify certain items on the ISIR before the student can receive his/her financial aid. Students will be asked to submit a copy of their federal tax return (including spouse if married), proof of non-taxable income if not filing a tax return, proof of size of their household, proof of citizenship and other items requested by the college. The student must submit the requested documentation within 30 days after the request has been made. Students who fail to submit the requested documentation within that time frame will have their financial aid awards rescinded. Any request for additional time should be e-mailed to the Office of Financial Aid. The Office of Financial Aid will compare the documentation submitted by the student to the information reported on the FAFSA for consistency. Students will be notified by e-mail if corrections to their FAFSA are required. A student's financial aid will be released upon receipt of a revised and corrected ISIR.

If a student receives Federal financial aid because of information reported incorrectly, the student is required to repay any portion of aid he/she should not have received.

Any person who intentionally makes false statements or misrepresentations on a Federal Aid Application is violating the law and is subject to a fine and/or imprisonment under provisions of the Criminal Code.

Financial Aid Resources Available to NYCPM Students

Direct Lending Program, Unsubsidized

Note: Effective July 1, 2012 the subsidized Direct Loan program will be eliminated. All loans originated and certified will be unsubsidized. The yearly amounts will not be impacted. The borrower may request funds from $40,500 to $47,167 based on his/her academic year.

The Unsubsidized Direct Lending Program provides up to an additional $38,667, based on the length of the academic year. However, since the Federal Government does not subsidize the loan, interest payments are required during the in-school periods and during the grace and deferment periods.

Federal PLUS Loans for Graduate Students

These are additional unsubsidized federal loans that are available to graduate students. Students can borrow the difference between their costs of attendance less their financial aid. Borrowers applying for this program should be aware that they will undergo a credit check by the lender.

Aggregate Federal Loan Limits

The aggregate limit for Subsidized and Unsubsidized loans is $224,000 (graduate and undergraduate combined). Students should remember to borrow conservatively, so as to not exceed the aggregate limit.

Federal Perkins Loan

The Federal Perkins Loan Program administered by the college, provides low interest loans (5%) to students with exceptional financial need. The Perkins Loan is fully subsidized by the government during the student's period of enrollment (at least half-time), grace period, and all eligible deferment periods. Students applying for the Perkins Loan must complete the FAFSA online and the NYCPM application and check off consideration for this program.

Awards to students are based on a percentage of the amount of Perkins funds available as compared to the total amount of student financial need. A yearly maximum of $8,000 and a cumulative maximum, including undergraduate and graduate loans of $60,000, is allowed by federal regulations. However, the amount available to loan in Perkins funds is dependent on federal contributions and collections. No origination or guarantee fees are deducted from the Perkins Loan.

The Perkins Loan is applied directly to the student's tuition account. The money will be disbursed in two disbursements (one per semester).

Repayment begins nine months after graduation. Deferral and cancellation of portions of the Perkins Loan are allowed for certain eligible activities. Information on grace and deferment periods will be provided upon request, prior to the signing of a promissory note. The College is required to notify a national credit bureau indicating that a student has borrowed under the Perkins Loan Program at the time the loan is disbursed.

Federal College Work Study (CWS)

College Work Study programs provide part-time employment for students attending institutions of higher education who need financial assistance to help meet their cost of education.

A student's CWS award depends upon Need, the amount of CWS funds allocated to the institution by the Federal Government, eligibility for the program and the amount of financial aid the student will receive from other loan programs and funding sources.

CWS students are paid by the hour and at least once a month. Students are usually placed in jobs according to their skills, areas of study, class schedules and academic progress.

Health Professions Student Loan (HPSL)

The HPSL program administered by the College provides low interest loans (5%) to eligible students. No interest is charged to students until after graduation. Interest is computed on the unpaid principal balance and begins to accrue upon expiration of the grace period unless a borrower is eligible for deferment status. The length of the repayment period is twenty-five years. All students applying for HPSL must provide parental income documentation. Students applying

for the HPSL program must complete the FAFSA online and the NYCPM application and check off consideration for this program.

Information on grace and deferment periods will be provided prior to signing of the HPSL promissory note. The amount available to loan in the program is dependent on federal contribution, student eligibility for the program, and the student's financial need and collections.

Scholarships for Disadvantaged Students (SDS) and Loans for Disadvantaged Students (LDS)

The SDS and the LDS programs were created by the Disadvantaged Minority Health Improvement Act of 1990 for the purpose of providing financial assistance for disadvantaged health profession students.

Funding for these programs is provided to students dependent on their meeting the criteria of an individual from a disadvantaged background, or from a family with an annual income below a level based on low income thresholds according to the family size published yearly by the U.S. Bureau of the Census. Students must provide a copy of their parent(s)' federal return for the year requested to determine eligibility. Students applying for the SDS and/or LDS program must complete the NYCPM application and check off consideration for this program.

Note: Terms and conditions on repayments of the LDS loans are noted on the promissory note.

Disbursement of Personal Loan Component of Student Loans

Effective July 1, 2010, the U.S Department of Education (DOE) is responsible for the delivery and disbursement of the federal student loan programs, without the participation of banks and other lenders.

Refunds in excess of tuition, fees & housing charges will be issued for students beginning with the third week of the semester. Students are notified by the Bursar via e-mail when checks are available. As per the academic policy of the college, students must be cleared by the Registrar to register for the next semester before their financial aid will be disbursed to their accounts. It is the responsibility of each student to obtain funding from other sources to cover immediate personal expenses until refunds are issued. Students needing a retest will experience a delay in clearance to register and consequently a delay in issuance of a refund check, and must plan their finances accordingly.

Exit Interviews

All students who receive federal student Loans from NYCPM are required to participate in an Exit Interview **online**. This must be done prior to graduation or separation from the College. At this interview, terms and options of repayments, deferment, plus student and lender rights and

responsibilities are addressed. Diplomas and transcripts will be withheld for failure to comply with the Exit Interview requirement.

Institutional Scholarships

A limited number of merit-based scholarships are awarded to selected incoming Freshmen. These scholarships are distributed over the four-year program and continued eligibility is based on continued academic eligibility and continued enrollment over eight consecutive semesters.

Scholarships for continuing students are also available (see below). Announcements for such scholarships are made during the academic year to all continuing students. The Scholarship Committee meets on a regular basis to review and identify eligible students for the specific scholarships. **Please note: All scholarships are subject to annual review and are awarded based on availability. New awards may also become available. All scholarship applications and announcements are transmitted via e-mail by the financial aid department and/or the scholarship committee.**

Procedure for Awarding Scholarship Benefits

All scholarship money awarded by the New York College of Podiatric Medicine shall be applied towards tuition and fees. One half of the scholarship amount will be applied to each of the next two semesters for which the student is registered and academically eligible. Should there be a balance at the end of the academic year, and surplus will be applied to the next academic semester. Exception: Graduating seniors with a scholarship balance will be presented with a final check (less any financial responsibilities incurred) at graduation.

Withdrawal from the college prior to completion of a semester will result in forfeiture of all academic scholarships disbursed for that semester. The student will be liable for any unpaid tuition as a result of this forfeiture.

Scholarships which may be awarded to selected students include the following:

ACFAOM Timothy Holbrook Memorial Award for Orthopedics and Medicine

This award is sponsored by the American College of Foot and Ankle Orthopedics and Primary Podiatric Medicine (ACFAOM). This award is given to one senior student for excellence in Orthopedics and Primary podiatric Medicine.

Dr. Leo S. Eannace Family Scholarship

This award is given to the senior "…who has demonstrated unusual abilities in primary podiatric care as well as compassion and an extraordinary degree of humanism…", as determined by the clinical medicine department.

Dr. Leon Goldman Award for Biochemistry

This award consists of a plaque given to the student who has shown excellence in Biochemistry.

Jonathan Robertozzi Foundation Memorial Scholarship

This award is sponsored by the NJ Podiatric Medical Society. It is given to two junior students who demonstrate public involvement with the profession at heart, has financial need and is a NJ resident. Students will be asked to submit a letter of intent and a CV by the scholarship committee.

Pedinol Award for Dermatology

This award is given to a junior student who has achieved excellence in dermatology.

APMA Educational Foundation Student Scholarship

The amount and number of winners is determined each year by the APMA. Applications are sent to the financial aid office and announcements are sent to the students. Traditionally these awards selections are based on GPA, community and leadership activities and a written essay.

J. T. Tai Foundation Scholarship

This award is given to seniors who have shown academic excellence and financial need.

Steven Seifer Memorial Scholarship

Initiated by Monroe Seifer, NYCPM Chairman Emeritus of the board of trustees. It is awarded to three outstanding students in the sophomore class for highest academic achievement.

Dr. Elizabeth H. Roberts Memorial Award for Excellence and Empathy in Podopediatrics

Initiated in 1998 by alumna Elizabeth H. Roberts, D.P.M., Professor Emeritus and Trustee Emeritus of the college and Charter President of the American Podiatric Medical Writers Association. The award is made to a senior student who has shown excellence in podopediatrics as determined by the Department of Orthopedics & Pediatrics.

Dr. Patricia Ellsworth Kopenhaver, BA, MA, D.P.M. Endowed Scholarship

Initiated in 1997 by alumna, Patricia E. Kopenhaver, D.P.M., Trustee of the college and Charter President of the American Association of Women Podiatrists. The annual scholarship awards academically qualified female members of the NYCPM student chapter of the AAWP. Application information is posted in the spring for a June 1 deadline. The award selection process is subject to annual review at the discretion of the sponsor.

NYCPM Scholarship

This award is currently given to students in the sophomore, junior and senior years based on academic standing.

Podiatric Insurance Company of America Scholarship

This award is given to two senior students who have shown outstanding academic achievement.

STJ Orthotics Scholarship

Awarded annually by STJ Orthotics, a manufacturer of podiatric orthotics, and co-sponsored by a member of the orthopedics faculty. The scholarship is awarded to the senior who has demonstrated outstanding academic performance in podiatric orthopedics.

Sidney Solid Award

This award was named in honor of Dr. Sidney Solid , D.P.M., who named the college as his heir. This award is given to two juniors and two senior students who have demonstrated positive accomplishments and service to the podiatric community.

Student Service Award

This award is given to one sophomore, junior and senior student as voted on by their class.

The Andrew Harris Kooper Fund

This award is given to two junior students who "epitomize ethics and goodwill" and have financial need.

