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

STUDENT HANDBOOK
2021-2022

11/16/2021
Version 3

STUDENT HANDBOOK 2021-2022

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. Refer to the current online NYCPM catalog and handbook at http://www.nycpm.edu for definitive curricular and course information. In case of discrepancies between the hard copy version of the current catalog and handbook or departmental materials and Syllabi, the live version of the catalog and handbook are found at http://www.nycpm.edu and are considered the authoritative source. In case of discrepancies between the live version of the catalogue and any departmental materials, syllabi or the student handbook, the live catalogue is the authoritative source.

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

Natalliia Samiiliv B.B.A.
Bursar

Steebo Varghese, M.B. A
Director of Enrollment Management

Alain Silverio, Ed.M., Ed. S.
Assistant Dean of Academic Administration

Doreen D'Amico, M.S.
Registrar

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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.

COVID 19: Due to Covid 19 some protocols have been changed to adapt to the ever-changing situation, these are communicated via email, syllabi, or onsite protocols. Some of these changes are also documented in the 2020 Covid-19 NYCPM reopening plan.

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 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 several 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.

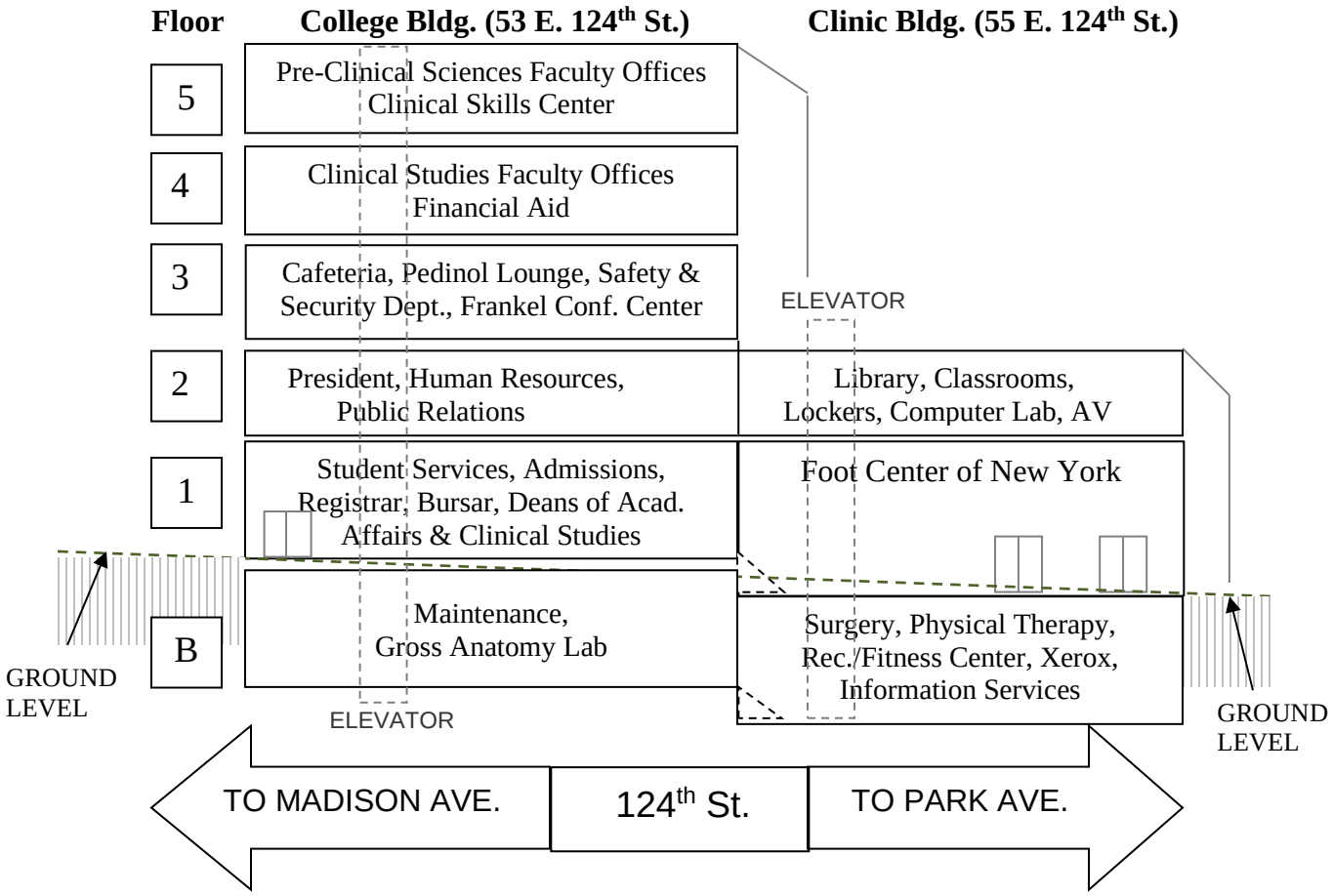
Council on Podiatric Medical Education, CPME: Contact information for questions and complaints.