The Dr. David Gutierrez Scholarship Fund

Sponsored by the Bronx Division of NYSPMA, The Dr. David Guttierrez Scholarship Fund was established in 2009 to honor the memory and continue the efforts of Dr. Guttierrez as well as all our past members who have devoted their time and energy towards helping their community and profession.

In order to be eligible to apply for the scholarship, applicants must meet the following criteria:

(1) Must be of Non-European, Hispanic origin
(2) Must be a 4th year student, in good standing, at the New York College of Podiatric Medicine
(3) Must reside in the New York State and have intentions of practicing in New York State

The Joseph "G' Levitz, D.P.M. Clinic Prize

This award is given to a senior student who has shown clinical excellence in area of podiatric medicine as selected by the clinical faculty.

The Israel Goldstein Award

This award is given to a junior student who has shown academic excellence and community service.

Scholarship inquiries should be directed to the Financial Aid Office.

Health, Safety and Security

Illness, Accident

When anyone becomes ill or has an accident, the senior staff member in the department should be notified to take the necessary action. If it occurs in a laboratory or clinic, the clinic clerk or the person in charge should be notified. The injured or ill person should not be left unattended. Student illness should be reported to the Division Dean and the Dean of Student Services.

Lost and Stolen Property

NYCPM is not responsible for personal belongings, including books, instruments and microscopes, whether missing from lockers or anywhere else in the building.

It is advised that students purchase homeowners insurance for off-campus thefts. All thefts, whether occurring at home or in school, should be reported to the Security Department for the School and the Police Department so that the police can document them and assign complaint numbers. This step is absolutely necessary so that you can report the incident to the Insurance Company with the complaint numbers assigned by the Police Department. The Insurance Company WILL check with the Police Department.

If a lost item is found on campus and the owner is not known, the item should be turned in to the Security Department and will be dealt with according to the policy listed on page 6. A person who has lost personal property on campus should check immediately with Security to see if it has been turned in or collected.

Background Check

All entering students are subject to a criminal background check as a condition of enrollment (See ***Catalog*** chapter on Admissions). The related policy and procedures are detailed in the Appendix of this handbook.

Health Documentation Requirements

Students are required to document immunity to certain communicable diseases as required by New York State law and to have an annual physical examination while enrolled at the College. State-mandated documentation related to physical examinations and immunizations is explained in the chapter "Facilities and Services for Students". Higher education institutions in New York State are required to suspend any student who fails to comply fully with these requirements within 30 days following matriculation, until the student is in compliance.

Student Accident & Sickness Policy

All students are required to carry an acceptable health insurance or sickness & accident policy. They are required to purchase the sickness & accident policy offered by NYCPM unless covered under another acceptable policy, as explained in the chapter on **"Facilities and Services for Students."** Details and enrollment materials are available from the Office of Student Services.

Bodily Injury Policy

A student who has sustained an injury, including but not limited to a wound or fall, within College-authorized venues, including but not limited to laboratories, classrooms, or hallways, should abide by the following procedures:

- Report the injury to the area supervisor immediately.
- With a wound of any type or depth, wash the area immediately with soap and water. Cover lightly with a dry, sterile dressing if possible.
- With bodily injury, protect the area as well as possible.
- If the Foot Center of New York is in operation, report to the Clinic Administrator or Medical Director for evaluation and referral to the appropriate medical practitioner or facility.
- If the Foot Center of New York is not in operation, the student should present to a private doctor or area Emergency Department as soon as possible for evaluation and possible treatment.
- After evaluation and treatment has been rendered, report the incident to the Department of Safety and Security as soon as possible, as outlined under "**Incident Reporting"** elsewhere in this Handbook. This incident report will be forwarded to the following:
    - Vice President for Administration
    - Vice President of Operations
    - Medical Director of the Foot Center of New York
    - Clinic Administrator of the Foot Center of New York
    - Dean of Student Services
    - The appropriate departmental Chair or Dean in whose department the injury occurred.
- The above is the recommended protocol by the Administration of the New York College of Podiatric Medicine. If a student does not avail himself/herself of the recommendation, he/she may be asked to sign a "Refusal of Treatment" form.

A student who has sustained exposure to body fluid should follow the protocol outlined under the "**Blood and/or Body Fluid-Borne Pathogens Policy"** below.

Blood and/or Body Fluid-Borne Pathogens Exposure Protocol and Policy

For exposure sustained at the Foot Center of New York (FCNY) by a student through, but not limited to, laceration, needle-stick, or fluid splash:

1. The student must rinse the exposure area immediately and cover if appropriate.
2. The student must report the exposure to the attending clinician immediately after rinsing.
3. Appropriate preliminary first aid should be administered by the attending clinician.
    a. If more extensive treatment is necessary, the student must be immediately referred to a practitioner appropriately credentialed for such treatment if available or nearest emergency department.
4. Attending clinician must try to obtain consent for testing of the source patient or individual to determine HIV, HCV, and HBV status.
    a. If consent is given, appropriate specimens will be obtained by the phlebotomist or qualified licensed practitioner.

b. The FCNY Medical Technologist must forward the laboratory results to the student, source patient's record, and the following individuals:
    i. Vice President for Academic Affairs
    ii. Medical Director of FCNY
    iii. Clinic Administrator of FCNY
    iv. Dean of Clinical Education
    v. Dean for Student Services
    vi. Reporting clinician

5. Counseling to student and source is provided by one of the following individuals:
    a. Patient Advocate
    b. Social Worker
    c. Qualified Clinical Faculty
6. Once stabilized, the student must be offered referral to Metropolitan Hospital Emergency Department (ED) for post-exposure evaluation and treatment.
    a. The attending clinician must arrange College transportation to the ED in consultation with the NYCPM Department of Safety and Security.
    b. If NYCPM residents are available, they should be contacted to help facilitate the student's progress at the ED.
7. If the student refuses treatment and/or indicates that they will follow up with their private physician, an "Acknowledgement Form" (available in all FCNY clinical departments) must be completed by the attending clinician and student.
8. As soon as possible, an "Incident Report" must be filed with the NYCPM Department of Safety and Security. This incident report will be forwarded to the following individuals:
    a. Vice President for Academic Affairs
    b. Chief Operating Officer
    c. Medical Director of the Foot Center of New York
    d. Clinic Administrator of the Foot Center of New York
    e. Dean of Clinical Education
    f. Dean for Student Services
    g. The appropriate departmental Chair or Dean in whose department the injury occurred.

For exposure sustained at any NYCPM-affiliated facility by a student through, but not limited to, laceration, needle-stick, or fluid splash:

1. The student and attending clinician should adhere to protocols 1 – 3 and 8 above.
2. Attending clinician must try to obtain consent for testing of the source patient or individual to determine HIV, HCV, and HBV status.
    a. If consent is given, appropriate specimens should be obtained by qualified personnel.
    b. Counseling provided by the facility's qualified personnel
3. The student should be referred by the attending clinician as per the protocol of the affiliated facility.
4. If the student refuses treatment and/or indicates that they will follow up with their private physician, the affiliated facility's equivalent of a "Refusal of Treatment Form" must be

completed by the attending clinician and student. A copy must be retained by the clinician for filing with the NYCPM "Incident Report" noted in 8 above.

Failure to follow these policies may serve to place at risk the victim's insurance coverage as provided by the College and/or any other institution involved, and, in appropriate instances, may result in disciplinary action being taken by NYCPM. The College undertakes to pay the full cost of any above described (initial) Emergency (visit) received in accordance with the mandates of this policy statement if the host institution, its insurer, the individual's insurer, and the College's insurer all refuse to do so with the College subrogated to the rights of the injured party. The student is solely responsible for filing claims and/or payments associated with any subsequent care related to the initial injury.

You are urged to carefully read the following section, prepared by the Department of Safety and Security. It contains policies and procedures designed to help protect everyone's safety. You have a responsibility to know and comply with them. The <u>Annual Security Report</u> is found in the Appendix.

SAFETY AND SECURITY

Department of Safety & Security

COMPLIANCE WITH THE STUDENT RIGHT TO KNOW
AND CAMPUS SECURITY ACT OF 1990 (CLERY ACT)

The Student Right to Know and Campus Act of 1990 (Clery Act) addresses the problem of campus crime. It insures that interested parties are informed through disclosure of relevant statistics and procedures and that adequate security policies do exist. Federal Law mandates that the annual report with the required information be compiled and submitted during **SPECIFIC DATES DETERMINED BY THE UNITED STATES DEPARTMENT OF EDUCATION. THE CAMPUS CRIME AND SECURITY SURVEY 2015 WILL BE SUBMITTED UPON RECEIPT OF ENROLLING PERIOD.**

There are seven (7) categories that specifically addressed in the law that requires written policy statements by all institutions of higher education.

1. Reporting criminal actions and other emergencies.

2. Security access to college campus facilities.

3. Law enforcement on college campus.

4. Crime prevention programs.

5. Criminal statistics for students and employees.

6. Off campus monitoring and reporting of criminal activities of student organizations.

7. Enforcement and education efforts on the possession, use and sale of alcoholic beverages and illicit drugs on college campus.

Reporting Action and Other Emergencies

Potential criminal action and other emergencies on campus should be reported directly by any student, employee, or faculty member to the Department of Safety & Security by dialing the internal intercom telephone Extension 8111, "O" for Operator (NYCPM Telephone Switchboard Operator) or any security officer. The Operator is fully trained in matters of Safety & Security and operationally is designated as the Central Security Dispatcher.

Upon receipt of a call, security officers are dispatched immediately, via hand-held portable devices-transmitters, to the site of the complaint for summary investigation. Should details warrant, the NYC Police Department, Emergency Medical Services or the appropriate agency will be notified.

Incidents are reportable occurrences that are recorded in the NYCPM Annual Security Report. The following are considered reportable occurrences, but not limited to:

- Accidents, with or without injury
- Dangerous conditions
- Fire / Smoke
- Theft of property
- Lost property
- Mechanical malfunctions
- Unusual occurrences

Incidents that occur within the NYCPM/FCNY confines should be reported to the Department of Safety & Security expeditiously. Methods of informing security include the following:

- Before 7:30 A.M. – Call (212) 410-8182
- 7:30 A.M. through 4:30 P.M. – Call (212) 410-8000 / "0" for the switchboard operator
- After 4:30 P.M. – Call (212) 410-8182

Occurrences causing physical injury, no matter how minor, must be reported to the Department of Safety & Security so that an investigation can be conducted, a complete disposition may be completed and corrective action implemented when necessary.

In accordance with the federally mandated Crime Awareness and Campus Security Act and Chapter 739 of the New York State Law of 1990. The New York College of Podiatric Medicine / Foot Center of New York Provides information relative to crime statistics and security measures to matriculated and prospective students and said statistics are available for the most recent three year period. Consistent with the Clery Act incoming students are provided materials related to Sexual Assault Prevention and Hate (Bias) Crimes.

As of **June 16, 2015** 449 medical students were enrolled in this institution which does not provide campus housing.

Security Access to College Campus Facilities

The New York College of Podiatric Medicine / Foot Center of New York maintains its own Department of Safety & Security Officers. Each officer is readily identifiable by his or her uniform, security patch, identification card. Each officer is certified and registered with the New York State Department of State, Division of Licensing Service, Bureau of Municipal Police (New York State Security Guard Act 0f 1992 and Article 7A of the General Business law). Each officer must satisfactorily complete an eight-hour security course prior to employment, a sixteen-hour on the job-training program within ninety days of employment and an eight-hour annual in-service training course. In addition, each officer must pass a thorough background investigation that includes fingerprint check by the Federal Bureau of Investigation (FBI) and the New York State Division of Criminal Justice Services (DCJS).

There are three (3) main entrances into the institution. They are the college (53 East 124th Street), the clinic (55 East 124th Street) and the Lecture Hall Entrance (57 East 124th Street). These points of egress are continuously monitored by trained security personnel and supported through a Digital Surveillance System (Closed Circuit Television). The CCTV system is operational 24 hours a day, seven days a week and records all activities at **99** designated locations. These recordings are maintained in the security office approximately four weeks. The system is computer accessible thus images may be generated and (or) archived as snap shots or in motion sequences. Storage capabilities include DVD or CDR duplication.

All persons transacting business with the College and within its facilities, including students, faculty, staff and visitors **must** display an authorized identification card and his/her outermost garment. The security staff challenges persons not displaying an authorized identification card. Visitors must first identify themselves, to the satisfaction of the security officer at their point of entry with valid identification. Subsequent to valid identification a visitor's sign-in sheet is maintained to record the name of the visitor and the designated visiting location and/ or person **IN ADDITION TO CONFIRMATIONS VIA TELEPHONE or overhead paging.**

Security personnel continuously patrol the College facilities and grounds to prevent criminal activity, unauthorized entry, violations of the institutional rules, regulations and procedures and environmental safety hazards. Deviations noted during environmental rounds are reported to the appropriate division for correction.

Unauthorized and suspicious persons will be escorted to their proper destination or off the College grounds as the case may warrant.

The Department of Safety & Security maintains the College Lost and Found Department.

The College **PROVIDES PARKING** for its faculty, students and staff that is administratively managed and physically monitored by the Department of Safety & Security. Parking Lot activities are recorded via surveillance system.

Law Enforcement on College Campus

ACCESS CONTROL:
1. Entrance key-lock management protocol.
2. Seven day, twenty- four hours per day entrance control and surveillance.

PATROL:
1. Vertical and horizontal scheduled patrols.
2. Escort protection as needed for faculty, students, staff and visitors.
3. Bank drop escort protection
4. Environmental Safety and Security Rounds (Documented Fire Watch)

INVESTIGATIONS:
1. Assure collection of information and data on complaints and respond to requests for information by internal and external departments, agencies and organizations.
2. Conduct physical searches as required by circumstances, logic, facts and the law.

EMERGENCY RESPONSES:
1. Respond to medical, safety and security emergencies expeditiously and assumes charge as warranted.
2. Develop and implement programs to ensure effective and timely responses to emergencies and crises.

LAW ENFORCEMENT COOPERATORS:
1. Maintain an effective relationship with local police, fire and other emergency personnel.
2. Maintain proficiency with assigned equipment.
3. Make notifications to the appropriate authorities.
4. Provide training for security personnel through accredited agencies.

CRIME STATISTCS FOR STUDENTS AND EMPLOYEES

Included in this document are "The Annual Security report" which discloses the categorical crime statistics and other reported incidents on the campus of the College of Podiatric Medicine / Foot Center of New York. The report covers the period July 1, 2014 through June 17, 2015 which provides the instrument for compliance with related mandated law. Data for the Campus Security Annual Report will be reviewed and submitted to the State inclusive of data reviewed up until the reporting period.

OFF CAMPUS MONITORING AND REPORTING OF CRIMINAL ACTIVITIES OF STUDENT ORGANIZATIONS:

The College does not monitor, nor has the capability to monitor, off campus student organizations as they may relate to the possibility of any organized activities of the student body collectively or individually. The College, however, through its ethics courses, provides the educational guidance to its students to discourage criminal activities and abhorrent behavior.

CRIME PREVENTION PROGRAM

The Department of Safety, in conjunction with other departments and / or outside accredited agencies, will conduct training and information sessions for incoming students on topics which include but not limited to: personal safety, security awareness, hate crimes, domestic violence, stalking, sexual assault prevention and the legal consequences related to sexual offenses.

Information regarding safety and security policies and procedures are distributed to all divisions of the organization in a binder. Updates, revisions and review data are distributed via email and / or hard copies. Additionally, safety information is provided to the entire organization via email periodically. An advisory committee representative of the entire organization exists to aid the Department of Safety and Security in maintaining an open line of communication. The prevention of sexual assault is an area of particular concern thus a booklet defining sexual assault and the consequences therein has been developed for distribution to incoming students. Additional booklets include information relative to Hate Crimes, Stalking and Domestic/Workplace Violence.

SHUTTLE SERVICE

The New York College of Podiatric Medicine / Foot Center of New York provides van shuttle service Monday through Friday, of each week, beginning at 7:15 AM. This service is continuous throughout the day. We transport to various locations throughout the city inclusive of Metropolitan Hospital, Lincoln Hospital, Harlem Hospital, and other destinations as required. The last shuttle of each day (except Friday) is at 11 PM. The transportation schedule is provided to all students via email. Additionally, it is posted at the Lecture Hall entrance. The Lecture Hall entrance is the designated location for those being shuttled to gather. The shuttle schedule is also in the vans that transport the students, faculty and other staff.

ENFORCEMENT AND EDUCATION EFFORTS ON THE POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS ON COLLEGE CAMPUS

DRUG-FREE WORKPLACE POLICY STATEMENT

We, at the New York College of Podiatric medicine / Foot Center of New York, have recognized a special responsibility to ensure a drug-free environment because of our commitment to excellence in medical education and health care. The purpose of this statement is to set forth our policy to provide a drug-free workplace.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on campus grounds, inclusive of the parking areas. Clubs may obtain prior permission to serve beer and wine at specific scheduled events and/ or functions however the activity will be monitored to prevent any potential or actual excessive abuse. Request for permission to consume alcohol at a specific function may be requested from the Dean for Student Affairs.

ILLICIT DRUGS

The College and Foot Center strictly **prohibit** the unlawful manufacture, distribution, possession or use of any illegal drugs, by **anyone** anywhere within the grounds of the institution. The use of illegal drugs by any student, faculty or employee increases the danger that he/she will be involved in an accident that may cause serious injury. Illegal drug use also reduces work productivity and study performance that may impact on those who are not abusing drugs.

Anyone found violating federal, state or city laws, relative to illegal drugs, will be subject to disciplinary action by the College and/ or action by the appropriate jurisdiction.

SPECIAL ASSISTANCE PROGRAM

The New York College of Podiatric Medicine / Foot Center of New York participates in a confidential Special Assistance program which provides professional counseling to students who are drug dependent and/or who may suffer from alcohol abuse. Contact the Physician Recovery Network of the American Podiatric Medical Association.

Any student who has a problem with substance abuse may seek assistance, in confidence, by calling (800) 488 – 4767.

INCIDENT REPORTING

All incidents which occur within the New York College of Podiatric Medicine / Foot Center of New York must be reported to the Department of Safety & Security by dialing the operator ("0") or Extension 8111 between the hours of 7:30 A.M. and 4:30 P.M. At all other times use Extension 8182. Examples of reportable incidents are the following: Accidents, thefts, lost property, dangerous conditions. **Injuries of any type must be reported for proper investigation and documentation. NYCPM/FCNY is committed to maintaining a workplace free of safety risks.**

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Vision and Mission Statement

Vision:
To be an institution of excellence in the field of podiatric medical education.

Mission:
It is the College's mission to provide, to students seeking careers as doctors of podiatric medicine, a comprehensive medical educational program specializing in the medical and surgical management of the lower extremity, with the ability to diagnose systemic diseases and their lower extremity manifestations. The College will prepare students for eligibility for Graduate Medical Education, licensure and practice. Furthermore, it is the College's mission to promote state-of-the art patient care in affiliated facilities, and to pursue research to continuously advance the art and science of podiatric medicine.

The College accomplishes this mission by striving to achieve the following goals:

I. Provide a quality educational environment based upon a comprehensive pre-clinical and clinical science curriculum.

II. Provide skilled and qualified faculty to deliver the educational program.

III. Recruit, accept, enroll and retain highly qualified students.

IV. Provide student services that support the podiatric medical educational program.

V. Develop quality graduate medical education leading to eligibility for Board Certification.

VI. Provide quality continuing medical education programs.

VII. Maintain existing and develop new affiliations with academic institutions, hospitals, extension/satellite clinics and/or community health centers to enhance the education of our students.

VIII. Support pre-clinical, clinical and educational research.

IX. Serve as a global resource to provide information and education on podiatric medicine.

X. Adapt the College to the ever-changing educational and health care environments to promote its educational quality and financial stability.

Accreditation

The New York College of Podiatric Medicine is accredited by the Council of Podiatric Medical Education of the American Podiatric Medical Association. A determination of accreditation by the Council is an indication of confidence in the College to offer a program of quality, deserving public approbation.