CPME
9312 Old Georgetown Road
Bethesda, MD 20814-1621
301-581-9200

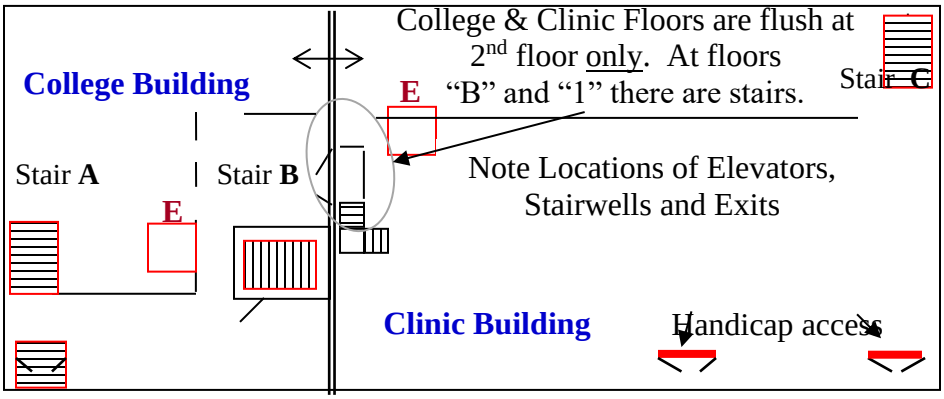
FAILURE TO READ THE CONTENTS OF THIS HANDBOOK IS NEVER ACCEPTED AS AN EXCUSE FOR FAILURE TO COMPLY. IF YOU DO NOT UNDERSTAND A STATEMENT IN THIS HANDBOOK, PLEASE CONTACT THE DEAN FOR STUDENT SERVICES.

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]

Academic Affairs and Student Services

Academic Affairs

Vice President for Academic Affairs and Academic Dean ..... Michael J. Trepal, D.P.M.[fs]
Assistant Dean of Academic Administration and Outcomes ..... Alain Silverio, Ed.M.
Dean of Pre-Clinical Sciences ..... Eileen Daly Chusid, Ph.D.
Dean of Clinical Education ..... Ronald Soave, D.P.M.[pw]
Dean of Graduate Medical Education ..... Ronal Soave, D.P.M.[pw]
Assistant Dean for Continuing Medical Education ..... Anthony R. Iorio, D.P.M.[ops]
Assistant to the Dean for Clinical Clerkships ..... Maxiell Medina, B.A.
Director of Library Services ..... Paul Tremblay, M.L.I.S., M.A.
Coordinator of Testing and College Services .....

Student Services

Dean of Student Services and Enrollment Management ..... Lisa K. Lee, M.A.
Director of Enrollment Management ..... Steebo Varghese, M.B.A
Housing Coordinator ..... Natasha Peele
Assistant Director of Enrollment Management ..... Shakir Patterson, B.S.
Assistant Director of Enrollment Management ..... Garrisha Goodman, M.B.A
Coordinator for Student Services and Enrollment Management ... Courtney Cadle, B.A.
Registrar ..... Doreen D'Amico, M.S.
Associate Registrar ..... Adrian Rice, B.A.
Bursar ..... Nataliia Samiiliv B.B.A.
Executive Director of Finances and Bursar ..... Inbal Haimovich, M.P.A.
Director of Financial Aid Systems ..... Heather Jarushewsky
Associate Director of Financial Aid ..... Toni Daniels, M.P.H.

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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*

2021-2022 Academic Calendar

The following calendar lists dates as planned for the 2021-22 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.**

2021

Thursday	May 13	Eid al Fitr (tentative date, begins evening of May 12, ends Evening May 13.)
Monday	May 31	Memorial Day (College & Clinic closed)
Tues. - Mon.	May 25 – June 4	Part I Board Reviews for Class of 2023
Mon. – Tues.	May 17 - 18	Shavuot (begins the evening of May 16)
Tuesday	June 1	Second Year ('24) Semester III/Classes begin
Wednesday	June 2	APMLE Part III (registration deadline May 21)
Monday	June 28	Third Year ('23) Semester V begins
Monday	June 28	Fourth Year ('22) Semester VII begins
Thursday	July 1	APMLE Part I exam (last day to register June 18, 2021)
Sunday	July 4	Independence Day (College & Clinic closed)
Monday	July 5	Independence Day Observed (College & Clinic closed)
Tuesday	July 6	Third Year ('23) Semester V/Classes begin
Sunday	July 11	Fast of Tamuz*
Friday	July TBD	12:00-5:00 PM: Residency Fair at NYCPM
Sunday	July 18	Tish B'av (No Class)
Monday	July 19	Day after Tish B'av**
TBD	TBD	APMLE Part II CSPE Exam Registration Deadline
Tuesday	July 20	Eid al-Adha (tentative date, begins evening of July 19 ends evening of July 20.)
Mon. – Wed.	August 16-18	Orientation/Registration for Class of 2025
Wednesday	August 18th	5-7 PM: White Coat Ceremony at the New York Academy of Medicine. Class of 2025 must arrive no later than 4:30.
Thursday	August 19	First Year ('25) Semester I & Term 2/Classes begin
TBD	TBD	APMLE Part II CSPE Exam (Registration deadline TBD)
Sat.-Sun.	Aug 28 - Sept. 5	Second Year ('24) recess

Monday	September 6	Labor Day—College & Clinic closed
Friday	September 10	Faculty Retreat
Monday	September 6	Rosh Hashanah Eve*(Class until 12 pm.)
Tues. – Wed.	September 7- 8	Rosh Hashanah (starts evening of Monday the 6th) (No Class)
Thursday	September 9	Fast of Gedalia**
Wednesday	September 15	Eve of Yom Kippur* (Class until 12 pm)
Thursday	September 16	Yom Kippur (starts evening of Wednesday 15th) (No Class)
Friday	September 17	Registration deadline for APMLE Part I
Monday	September 20	Sukkoth Eve (Class until 12pm)
Tues. – Wed.	Sept. 21 - 22	First two days of Sukkoth (Begins eve Mon. the 20) (No Class)
Monday	September 27	Hoshana Rabba*(Class until 12 pm)
Tues. Wed.	Sept. 28 - 29	Shemini Atzeret/Simchat Torah (No Class)
Thursday	September 30	Day after Simchat Torah**
Monday	October 4	APMLE Part I (retake) (registration by September 17, 2021)
Friday	October 1	Second Year ('24) Semester III Last day of classes
Mon.-Fri.	Oct. 4-8	Second Year ('24) Semester III Final Exam Period
Sat.-Sun.	Oct. 9 - Oct. 31	Second Year ('24) recess
Sat.-Fri.	Oct. 9 – 29	Second Year ('24) study and retest period
Friday	October 8	Second Year ('24) Semester III ends
Monday	November 1	Second Year ('24) Semester IV/Classes-A Session 1 begins
Thursday	November 4	Diwali
Thurs.- Wed.	Nov. 11-24	Third Year ('23) Semester V Final Exam Period
Wednesday	November 17	First Year ('25) Semester I ends/Last day of classes
Wednesday	November 24	Thanksgiving Day Eve College & Clinic close at 2:00 (does not affect hospital duties)
Thursday	November 25	Thanksgiving Day – College & Clinic closed
Friday	November 26	Third Year ('23) Semester V ends
Friday	November 26	Day after Thanksgiving – College & Clinic closed
Thu. - Sun.	Nov. 25 - 28	Thanksgiving Recess: College closed
Mon.-Thu.	Nov. 29 - Dec. 9	First Year ('25) Semester I/Term 2 Final Exam Period
Monday	November 29	Third Year ('23) Semester VI/Classes begin
Monday	November 29	First Day of Chanukah
Thursday	December 2	APMLE part III exam (retake)
Thursday	December 9	First Year ('25) Semester I/Term 2 ends