The Council's evaluation/accreditation procedures, as well as the educational standards and requirements it has set, have been reviewed and accepted by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

The Council requires that the College maintain a record of formal student complaints for the most recent five-year period. The record specifies the name of the student, the nature of the complaint, the process used in review of the complaint and the final disposition of the complaint. Student complaints are a matter of serious consideration to the College and the College provides appropriate due process to students who seek to address issues of dissatisfaction. The record is maintained in the Office of the Dean. Further information as to how to file a complaint may be obtained from the Dean for Student Services or the Council on Podiatric Medical Education at 9312 Old Georgetown Road, Bethesda, Maryland 20814. Complaints may also be sent directly to the Council.

The New York College of Podiatric Medicine is chartered by the Regents of the University of the State of New York Education Department and is authorized to award the degree of Doctor of Podiatric Medicine. The Podiatric Medicine Program is registered by the New York State Education Department as meeting the professional education requirements for licensure in New York State as set forth in New York State Education Law, the rules of the New York State Board of Regents and the regulations of the New York State Commissioner of Education HEGIS No. 1216.00.

The Foot Center of New York (FCNY) is an Article 28 Diagnostic and Treatment (D&T) center located in New York City. FCNY was certified as a major health care provider of Podiatric Medicine in the communities surrounding the College and its teaching clinics.

Policy on Accommodations in Educational Programs for Students with Special Needs

Purpose

The College complies with the requirements of the Americans with Disabilities Act, the Rehabilitation Act and other federal, state and local laws relating to disabilities in all areas of its operations and specifically in its educational programming.

NYCPM will provide qualifying students with reasonable accommodations consistent with the law. Students seeking accommodations will be expected to comply with the policies and procedures established by the College so that the process can be handled in a timely and appropriate manner. Any applicant or student who has questions regarding the accommodation of disabilities is encouraged to consult with the Dean for Student Services. Medical records and related medical information relating to a student's disability will be kept confidential; the nature of accommodations granted however may become information that is available to faculty and others in the community providing the accommodations.

Podiatric medical education and the practice of podiatric medicine require that applicants, students and the resulting doctors be able to possess the academic and physical capabilities required to successfully pursue the course of study and be able to satisfy the NYCPM technical standards that relate to the ability to practice podiatric medicine. The podiatric medical education provided by NYCPM requires that a graduate be able to complete the rigorous academic curriculum and be prepared for entry into the practice of podiatric medicine, including clinical skills and the provision of patient care. Therefore, students seeking to pursue study at NYCPM should familiarize themselves with the required curriculum and the technical standards of the College, and, upon acceptance into NYCPM, be prepared to confirm that the student can satisfy all the requirements with or without reasonable accommodation.

Establishment of the Existence of a Disability

Adequate, appropriate information and documentation are needed to allow college officials to understand the nature and extent of a disability that affects a student's participation in the College's educational and clinical programming and to develop reasonable accommodations for such disabilities in the educational and clinical programming offered by the College. In order for the College to accommodate the needs of a student with a disabling condition, the student should begin the process for seeking accommodations as early as possible; for students entering with a known disability that may need accommodation, the process should be initiated as soon as the student accepts the offer of enrollment, and in no case less than six (6) weeks before classes begin. For a student who develops or learns of a disability after beginning study at the College, the process should begin promptly since it takes a few weeks to determine appropriate reasonable accommodations.

The following steps are required at a minimum to establish a disabling condition, to assess the need for (a) related accommodation(s) and to determine (an) appropriate accommodation(s):

1. The student must provide information from an appropriately licensed medical professional (or similarly credentialed disability professional). The professional must have the necessary qualifications to accurately diagnose the disability and that it is a disability consistent with the existing definitions. These findings must be set forth on the official letterhead of the professional, which indicates that the individual is licensed in the specialty relating to the diagnosis and the documentation must be dated within the last three years.
2. There should be a statement on the testing performed to establish the disability, with the test dates, tests performed, results and the summary of the tests, as well as information on the certifying official, if any, who performed or administered the tests.
3. A statement must be included that shows the correlation drawn between the testing and the diagnosis. To the extent there is relevant information about medication and/or treatment pertinent to the question of reasonable accommodation it should be provided.
4. A statement that sets forth the functional limitations caused by the disability and how the functional limitations apply to the educational and/or clinical program, including what aspect(s) of the program specifically need(s) to be addressed by an accommodation.
5. A statement discussing what accommodations the doctor believes would be appropriate to address the functional limitation.

Accommodations in educational programming will be provided when the existence of a disability is documented pursuant to this policy and a reasonable accommodation is identified by the College. The mere assertion of such a disability by a student or family members is insufficient to establish the existence of a disability and the appropriateness of an accommodation.

This documentation must be provided to the Dean for Student Services along with an executed Consent for the Release of Medical Information which will allow the College, if necessary, to communicate with the professionals about the effect of the disability. The College may seek consultation from other professionals with expertise in the area of the asserted disability in making its determination on the nature of the disability and/or reasonable accommodations.

After the existence of a disability has been established, a determination of reasonable accommodations will be made on a case by-case basis by the Committee on Academic Performance and Promotion with the concurrence of the Academic Dean or his/her designees. Such determination will consider relevant criteria including but not limited to: the nature of the disability and whether changes in the educational program will be required to provide the accommodation, and what accommodations are available that address the functional limitation. The College may also consider the cost which the College would incur for the accommodation. The College will work with the student to identify a reasonable accommodation for the specific aspect of the educational program, which may not be the accommodation originally sought by the student. The College will work with a student to make this determination as the student moves through the College curriculum.

In the event the College determines that a student's request for an accommodation would require a fundamental change in the NYCPM program of study which is beyond the legal requirement for reasonable accommodation, that a student is not otherwise qualified or able to meet the essential

requirements, the student may appeal the determination as provided by the College's appeal process.

During the course of a student's enrollment at NYCPM, changes to the required curriculum may be implemented from time to time. Additionally, new technology or revised procedures for training medical professionals could be introduced. As a result, the nature of the educational program could be altered in a fashion that impacts an existing accommodation or creates a need to consider an accommodation. Since accommodating disabilities requires that the parties interact about the need for and availability of reasonable accommodations, the student understands that the College and the student may need to revisit issues under certain circumstances, supplement documentation and reassess the need for or reasonableness of accommodations. The College will provide adequate time for the student to present additional documentation if appropriate, and the student is responsible for raising matters timely so that any reassessment can be taken in an orderly fashion.

Professional and Technical Standards for Satisfactory Progress

All students are expected to meet certain technical standards for admission to the College, advancement through the curriculum and graduation with the D.P.M. degree. These reflect a concern for the safety of the students and graduates as well as the patients they treat. The New York College of Podiatric Medicine will not discriminate against disabled individuals, including physically challenged individuals who meet the published technical standards.

Observation

Students must have sufficient vision to be able to observe demonstrations, experiments and laboratory exercises in the Pre-Clinical Sciences and the performance of tasks during clinical rotations. They must be able to observe a patient accurately at a distance and at close hand. They must be able to acquire information from written documents and visualize information as presented in images from paper, films, slides or video. Such observation and information acquisition usually necessitates the functional use of visual, auditory and somatic sensation.

Communication

Students should be able to speak, hear and observe in order to elicit information, examine patients, describe changes in mood, activity and posture and perceive non-verbal communications. They must be able to communicate effectively and sensitively with patients. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team. Communication includes not only speech but also proficient reading and writing in English.

Motor Function

Students should have sufficient motor function to execute movements reasonably required to perform all laboratory course requirements and to provide general podiatric care and emergency treatment to patients. Examples of common daily treatments include providing palliative care of foot conditions, injecting medications such as anesthetics and anti-inflammatories, taking pedal radiographs and assisting at foot and ankle surgery. Examples of emergency treatment reasonably required of podiatrists are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways and the suturing of simple wounds. Such actions require the coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

Strength and Mobility

Since podiatric medical treatment requires sufficient upper extremity body strength and mobility, it would be necessary to evaluate thoroughly candidates for matriculation who are otherwise qualified but who have significant strength and mobility disabilities.

Sensory Skills

Podiatric medical treatment requires enhanced ability in all sensory skills. Candidates must have sufficient exteroceptive sense (i.e., touch) and sufficient proprioceptive sense (position, pressure, movement) to carry out their didactic and clinical responsibilities. Thus, it is necessary to evaluate thoroughly candidates for matriculation who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory/motor deficits, cicatrix formation and limiting malformations of the upper extremities that prevent performance of essential podiatric tasks, including fulfillment of student clinical requirements.

Visual Integration

Consistent with the ability to assess asymmetry, range of motion and tissue texture changes, it is necessary to have adequate visual capabilities for proper evaluation and treatment integration.

Intellectual, Conceptual, Integrative and Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Candidates and students must consistently, quickly and accurately be able to integrate all information received by whatever senses employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

Behavioral and Social Attributes

Students must possess the emotional health, stability and maturity required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients and other members of the health care team. Candidates and students must be able to tolerate physically taxing workloads and to function effectively in stressful, sometimes chaotic environments with multiple distractions and noise. They must be able to carry out their duties including, but not limited to, chart reviewing, patient interviewing, patient examination, and chart writing within a reasonable period of time commensurate with their peers' abilities. They must be able to adapt to changing environments, varying personalities, display flexibility and learn to function in the face of the uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others,

interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational process.

Intellectual, Conceptual, Integrative and Quantitative Abilities to be Involved in Invasive and Exposure-Prone Procedures

Students must be qualified to be personally and actively involved in invasive and exposure-prone procedures, without being a danger to patients, other health professionals and fellow students, while adhering to universal precautions, as defined by the Center for Disease Control. Common procedures would include, but are not limited to skin and nail debridement, skin and nail excision, as well as invasive and exposure-prone procedures such as soft tissue and osseous tissue surgical intervention.

General Considerations

The candidate should be able to perform in a reasonably independent manner. A trained intermediary is not acceptable in that a candidate's judgment may not be mediated by someone else's power of selection and observation.

The College shall endeavor to make reasonable accommodations within budgetary and design-engineering constraints to facilitate the education of the physically challenged student.

Many of the clinical experiences that students are required to complete are located in other health care facilities not under the direct control of the College. The facilities have their own rules and policies regarding immunizations, health screenings and health status of students as well as health care providers. Those who are required to participate in educational programs at these sites must meet the standards, policies and regulations of these facilities. Students unable to meet the requirements of the external facilities must report this to the Dean's Office. The College will attempt to find alternative site accommodation, although the need for modifications could affect the student's timely completion of the program.