Monday	December 6	Last day of Chanukah
TBD	TBD	APMLE Part II (Registration deadline TBD)
Fri.-Thurs.	Dec. 10 - 23	First Year ('25) study and retest period
Fri. - Sun	Dec. 10 - Jan. 2	First Year ('25) winter recess
Thur. - Thur.	Dec. 9 - 23	Second Year ('24) winter recess
Friday	December 31	Fourth Year ('22) Semester VII ends
Friday	December 24	Christmas Eve-College & Clinic Closed, Holiday Observed
Saturday	December 25	Christmas—College & Clinic closed
Friday	December 31	New Year's Eve – Coll. & Clinic Closed, Holiday Observed

2022

Saturday	January 1	New Year's Day—College and Clinic closed
Mon. – Tues.	January 3 & 4	First Year Term 1 ('26) Orientation/Registration
Wednesday	January 5	First Year ('25) Semester II & Term 3 & Term 1 ('26) Classes begin
Thurs. – Tues.	Jan 6- 11	CRIP 2022
Friday	January 7	Orthodox Christmas
Monday	January 17	Martin Luther King, Jr. Day—College & Clinic closed
Tuesday	January 18	Fourth Year ('22) Semester VIII/Classes begin
Thu. - Sun.	Jan. 20 - 23	Second Year ('24) recess
TBD	TBD	APMPLE Part II CSPE (retake) registration deadline
Tuesday	February 1	Asian Lunar New Year
Monday	February 21	Presidents' Day—College & Clinic closed
TBD	TBD	APMLE Part II CSPE Exam (retake)
TBD	TBD	APMLE Part II exam (retake)
Fri.-Sun.	March 11-20	First year ('25, '26) recess
Wednesday	March 16	Fast of Esther (Class until 5pm)
Thursday	March 17	Purim (Begins the evening of March 16.) (No Class)
Friday	March 18	Day after Purim**
Thu. - Sun.	Mar. 17-20	Third Year ('23) recess
Mon.-Fri.	Mar. 21 -Apr. 8	Second Year ('24) Semester IV Final Exams Period
Sat.- Fri.	Apr. 2 - 22	Second Year ('24) Study & retest period

Sat.-Sun.	Apr. 9 - 24	Second Year ('24) recess
Friday	April 15	Good Friday
Friday	April 15	Eve of Passover (Class until 12pm)
Sat. – Sun.	April 16 - 17	First two days of Passover (Begins evening of 15th) (No Class)
Sunday	April 17	Easter
Fri. – Sat.	Apr. 22 - 23	Last two days of Passover (No Class)
Saturday	April 2	Ramadan begins (Tentative date begins evening of April 1)
Monday	April 25	First Year ('25) Semester II /Term 3, First Year Jan ('26) Term 1 last day of classes
Mon.-Fri.	April 25 – May 21	Second Year ('24) Semester IV– NYCPM Clinical Skills I
Wed.- Fri.	April 27 – May 6	First Year ('25) Semester II, Final Exam Period
Thursday	May 5	5:00-7:00 Annual Awards Ceremony
Friday	May 6	First Year ('25) Semester II ends
Friday	May 6	Capstone Assessment for Third Year ('23) students
Mon. – Tues.	May 2 - 3	Eid al Fitr (tentative date, begins evening of May 2, ends Evening May 3.)
Sat.-Fri.	May 7 - 20	First Year ('25& '26) study and retest Period
Mon.-Fri.	May 9 - 13	Class of 2023 Registration Period for Semester VII
Friday	May 13	Capstone Assessment for Third Year ('23) students
Friday	May 13	Fourth Year ('22) Semester VIII ends/Last day of Clinicals
Tues.-Fri.	May 24 - June 3	Board Reviews for Class of 2023
Wednesday	May 25	Commencement Rehearsal—10:00 am to 12:00 pm
Thursday	May 26	9:00 am – 12:00 pm Commencement 2022
Monday	May 30	Memorial Day—College & Clinic closed
Mon. – Sat.	June 6 - 24	NYCPM Clinical Skills Part II
Saturday	June 24	Second Year ('24) Semester IV ends
TBD	TBD	APMLE Part III
TBD	TBD	Registration deadline for APMLE Part I in July 2022
Friday	June 3	Third Year ('23) Last Day of Classes
Sun. – Mon.	June 5 – 6	Shavout (begins evening of June 4) (No Class)
Tuesday	June 7	Day after Shavout**
Friday	June 17	Third Year ('23) Semester VI ends

TBD	TBD	APMLE Part I
TBD	TBD	APMSA Annual House of Delegates

Calendar revised 7/1/21

Important Notes Regarding the Academic Calendar

1. Each program has its own calendar which you can consult for specific information regarding the dates for the start and end of each semester, examination periods, deadlines for adding or dropping courses, periods of clinical rotations, dates for winter breaks and/or specifics of Spring Breaks and perhaps other variations in the calendar for that program. Please note that the school buildings close at 3pm on Fridays and are closed on all Saturdays.

   *Preferably no tests are given

   **No tests to be given

   (NO Class)

2. Students are re-registered for each new semester. This procedure does not imply either academic or financial eligibility for registration.
3. In special circumstances Students who fail to qualify for registration during regular registration dates are subject to late registration, within the late registration period. may be given Permission to attend classes prior to being registered registering does <u>not</u> imply the right to be registered nor to receive academic credit.
4. "College & 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.
5. Study/retest periods often (not always) coincide or overlap with class recess dates for those students who do not need to retest.
6. 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. **Due to Covid 19 some protocols have been changed to adapt to the ever-changing situation, these are communicated via email, syllabi or onsite protocols.**

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 is renewed when your signed registration forms are received on the scheduled date. Events that interrupt the 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
- Other Registration Holds

Students whose registration is pending 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. This is done via a summary of student rights under FERPA which 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.

Attendance

(Due to Covid 19 some protocols have been changed to adapt to the ever-changing situation, all updates are within the course and clerkship syllabus where applicable.)

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 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 are 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 more than 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 <u>all</u> 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 are prohibited.

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**: Shall be defined as either a) the use of the ONE allocated personal day to which a student is entitled PER clinical rotation without penalty, or b) an absence which is anticipated or unscheduled and accompanied by prior notification (where possible) and which is caused by personal or emergent circumstances that may be independently verified- i.e., funeral leave, sick leave, legal obligations etc. Use of a personal day MUST be approved IN ADVANCE by the department chairperson and MAY NOT be taken the day preceding an examination. Additional excused absences **after** the initial absence will require 1:1 make-up. An absence that is unexcused will be made up on a 3:1 basis.
- **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 ***<u>retest</u>***, ten points will be deducted from the numerical grade on the retest exam.

- **Third Year**: Clinical Attendance deficiencies in third year rotations will result in a grade of INCOMPLETE being reported until the deficiencies are made up. All academic requirements must be satisfied before the start of the fourth academic year. The following policies are for clinic only. Classroom attendance is dictated by individual department policy.

    - Maternity/Paternity: Allow 3 days off without any makeup. During this time students will be allowed to take a make-up exam. Any days requested to exceed the initial 3 days will have to be approved by the Department Chair and will have to be made up on a 1 to 1 basis. The student will be required to take any tests during this period as scheduled.
    - Personal Days: Amount of personal days off remains 2 per semester (1 per rotation). All personal days will count as 1 full day.
    - Student Representatives for APPROVED organizations such as APMA, ACFAS, APMSA will be granted a day off without makeup for each approved day(s) of event. Any extra days including travel days will have to be made up. Students are required to complete the request form and have it approved by the Department Chair two months in advance.
    - Poster presentations at conferences: Student will be granted a day off without makeup for the day of event. Any extra days including travel days will have to be made up. Students are required to complete the request form and have it approved by the Department Chair two months in advance. Primary author will be approved. Secondary authors will have to be approved at the discretion of the Department Chair.

- **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)**.

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. 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.

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

Lateness to class, based on scheduled class start time, 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.

Bereavement leave: Pertains to loss of parents, grandparents, siblings, spouses and children.

Bereavement leave for all students: 3 days for which the student is excused from clinic, exams, and assignments. Any exams and assignments that will be missed during the 3-day bereavement leave will need to be made up at Chair's discretion. After the 3 days, the student will need to make up any clinic sessions on a 1:1 basis. Tests and assignments will be made up when student returns at Chairs discretion. The maximum time a student can seek is 2 weeks for Emergency Leave of Absence without disrupting the timeline for their studies.

Example: Student takes 7 days off Days 1 through 3 are excused for which there is no makeup of clinic session. If a test or assignment is scheduled during this time, it will be offered as a makeup at Chairs discretion. Days 4 through 7 students will have to make up each clinic session on a 1 to 1 basis so therefore this student will require 4 days makeup. Test or assignments scheduled during this time, will be offered as a makeup at Chair's discretion.