No guarantee is expressly made or implied by the College that at alternate sites such accommodation will be possible. The failure of a student to qualify for a required clinical experience in the face of no available accommodation on the part of the College may result in the student's inability to complete the curriculum and ineligibility to graduate from the College with the D.P.M. degree.

Student Grievance Policy and Procedure

Students are encouraged to communicate with faculty members, the Dean of Academic Affairs, the Dean for Student Services, and other officers of the College whenever a problem develops, in order to resolve it before it becomes more serious.

A student at NYCPM who believes that he/she has received unjust or discriminatory treatment, or has been intimidated, harassed, whether sexually or in any other manner, or has been adversely affected by the violation or application of the College's policies, may communicate the grievance in person to the Dean for Student Services (hereinafter "Dean"), giving full details and all supporting evidence. This should be done only after attempting to resolve the matter informally.

The Dean will initiate a review process appropriate to the nature of the grievance, beginning with an impartial investigation of the facts. The Dean may appoint an investigator to assist in gathering facts and seeking an informal solution. Confidentiality will be observed consistent with the information requirements of the investigation. The grievant will not be subject to any retaliation, intimidation or penalty for having filed a legitimate grievance.

If the grievance cannot be resolved informally by the Dean, an ad hoc grievance committee will be appointed by the Vice President for Academic Affairs, to include minimally one non-academic administrator, one faculty member and one student, and, if the complaint is against a College employee, the affirmative action officer and/or the Director of Human Resources. Committee members will not include individuals involved in or familiar with the grievance, nor familiar with the grievant. If any committee member believes that bias might be inferred from his/her participation, that member may request to be replaced.

The committee's procedure will be the same as that of the Honor Council except that the complaint is not against a student for Honor Code violation, and may possibly not even involve allegation of deliberate wrongdoing by any individual.

The committee will hear the complaint following the aforementioned procedures, ensuring that all parties and witnesses, if any, are permitted adequate opportunity to express their views. Minutes will be recorded. The committee will deliberate (with the parties to the grievance absent at its discretion), and will render a decision by majority vote. The decision and its rationale will be communicated in writing to the Dean for Student Services, who will communicate the outcome to the student. If dissatisfied with the decision, the student may appeal via the same procedure as appeal of an Honor Council decision.

An allegation of fraudulent grievance on the part of a student will be treated under the same procedures of due process as any other allegation of unprofessional or dishonest conduct. A student found guilty of having filed a fraudulent grievance will face severe disciplinary action, up to and including dismissal from the College.

Involuntary Leave-Administrative Withdrawal Policy

Health and Safety

The College has promulgated regulations dealing with voluntary student leaves, and has procedures for involuntary leaves due to academic difficulty or as a disciplinary sanction. The College also may face a situation with a student where the College has reached a determination that a student should be placed on a leave due to health and safety concerns for the student. Under these circumstances, the College reserves the right to place a student on an involuntary leave of absence from the student's academic program of study when the student is not able or willing to take a voluntary leave and the College has made a reasonable determination that the student poses a direct threat to the health and/or safety of self and others.[2]

The US Department of Education Guidelines that form the basis for involuntary leave policies recommend a process for a college to follow that includes:

- An individualized and objective assessment of the student's ability to participate safely in the College's program, based on a reasonable medical judgment;
- An assessment that there is a high probability of substantial harm for the student and/or others and not merely a slightly increased, remote or speculative risk;
- The assessment should identify the nature, duration and severity of the risk, the probability of occurrence of a threatening injury and whether reasonable modifications could mitigate the risk;
- The determination should take into consideration the observed conduct, actions and statements of the student and not mere belief or knowledge that the student has a disabling condition; and
- The process should act as a guard against adverse action based on unfounded fears, stereotypes and prejudices.

Where the College believes that an involuntary leave is to be considered, the Dean of Student Services will identify a team of professionals to make a reasoned determination. Included on that decision-making team will be a medical or mental health professional. The student will be informed of the College's concerns and the decision to consider an involuntary leave, and, to the extent feasible, the student will be given a copy of the College's policy and his or her rights will be explained.

A student under consideration for an involuntary leave will be asked to provide relevant medical and/or psychological information from the student's personal health care provider and will be given a required medical and/or psychological evaluation by the College, or a designee of the

[2] Involuntary withdrawal under this policy is not intended to be used in place of the disciplinary process that addresses violations of the College's Honor Code or standards of conduct and related rules and regulations or to deal with academic failures. A student may be subject to sanctions under an academic or disciplinary procedure at the same time the student is subject to the policy on involuntary leave. A student removed from the College on involuntary leave under this policy, who is simultaneously subject to a disciplinary and/or academic sanction, will return to the disciplinary and/or academic sanction status upon completion of the involuntary leave.

College. The student will also have the opportunity to provide other relevant information and the College may take into account information about the student's conduct, behavior, actions, statements, threats and possessions. Based on a review of the data gathered, a reasonable determination will be made whether an involuntary leave is warranted. During the time the involuntary leave is under consideration and/or during any period for appeal, the College may temporarily exclude the student from campus if there is a significant and immediate concern about safety.

The student will be told of the College's determination regarding an involuntary leave and the terms of the leave if one is imposed. The student will have an opportunity to appeal the determination. The student shall appeal the determination to the Dean of the College in writing within three days of learning of the involuntary leave decision. The appeal should state the specific basis on which the student is appealing the involuntary leave (process, facts taken into consideration, details of the involuntary leave). The Dean, or his or her designee, will have three days to consider and decide the appeal. The Dean may, in whole or in part, uphold the determination, reverse the determination, or return it for further consideration. The time frames exclude weekends and college holidays; the Dean may extend the time frames for reasonable cause. The decision of the Dean of the College is final.

An involuntary leave will generally be for the duration of at least one full semester and a maximum length of two full semesters (excluding summer terms). If the College determines that a longer period of separation is necessary, the College may treat the separation as an involuntary withdrawal.

At the commencement of the leave, a student will surrender their College identification card and leave College-related housing, if applicable. The student may, depending upon the circumstances, have their privileges on the College's internet system suspended during the period. The student will not be permitted to be on or adjacent to campus or attend campus related events or activities without the prior written consent of the Dean of Student Services. The student's records will carry a notation of "leave of absence" and appropriate arrangements will be made regarding the student's status in courses if the involuntary leave occurs during an academic semester. Generally a student will be withdrawn from courses, but it may be possible to consider alternate arrangements. If the student is receiving Financial Aid, the Financial Aid Office will advise the student of the impact.

A student who wishes to return to the College after an involuntary leave must notify the College in writing at least eight (8) weeks before registration begins for the semester in which the student seeks to reenroll. Due to the sequencing of courses in the curriculum, the return may have to be postponed until the appropriate courses are being offered. The notification should be in writing to the Dean of Student Services. If the student wishes to live in College-related housing, an application for housing should also be provided in writing. In the letter to the Dean the student should set forth the basis for his or her readiness to return to the College community and resume medical studies. If a student's medical or psychological condition was a factor in the determination for the involuntary leave, the student should make themselves available for an assessment by the College that he or she is capable of returning to the College. In addition the student must provide a Certificate of Fitness to Return from the student's personal health care

provider about the student's readiness to resume participation in College. The student will be asked to authorize in writing that their personal medical care provider may provide the College with additional information and confer with a doctor or counselor at the College about information relevant to the student's fitness to return to College. The College will make a determination, based on the information provided and the College's reasonable assessment, whether the student may return to the College for his or her academic program beginning with the desired semester and the terms and conditions of the return. The College may require that a student continue with a course of treatment, that information be provided regularly to appropriate College officials about the student's continued fitness to be enrolled, and may require the student to meet on a regular basis with a designated College official. Any determination about a student's readiness to reenroll in medical studies is separate from a decision about a student's fitness to be in affiliated housing at the College. In the event the College determines that the student is not ready to reenroll that semester, the student should follow the stated policy when the student wants to be considered next for a return to the College.

In the event a student placed on an involuntary leave does not seek to return to the College by the beginning of the semester next following the end of an involuntary leave, or is out of the College for three consecutive semesters, the involuntary leave will convert to an involuntary withdrawal and the student will have to apply for readmission and satisfy any additional conditions set forth by the College for readmission. If a student is placed on an involuntary withdrawal by the College, the student will have to reapply for admission with sufficient time to assess the readmission and the student will have to comply with the above requirements for a return from an involuntary leave.

In the event that a student fails to cooperate with the College in the assessment process for an involuntary leave or an involuntary withdrawal, the College may proceed based on the best information available under the circumstances to make a reasonable determination. The College's determination in such circumstances will be treated under this policy as if the student did participate and the student will retain their rights and responsibilities. The College, within its sole discretion, may make an interim determination on an involuntary leave or involuntary withdrawal, and revisit the determination at a point that the student is able and/or willing to participate in the process.

A student's record relating to an involuntary leave or involuntary withdrawal will be maintained consistent with the laws governing student records, and with the process for assessing involuntary leaves and processing a return from an involuntary leave. These records will be maintained by the Dean of Student Services and the pertinent offices involved.

The College reserves the right to notify parents or legal guardians if deemed appropriate under the circumstances and applicable law, including making arrangements for family members to pick the student up from the College's facilities, house the student or obtain health care assistance.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides that the institution will maintain the confidentiality of student education records, cooperative education, and placement records. Students wishing to review their educational records must make written request to the Registrar listing the item or items of interest. Records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere. These copies would be made at the student's expense at prevailing rates. Educational records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except as a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students MAY NOT inspect and review the following as outlined by the act: Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student. The Institution is NOT required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their rights, may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a hearing. Student's requests for a hearing must be made in writing to the Dean for Student Services, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted at the hearing by a person of their choice from the College community. The hearing officer or panel that will adjudicate such challenges will be designated by the Dean for Student Services.

Decisions of the hearing officer or panel will be final, will be based on the evidence presented at the hearing, will consist of a brief written statement summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be collected or amended in accordance with the decisions of the hearing officer or panel. If the decision is unsatisfactory to the student, the student may place with the education records a statement commenting on the information in the records, or statements setting forth what the student believes are the correct information. The statements will be placed in the educational records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the act, may request, in writing, assistance from the Dean for Student Services of the Institution to aid them in filing complaints with the Family Educational Rights Office (FERPA), Department of Health and Human Services, Washington, DC 20201.