COVID 19 Attendance: All clinic sessions missed related to COVID 19 quarantine, will have to be made up on a 1:1 basis as per Chair's discretion. If the reason for the student's absence is illness, then he/she has the right to a makeup exam. Any student that is required to quarantine due to COVID 19 exposure or travel will still be required to take any scheduled tests and complete assignments during their absence.

Examinations, Evaluations, and Retesting

(Due to Covid 19 some protocols have been changed to adapt to the ever-changing situation, all updates are within the course or clerkship syllabus)

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 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 third 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.

e. Students are responsible to check with the Dean of Pre-Clinical Sciences, Dean of Clinical Education 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.

IN PERSON and REMOTE ELECTRONIC TESTING PROTOCOL

Due to changing Covid Pandemic restrictions, at a moment's notice NYCPM examinations can go from a live setting to a remote setting. All efforts will be given to give ample time for the notification of students regarding these unexpected changes. Both types of examinations are proctored by either live in person proctors or exam monitoring software. Both scenarios retain the same rules and procedures established for exam taking at NYCPM as detailed in the student handbook. Any violation of these rules and procedures will lead to the review of the examination and possible sanctions where necessary. These general guidelines will be utilized as our template for monitoring, but there may be unforeseen issue that may be added pending review of future exams and exam reviews.

For All Students Obligated to Take Electronically Administered Examinations or do a post Exam Review on campus or remotely at the New York College of Podiatric Medicine **some testing protocols have been changed to adapt to the situation. Below are protocols specific to remote testing and examination review using the Exam monitoring software.**

On Campus

- The student must possess 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 an NYCPM issued iPad mini/iPad 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/iPad, 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 NYCPM issued iPad mini/iPad, 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 NYCPM issued iPad mini/iPad OPEN and the green confirmation check mark visibly displayed until dismissed by the proctors.
- If a student presents late to an examination, their NYCPM issued iPad mini/iPad 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 NYCPM issued iPad mini/iPad at the time of examination, the College will provide one for the non-negotiable charge of $25.00.
  - The College-provided iPad mini/iPad will be signed for and the charge will be applied directly to the student's account.
  - The iPad mini/iPad must be returned by the end of the examination time.

- 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 NYCPM issued iPad mini/iPad 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.
- **Please be aware that the college reserves the right to investigate and adjudicate as necessary any other identified inappropriate behavior even if not specifically enumerated in the attached document.**

Remote Testing

- Examinations must be taken at a table or desk mimicking the on-campus testing environment regarding placement of the iPad as described below.
- The NYCPM issued iPad mini/iPad during in person testing should be held flat on the table/desk or raised slightly in the inclined position using the iPad cover while still on a table or desk. For remote testing, the iPad can be held in an inclined position as previously described or upright supported by a stand so that the test taker can remain in camera view for monitoring.
- The volume and microphone of the iPad must be enabled and turned up to the maximum level and kept at this level throughout the examination. The microphone must not be covered over, blocked, or tampered with in any manner. Any inappropriate use or tampering with of the microphone will lead to the review of the examination.
- There is to be no other individual in the vicinity of your exam taking area.
- There should not be any interaction with any other individual of any type while you are taking the examination. This practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- The student will verify their physical presence at the examination by following the protocol established by the Exam monitoring software.
- Books, notes, monitors, screens, or papers of any kind are not permitted anywhere near the test takers. These materials should not be in the room with you. This practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- Please refrain from speaking or reading questions out loud, this practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- Please make certain that your face is visible on your iPad. Please do not look away from the examination device screen for any period of time, this practice is not allowed in on campus

exams and will trigger a review or a flag from the Exam monitoring software. Your face should be centered facing the device and not skewed to the side.