NEW YORK COLLEGE OF PODIATRIC MEDICINE
FOOT CENTER OF NEW YORK

This report is established in conformity with the Student Right to Know and Campus Security Act of 1990 and is available upon request by any student, faculty, employee and prospective students and employees of the New York College of Podiatric Medicine / Foot Center of New York.

ANNUAL SECURITY REPORT

***(Campus Crime and Security Survey 2014 submitted August 20, 2014)**

CRIMINAL INCIDENTS	**2014**	**2013**	**2012**
Murder	**0**	**0**	**0**
Rape	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Aggravated Assault	**0**	**0**	**0**
Burglary	**0**	**0**	**0**
Grand Larceny Vehicle	**0**	**0**	**0**
Arson	**0**	**0**	**0**
	0	**0**	**0**
ARRESTS			
Liquor Law Violations			
Minor in Possession	**0**	**0**	**0**
Providing Alcohol to a Minor	**0**	**0**	**0**
Drug Abuse Violations			
Possession	**0**	**0**	**0**
Distribution	**0**	**0**	**0**
Trafficking	**0**	**0**	**0**
Weapons Possession			
Carrying a firearm without Permit	**0**	**0**	**0**
Concealing Illegal Weapon	**0**	**0**	**0**
	0	**0**	**0**

- **Current data (2015) will be reported during the submission period 2015.**

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CENTER OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2012 through June 30, 2013
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand larceny	0	0
Petit larceny	3	0
Criminal Mischief	3	0
Aggravated Harassment	0	0
Aided Cases		
(1) Students	10	7
(2) Patients	0	17
(3) Employees	4	2
(4) Visitors	0	1
Disruptive Patient	0	1
Harassment	0	0
ID Theft	0	0
TOTALS	**20**	**28**
Grand Total	**48**	

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2013 through June 30, 2014)

INCIDENT REPORTS

CLASSIFICATION	**NUMBER**		
	College		**Clinic**
Grand Larceny	0		0
Petit Larceny	1		1
Criminal Mischief	0		0
Aggravated Harassment	0		0
Aided Cases (1) Students	11		8
(2) Patients	0		21
(3) Employees	2		3
(4)Visitors	0		0
Disruptive Patients	0		2
Sexual Harassment	0		0
Off Premises		1	
Trespass	1		0
Totals	**15**	**1**	**35**
Grand Total		**51**	

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2014 through June 17, 2015)
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand Larceny	0	0
Petit larceny	0	3
Off Premises	1	
Criminal Mischief	1	0
Off Premises (Parking Lot)	1	
Aggravated Harassment	0	0
Aided Cases:		
(1) Students	10	9
(2) Off Premises	3	
(3) Sickness	3	
(4) Patients	0	7
(5) Employees	3	4
(6) Sickness	2	
Disruptive Patients	0	7
Sexual Harassment	3	4
	2	
Trespass	0	1
Totals	**14** **10**	**24**
Grand Total	**48**	

NOTE: Incident/Offense Reports are prepared for a wide spectrum of categories. Additionally, the category of Aided Cases includes patients, students, staff and visitors. Finally, all categories are the total occurrences in the College as well as the clinic, thus the Petit Larceny Category includes items alleged to have been stolen by patients, alleged to have been missing while on our premise.

DATA CONCLUSIONS DERIVED FROM COMPARATIVE ANYLSIS WITH PREVIOUS FISCAL YEAR

- The category of "Aided Cases" has been consistent with the latest two fiscal years. It would appear that our patients honor their appointments above their general state of health.

ASPECT OF CONCERN: Educating our patient population relative to their health.
ACTION: The Quality Assurance Committee deliberated on improving the general health of our patients by providing them with good information and facilitating seminars on various subjects inclusive of Diabetes specifically. In the process of purchasing DVD players to facilitate educational materials during interruptions of the regular television programming.

- "Security is everyone's business" and as such employees and students are anticipated to be vigilant.

ASPECT OF CONCERN: The overall safety of our students, patients, visitors and staff.
ACTION: Security officers observing property left in treatment rooms will continue to close the treatment room doors. At the end of the business day, property will continue to be removed to the security office for their safekeeping. Complaints requiring NYPD intervention will be handled by the Director and (or) his designee who will solicit assistance from a sector car or present at the precinct of occurrence. Disorderly behavior and environmental issues will be addressed expeditiously by security personnel. It is also the intent of the shuttle service to provide transportation for students who may remain on campus until the library closes at 11p/m/ this shuttle will be depart at 11:15p.m. Monday through Thursday and will transport to 86th Street and Lexington or Broadway.

- Environmental Safety and Security Rounds

ASPECT OF CONCERN: The "Environmental Safety and Security Checklists" are completed by security officers daily ensuring that the environment is free of risks. Risks that include, but not limited to, obstructions to egress in the event of an evacuation, emergency light failures and other risks associated with safety.
ACTION: A monthly schedule is developed for security officers identifying who may be responsible for the completion of an environmental safety and security patrol on any given day. When a deviation is noted the proper discipline is informed for correction. Follow up will be implemented by the Director or his assistant. Additionally, a report is presented to the Quality Assurance Committee monthly.

New York College of Podiatric Medicine

Criminal Background Checks
Policy and Procedures

Consideration of an admitted student's prior criminal record and background is relevant to issues of patient health and safety, the safety and security of members of the medical school community, participation in clinical programs and with affiliated clinical training sites, and requirements for professional licensure. As a result, NYCPM conducts a background check on each applicant who has been admitted to the College. The background check must be completed prior to matriculation by the admitted student although it is not part of the admissions decision process. ***If the background check is not completed by the first day of orientation, the student's matriculation status will be revised to pending until the obligation is satisfied. Based upon the information received through the background check, the College reserves the right to withdraw the acceptance status of the applicant.***

Evidence of prior criminal activity or other anomaly will not be an automatic disqualifier from study at NYCPM. However, the College cannot guarantee how any information obtained through the background check may be used by an outside facility. Such information may preclude participation at such a facility and/or prevent fulfillment of graduation requirements, residency placement, or eventual licensure.

An admitted student will receive information from the Admissions Office on how to obtain an NYCPM background check through CertifiedBackground.com. The student must authorize a background check at the site, supplying all the required information for a credible review to be undertaken. The student should be aware that any information (explicit statements, implicit statements, or omissions) that is provided in the admissions and application processes that is deemed to be false or misleading, after comparing it with the results of a background check, will subject the individual to sanctions which may include the withdrawal of the acceptance to NYCPM or dismissal from NYCPM. Depending upon legal requirements, affiliation agreements, and/or training site requirements, additional or expanded background checks may be required during a student's career at NYCPM.

Generally a background check involves the formal review of official local, state, and federal law enforcement records, social security number, locations that an admitted student has previously resided, and any changes of name or use of other names by the student. The background check, depending on applicable laws, may disclose records of criminal convictions, sex offender classification, violations of Medicaid/Medicare laws, expunged or juvenile legal records, records of dishonorable discharges from the Armed Forces, records of convictions (including "no contest" pleas or plea bargains that avoid prosecution), records involving pending criminal matters such as arrests and bench warrants, educational and employment records, references, and volunteer activities.

Results from background checks will be available to those in the College Administration with a clear need to know the information, and the information may have to be shared with an affiliated

entity, clinical training site, government agency, or in response to legal process. The Dean for Student Services will review any anomalies found in a background check and meet with the student to discuss the findings. If the background check yields information of criminal activity, the admitted student will be so advised and have an opportunity to explain, correct, or challenge information believed by the admitted student to be inaccurate or incomplete. Information submitted by an admitted student challenging or clarifying a record may become part of the file and be disclosed in the event the background check record is disclosed. The College will consider, among other issues, whether an individual will be able to participate in clinical training and qualify for licensure. Where the record may disqualify the student from completing the program of study that is conducted outside the classroom, a determination may be made by NYCPM that enrollment may not be appropriate. In addition, among the criteria NYCPM will consider when reviewing background records will be whether a specific conviction is a disqualifier from participation in a part of the required curriculum; the nature, circumstances and frequency of any criminal offenses; the length of time since the offense was committed and evidence of substantive rehabilitation. The College also may consider the accuracy of information provided or omitted in related application and admissions material in light of the results of a criminal background check. NYCPM will not permit the background check process to result in discrimination against any admitted student.

College-Affiliated External Programs

(EXTERNAL PROGRAMS 2016-2015 for Class of 2016)

Additional information and a manual detailing participating College-affiliated externship programs, hospitals, practitioners and podiatrists on staff may be obtained from the Dean of Clinical Education at (212) 410-8480. Participating locations include the following:

LIST OF EXTERNSHIP SITES AND DIRECTORS

ARIZONA	
Maricopa Medical Center-Phoenix Baptist Hospital	Steven Geller, D.P.M.
Southwestern American Limb Salvage Association	David G. Armstrong, D.P.M.
CALIFORNIA	
Cedars Sinai Medical Center	Jeffrey Klemes, D.P.M.
Doctors Hospital of West Covina	Babak Alavynejad, D.P.M.
Kaiser Foundation Hosp./S.F. Bay Area, Oakland	Jason D. Pollard, D.P.M.
Kaiser Foundation Hospital, Permanente Vallejo	Gray Williams, D.P.M.
Kaiser Foundation Hospital, Santa Clara	Sumer Patel, D.P.M.
Kaiser Foundation Hospital, Walnut Creek	Thomas DaSilva, D.P.M., FACFAS
Lakewood Regional Medical Center	Lawrence Hodor, D.P.M.
Long Beach Memorial Med. Center	Pedram Aslmand, D.P.M.
Rancho Specialty Hospital	Steven Cheung, D.P.M.
Scripps Mercy Hospital Kaiser Program	Nicholas DeSantis, D.P.M.
SouthWestern (Anestheticare/Mission)	Ekta Shah, D.P.M.
Southwestern Residency Program	Philip Radovic, D.P.M.
COLORADO	
Highlands Presbyterian/St. Luke's Med. Center	William Farrett, D.P.M.
North Colorado Podiatric Surgical Residency	Mike Vaardahl, D.P.M.
CONNECTICUT	
Saint Francis Hospital & Medical Center	Jeffrey Martone, D.P.M.
Bridgeport Hospital/Yale Newhaven Health System	Howard Harinstein, D.P.M.
DELAWARE	
Christiana Care Health System	Jonathan Contompasis, D.P.M.
DISTRICT OF COLUMBIA	
Howard University Hospital	Kirk Geter, D.P.M.
Washington Hospital Center	Jeffrey Steinberg, D.P.M.

FLORIDA

Bethesda Memorial Hospital	Kyle J. Kinmon, D.P.M.
Florida Hospital - East Orlando	Howard B. Finkelstein, D.P.M. & Gerald Bornstein, D.P.M.
Jackson South Community Hospital	Jaime A. Carbonell, D.P.M.
John F. Kennedy Hospital of Atlantis	James Clancy, D.P.M.
Kendall Regional Medical Center	Jorge Nasr, D.P.M.
Larkin Community Hospital, South Miami	Elroy A. Kalme-Lopez, D.P.M. & Gary D. Small, D.P.M.
Memorial Regional Hospital South	Barney A. Greenberg, M.D., D.P.M.
Northwest Medical Center	Richard Brietstein, D.P.M.
Palmetto General Hospital	Luis Marin, D.P.M.
Saint Vincent's Medical Center	Cara Lapkowicz, D.P.M.
Shands Jacksonville Medical Center – U. of FL	Stephen M. Merritt, D.P.M.
South Miami Hospital Foot & Ankle Program	Jason Hanft, D.P.M.
Westchester General Hospital	Robert I. Garnet, D.P.M.
Westside Regional Medical Center	Frederic Chussid, D.P.M.

GEORGIA

Ankle & Foot Associates	Robson Spinola, D.P.M.
Atlanta Foot & Leg Clinic	Stanley R. Kalish, D.P.M., & Maria LaVoice, D.P.M.
Dekalb Medical Center of North Decatur Road	David C. Adler, D.P.M.
The International Institute for Foot and Ankle Surgery (IIFAS)	Joseph D. Giovinco, D.P.M.
Martin Army Hospital	George Gumann, D.P.M.

ILLINOIS

Mt. Sinai Hospital/Laundale Medical Plaza	Patris Toney, D.P.M., M.P.H.
Rush North Shore Medical Center	Dean Scott Stern, D.P.M.
Sacred Heart Hospital	David Finkelstein, D.P.M.

INDIA

Amrita Institute of Medical Sciences &Research Centre	Prathapan Nair, M.D., Arun Bal, M.D., & Milind Ruke, M.D.

INDIANA

Saint Joseph Regional Medical Center	Michael Salcedo, D.P.M.

ISRAEL

Meir Medical Center	Meir Nyska, M.D.
Shaarei Zedek Medical Center	Jonathan I. Rosenblum, D.P.M.
Sheba Medical Center (2 month rotation)	Itzhak Siev-ner, M.D.

KENTUCKY

Jewish Hospital & St. Mary's Healthcare	Robert G. Levine, D.P.M.
Northon Audubon Hospital/Kentucky	Keith Myrick, D.P.M. &
Podiatric Residency Program	Tom Childress, D.P.M.

LOUISIANA	
East Jefferson General Hospital	Darek Guichard, D.P.M.
Tulane - Lakeside Hospital	Leon T. Watkins, D.P.M.
MASSACHUSETTS	
Beth Israel Deaconess Medical Center	Barry Rosenblum, D.P.M.
Boston University Medical Center	Susan Walsh, D.P.M.
Cambridge Health Alliance	Harry Schneider, D.P.M.
MetroWest Medical Center	Donald Adams, D.P.M.
Mount Auburn Hospital	Emily A. Cook, D.P.M.
St. Vincent Hospital/Worcester Med. Center	Paul Cournoyer, D.P.M.
MICHIGAN	
Botsford General Hospital	Marshall G. Soloman, D.P.M.
Detroit Medical Center	Charles Kissel, D.P.M.
Genesys Regional Medical Center	Irvin O. Kanat, D.P.M.
POH Medical Center	Stuart Bass, D.P.M.
Southeast Michigan Surgical Hospital	Gary S. Kaplan, D.P.M. & Kyle Sundblad, D.P.M.
St. John's North Shores Hospital	Stuart J. Wertheimer, D.P.M.
MINNESOTA	
Hennepin County Medical Center	Mindy L. B. Benton, D.P.M.
Regions Hospital - Health Partners Institute for Medical Education	Ryan R. Pfannenstein, D.P.M.
MISSOURI	
Mineral Area Regional Medical	Harry J. Visser, D.P.M.
SSM Health Care – DePaul Health Center	Jeffrey Boberg, D.P.M.
Truman Medical Center – Lakewood	James Good, D.P.M. & Jennifer Halligan, D.P.M.
MONTANA	
Crow/Northern Cheyenne Indian Health Hosp.	David A. Wolfe, D.P.M.
NEW JERSEY	
Cooper University Hospital	David Millili, D.P.M.
Englewood Hospital	Jeffrey Cohen, D.P.M.
Hoboken University Med. Center	Thomas Azzolini, D.P.M.
Kennedy Mem. Hospital – University Med. Center	Albert D'Angelantonio, D.P.M. & Robert Wakala, D.P.M.
Morristown Memorial Hospital	Kiran Poylangada, D.P.M.
Passaic Beth Israel Hospital	Jeffrey Miller, D.P.M.
South Jersey Healthcare	Angelo Luzzi, D.P.M.
St. Barnabas Medical Center	Jonathan Haber, D.P.M.
St. Michael's Medical Center	Ann Marie Palagiano, D.P.M.
Trinitas Hospital	Morteza Khaladj, D.P.M.
University Hospital - UMDNJ	Keith Cook, D.P.M.

NEW JERSEY, continued

Virtua West Jersey Health Systems	Paul Quintavalle, Jr., D.P.M.

NEW YORK

Benedictine Hospital	Michael Keller, D.P.M.
Beth Israel Medical Center	David Gitlin, D.P.M.
Coney Island Hospital	Glenn Donovan, D.P.M.
Forest Hills Hospital	Michael DellaCorte, D.P.M.
Good Samaritan Hospital**	Renato J. Giorgini, D.P.M.
Gouverneur Hospital**	Alfred Garofalo, D.P.M.
Hospital for Special Surgery	Rock Positano, D.P.M.
Hudson Valley Foot Associates	Michael C. Keller, D.P.M.
Interfaith Medical Center**	O. Joseph Falcone, D.P.M.
Jamaica Hospital Medical Center**	Steven Mehl, D.P.M. & Nicholas Camarinos, D.P.M.
Kingsbrook Jewish Medical Center**	Peter Mollica, D.P.M.
The Long Island College Hospital	Michael Trepal, D.P.M., Mark Mandato, D.P.M., & Frank Lepore, D.P.M.
Long Island Jewish Medical Center	Russell Caprioli, D.P.M.
Lutheran Medical Center**	Jeffrey V. Lucido, D.P.M.
Montefiore North Medical Center	Eric Walter, D.P.M.
Mount Sinai Hospital of Queens	Wayne R. Axman, D.P.M.
Mount Vernon Hospital**	James Demeo, D.P.M.
Nassau University Medical Center (NUMC)	Robert Stabile, D.P.M., & Tara Richman, D.P.M.
N.Y. Community Hospital/Podiatry Residency Of Brooklyn**	Lawrence A. Santi, D.P.M.
New York Hospital of Queens	Charles M. Lombardi, D.P.M. & Alicia Lazarra, D.P.M.
New York Methodist Hospital	Ronald L. Soave, D.P.M.
Parker Jewish Institute for Health Care & Rehab.	Stuart Almer, D.P.M.,
Saint Barnabus Hospital	Emilio Goez, D.P.M.
Saint John's Episcopal Hospital – South Shore	Arnold Hertz, D.P.M.
Staten Island University Hospital	Edward J. Ferdinando, D.P.M.
United Health Hospitals/Wilson Medical Center	Joseph Hogan, D.P.M. & Shari Nichols, D.P.M.
Wyckoff Heights Medical Center	Ronald Guberman, D.P.M., & Stephen D'Orazi, D.P.M.

NORTH CAROLINA

Womack/Eisenhower Army Medical Center – Ft. Bragg, NC	Asim Raja, D.P.M.

OHIO

Grant Medical Center	Richard David Weiner, D.P.M.
Jewish Hospital of Cincinnati	Cary L. Copeland, D.P.M.

Kaiser Permenante-Cleveland	Mark A. Hardy, D.P.M.
St. Vincent Charity Hospital	Mike Canales, D.P.M.
Western Reserve Care System-Forum Health	Vern Chuba, D.P.M.
OKLAHOMA	
Surgical Hospital of Oklahoma	William K. Smith, Sr., D.P.M.
PENNSYLVANIA	
Albert Einstein Medical Center	Larry W. Menacker, D.P.M.
Aria Health – Torresdale	John Pron, D.P.M. & Jeffrey Seigel, D.P.M.
Chestnut Hill Hospital	Terence Dunn, D.P.M.
Community Medical Center	Guido LaPorta, D.P.M.
Crozer-Keystone Health System	William Urbas, D.P.M.
Drexel/Hahnemmann University Hospital	Steven Boc, D.P.M.
Medical Center of Beaver	Harry B. Burke, D.P.M.
Millcreek Community Hospital	Goffredo Ianiro, D.P.M.
Pennsylvania Presbyterian Medical Center / University of Pennsylvania	Alan Mlodzienski, DPM., FACFAS
St. Luke's Hospital – Allentown Campus	Robert Diamond, D.P.M.
Univ. of Pittsburgh Med. Center - South Side Hospital	Patrick Burns, D.P.M.
Western Pennsylvania Hospital	Robert Mendicino, D.P.M.
RHODE ISLAND	
Memorial Hospital of Rhode Island	Aaron Shemenski, D.P.M. & Douglas Glod, D.P.M.
Roger Williams Hospital	Jeffrey Rock, D.P.M.
TEXAS	
Hunt Regional Medical Center	Stephen P. Brancheau, D.P.M.
John Peter Smith Hospital	Travis Motley, D.P.M.
St. Joseph's Medical Center	Steven Lieberson, D.P.M.
Scott & White Memorial Hospital/Texas A&M Health Science Center	J. Marshall Devell, D.P.M.
University General Hospital	Jeffrey M. Griert, D.P.M.
University of Texas Health Science Center	Thomas Zgnois, D.P.M.
UTAH	
Intermountain Medical Center – DVA Salt Lake City	Nan Hodge, D.P.M.
VIRGINIA	
Eastern Virginia Medical School	Lynette Santiago, D.P.M.
Inova Fairfax Hospital	Stephen Stern, D.P.M.
WASHINGTON	
Foot & Ankle Surgical Associates	Terrence E. Hess, D.P.M.
Franciscan Foot & Ankle Institute – St. Francis	

Hospital	Byron Hutchinson, D.P.M. & Chad Farley, D.P.M.
Madigan Army Medical Center	LTC Kerry Sweet, D.P.M.
MultiCare Foot & Ankle Surgery Program	Gene Knutson, D.P.M.
Swedish Medical Center	Matthew LaBella, D.P.M.
WISCONSIN	
Gundersen Lutheran Medical Foundation	David M. Dawson, D.P.M.
Wheaton Franciscan Healthcare - St. Joseph Regional Medical Ctr.	Louis R. Lapow, DPM., FACFAS & Sean Wilson, D.P.M.

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTERS

DVA Central Alabama Veterans Healthcare System	Montgomery, AL	Eugene P. Goldman, D.P.M., Angelo Agee, D.P.M. & Dan Robinson, D.P.M.
DVA Carl T. Hayden	Phoenix, AZ	Edward Tierney, D.P.M.
DVA Southern Arizona Healthcare System	Tucson, AZ	James Dancho, D.P.M. & Billy Martin, D.P.M.
DVA Greater L.A. Healthcare System	Los Angeles, CA	Aksone Nouvong, D.P.M.
DVA Loma Linda (Jerry L. Pettis)	Loma Linda, CA	Brian Mills, D.P.M., & Carol Tran, D.P.M.
DVA Palo Alto Healthcare System	Palo Alto, CA	Jack L. Bois, D.P.M.
DVA San Francisco	San Francisco, CA	Ross H. Talarico, D.P.M.
DVA Eastern Colorado Healthcare System	Denver, CO	Stephen F. Albert, D.P.M.
DVA Yale New England Healthcare System	West Haven, CT	Steven Vyce, D.P.M.
DVA Washington	Washington, DC	Janette Thompson, D.P.M.
DVA Miami Florida	Miami, FL	Gary Rothenberg, D.P.M.
DVA Tampa (James A. Haley)	Tampa, FL	Joshua M. Bernard, D.P.M., DABPS., DABPO
DVA Atlanta	Decatur, GA	Norman Field, D.P.M., Louis Jimenez, D.P.M. and. Brent Nixon, D.P.M
DVA Augusta	Augusta, GA	Anthony B. Cresci, D.P.M.
DVA Chicago Healthcare Sys. (Jesse Brown)	Chicago, IL	John F. Grady, D.P.M.
DVA Hines	Hines, IL	Rodney M. Stuck, D.P.M.
DVA North Chicago/St. Joseph Hosp.	Chicago, IL	Frank W. Zappa, D.P.M.
DVA Maryland Healthcare System	Baltimore, MD	Hyman D. Gottlieb, D.P.M.
DVA New Jersey Healthcare System	East Orange, NJ	Joseph Green, D.P.M. & Aaron Broyles, D.P.M.

DVA	New Mexico	Albuquerque, NM	John L. Hembree, D.P.M. & Mark Margiotta, D.P.M.
DVA	New York Harbor Healthcare System**	Manhattan, NY	Steven L. Goldman, D.P.M.
DVA	Northport	Northport, NY	Gregory A. Davies, D.P.M.
DVA	Akron	Akron, OH	Nichol L. Salvo, D.P.M.
DVA	Cleveland (Louis Stokes VAMC)	Cleveland, OH	Danae Lowell, D.P.M.
DVA	Dayton	Dayton, OH	Jay A. Wenig, D.P.M.
DVA	Philadelphia	Philadelphia, PA	Karen Galli, D.P.M.
DVA	Richmond (McGuire)	Richmond, VA	Jonathan Brantley, D.P.M.

**NYCPM Lottery Programs

Graduate Medical Education

The Division strives to provide each participating resident with the best possible exposure to the delivery of podiatric medical care. Residencies at affiliate hospitals outside the College and in its Foot Center of New York Clinics provide maximum opportunity for experience and participation in patient treatment and podiatric medical care at the graduate level.

DEPARTMENT OF RESIDENCY EDUCATION AND AFFILIATED HOSPITALS

PODIATRIC MEDICINE AND SURGERY RESIDENCY PROGRAM- PM&S-36

Director — Robert A. Eckles, D.P.M.
Dean of Graduate Medical Education

The College is a co-sponsor of a CPME approved PM&S-36 residency program which is situated at Metropolitan Hospital Center, of the New York City Health and Hospitals Corporation.

This residency program is charged with providing the resident a full complement of didactic and clinical opportunities across a full range of lower extremity medical specialties. The College actively supports a variety of CME programs in which residents participate as well as hands-on "mini fellowship" events which broaden resident experience and skill levels in all PG years.

Additional information concerning residency programs may be obtained from the office of Graduate Medical Education.

AFFILIATED INSTITUTIONS FOR GRADUATE MEDICAL EDUCATION

INSTITUTION	ON-SITE RESIDENCY DIRECTOR
Metropolitan Hospital Foot Center of New York New York, NY	Susan M. Rice, D.P.M.
Harlem Hospital Center New York, NY	Simon M. Nzuzi, D.P.M.
Lincoln Medical & Mental Health Center Bronx, NY	Anthony Iorio, D.P.M.

National Board of Podiatric Medical Examiners

National Examination Boards

(Selected Examples)

United States Medical Licensing Examination
National Council of Architectural Registration Boards
National Association of Boards of Pharmacy
National Board of Osteopathic Medical Examination
Federation of State Boards of Physical Therapy
National Council of State Boards of Nursing
American Institute for Certified Public Accountants

Descriptions of unacceptable behavior which threaten the security of the examination (taken from the Bulletins of the Boards mentioned above).

1. Content of any question must not be disclosed after the examination administration.
2. Reconstructing examination items and/or responses in any format.
3. No part of the examination may be copied or reproduced in part or whole by any means whatsoever, including memorization.
4. Receiving or providing unauthorized information about the content of an examination.
5. Transmitting test questions in any form.
6. Seeking and/or obtaining unauthorized access to examination materials.
7. Any unauthorized reproduction by any means, including reconstruction through memorization, and/or dissemination of copyrighted examination materials.

NBPME Bulletin

In order to protect the integrity of the examinations and to assure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted, proprietary examinations. Any attempt to reproduce all or part of an examination is strictly prohibited. Such an attempt includes, but is not limited to: removing materials from the examination room; aiding others by any means in reconstructing any portion of an examination; or selling, distributing, receiving, or having unauthorized possession of any portion of an exam.

Confidentiality and Conduct Agreement

At the beginning of the exam, you will be required to confirm on-line by pressing ENTER that you have read and that you understand the following confidentiality and conduct agreement:

"The contents of this test are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion of it to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution.

I can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or my scores might be canceled if there is substantial reason to believe through proctor observations, statistical analysis, and/or other evidence that my score may not be valid or that I was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination."

Protocol for Reimbursement of Student Expenses for Authorized Scientific Presentations

Each academic year (July – June), the administration of the New York College of Podiatric Medicine will earmark funds dedicated to promote student research and presentation (herein noted as "work") outside the institution. In order to distribute these funds in a fair and equitable manner, the following protocol has been established.

- A work proposal must be presented to the Dean for Student Services by June 1st, prior to the upcoming academic year.
    - If the proposal is presented during the academic year, any funds not previously allocated can be applied for on a first-come, first-served basis.
- Reimbursement will be for work presented at large, recognized national meetings/conferences such as:
    - American College of Foot and Ankle Surgery (ACFAS)
    - American Public Health Association (APHA)
    - American Podiatric Medical Association (APMA)
    - American College of Foot and Ankle Orthopedics and Medicine (ACFAOM)
- Reimbursement, in whole or in part, is not guaranteed to any student.
- Reimbursement will be equally divided among qualified students making application for attending the same meeting/conference.
- Reimbursement will be capped at no more than $1000 per work.
- No reimbursements will be dispersed in advance of any meeting/conference.
- Original receipts of expenses claimed must accompany all submissions for reimbursement. Copies will not be accepted. The receipts must bear the following information:
    - The student's name in whole
    - The method of payment noting that the expense was paid in full
- A "***Student Reimbursement Request for Scientific Presentations***" must be completed in full. This is available in the Student Services office.
- When available, the student must provide a reasonable copy of the work for review when ready. ***No reimbursements will be finalized until the work has been reviewed***.
- A faculty advisor must be attached to the work.
- The "*Student Reimbursement Request for Scientific Presentations"* form, copy of the work, and all original receipts must be presented to the Dean for Student Services. These materials will be forwarded to a committee comprised of the Academic Dean, the Director of Research, and the Dean for Student Services for review and determination.
    - Factors that will be considered in determination of the reimbursement will include but not be limited to:
        - Quality, appropriateness, originality, and depth of the work
        - Whether the work is of publishable quality
        - Timeliness of submission
- The student will be notified by the Dean for Student Services as to the administration's determination, which will be considered final.
    - No explanation will be offered for rejections of a student's application.

Frequently Used Phone Numbers

Note: The Area Code for all numbers is **212.**

Academic Affairs

Office of Vice President for Academic Affairs and Dean	410-8068
Fax number for VPAA/Dean	369-4608
Dean of Pre-Clinical Sciences	410-8127
Administrator for Pre-Clinical Sciences	410-8169
Dean of Clinical Education	410-8480
Administrator for Clinical Education	410-8061
Director of Research	410-8127
Graduate Medical Education, Office of	410-8068
Dean of Graduate Medical Education	410-8480
Medical Sciences	410-8085
Orthopedics & Pediatrics	410-8409
Surgical Sciences	410-8143

Student Services and Other Numbers Frequently Contacted

Dean for Student Services	410-8007
Coordinator of Student Services & Enrollment Management	410-8098
Admissions & Enrollment Management	410-8098
Bursar	410-8039
Default and Loan Management	410-8006
Financial Aid	410-8017/8006
Graduate Placement	410-8480
Housing	410-8099
Library Services	410-8020
Registrar/Student Records	410-8054/8429

EMERGENCY: Call:

EXTENSION 8111 (7:30 a.m.-4:30 p.m.)
EXTENSION 8182 All other times