- Do not cover the camera on the iPad. When using your fingers to scroll through the exam please make sure that you do not cover the camera on your iPad. This temporarily blocks your image.
- Do not get up and leave the area, this practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- Do not have food or drink, this practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- Do not use a pen or writing implement, as they are not necessary for the remote examination.
- Refrain from doing hand gestures, this practice is not allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- All electronic devices (including smart watches, listening devices, phones, laptops, monitors, desktops, portable pad, etc.) must be turned off and stored elsewhere out of reach during all scheduled examinations. **No electronic device (other than the approved electronic device specified for the exam) may be accessible during an exam. Violation of this rule will result in automatic failure in the examination.**
- Glasses, ear plugs or headgear (unless religious in nature) that obscure the student's eyes, ears, mouth or face in general are not permitted to be worn, this practice is not currently allowed in on campus examinations and will trigger a review or a flag from the Exam monitoring software.
- No bathroom breaks are allowed for during the remote examinations.
- If a student encounters any technical difficulties with their NYCPM issued iPad mini/iPad, they should contact the NYCPM proctor or admin assistant assigned to the examination.
- During the Exam Review process – there is to be no copying/documenting of any question, this is inclusive of picture taking and any other form of copying or documenting.
- **Please be aware that the college reserves the right to investigate and adjudicate as necessary any other identified inappropriate behavior even if not specifically enumerated in the attached document.**

*NYCPM issued iPad mini/iPad 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 their own benefit or that of another student, the proctoring software will report or flag these infractions which will lead to referral 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	Grade Point	Equivalent Explanation
AH	4.0	97-100
A	4.0	93-96
A-	3.667	90-92
B+	3.333	87-89
B	3.00	83-86
B-	2.667	80-82
C+	2.333	77-79
C	2.00	73-76
C-	1.667	70-72
C-*	1.667	70
FC-	1.667	70
F	0.00	<70
P	Pass	Not Computed
PH	Honors Pass	Not Computed
P*	Pass/remediation	Not Computed

Note: Grades of F, WF and INC are considered academic deficiencies Note: The grade of A+ is no longer used

"*" 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.
Note: Please refer to the current online NYCPM catalog at http://www.nycpm.edu for definitive curricular and course information. In case of discrepancies between the PDF version of the current catalog or departmental materials and Syllabi, the live version of the catalog found at http://www.nycpm.edu is considered the authoritative source.

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. Transfer or advanced standing students are ineligible for any scholarships and awards that rely solely or in part on the student's GPA, unless said student will complete the second, third and fourth years of the NYCPM curriculum in its entirety. Transfer or advanced standing students remain excluded from the graduation honors of valedictorian or 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. The final grades of all courses taken at NYCPM are calculated into the term and cumulative GPA. Therefore, a repeated course carries both credit and final grade and are always included in the computation of the GPA. The repeated course grade does not replace the original course grade.

Final Grades

At the end of each semester, all final grades are submitted to the Registrar. 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 grades 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: Transcript requests are done by the Registrar's office with payment through the Marketplace link:
https://secure.touchnet.net/C21513_ustores/web/store_main.jsp?STOREID=129&clearPreview=true&SINGLESTORE=true

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.

Transcript Notations due to Acts of violence:

> *For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.*
>
> This provision requires all institutions to place notations on transcripts of students when two factors are met:
>
> ● The student is found responsible, after a process (or takes responsibility) for a code of conduct violation that is equivalent to the definitions for Clery Act Part I Primary Crimes; and
>
> ● The student is expelled, suspended, and/or withdraws with conduct charges pending.

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 in the first year who is not eligible for, does not take, or fails two retesting exams is subject to dismissal (see Retesting section).
2. A student with **greater than one** failure after retesting is subject to dismissal (see Retesting).
3. 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.
4. A student with **one** failure after retesting and who has a cumulative GPA of less than 2.00 will be subject to dismissal.

5. 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 in the second year who is not eligible for, does not take, or fails two retesting exams is subject to dismissal (see Retesting section).

2. A student with **greater than one** failure after retesting is subject to dismissal (see Retesting).
3. 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.
4. 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.

5. 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 in the third year who is not eligible for, does not take, or fails **two** retesting exams 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.

   Those students who have been unsuccessful in any section of Capstone will be provided such information prior to the end of May. Students who have failed the written portion of the examination shall be permitted to re-sit the examination ONCE. This re-examination will occur in the second or third week of July after the student has had both the opportunity for self-assessment and study AND a guided period of academic preceptorship. This period of reassessment occupies July, regardless of any previously scheduled external or local affiliate clerkship. The deferred month will be made up in an unscheduled month within semester VIII.

   *Students who receive a grade of "F" in either of the **clinical** segments or the note writing component will be required to undergo a separate and final SP session to be conducted within 3 weeks of the receipt of the final capstone assessment. Students who receive a failing grade in the note writing portion of the assessment shall be counseled individually by the course director as to their deficiencies.*

   Should a student fail to resolve identified clinical weaknesses through remediation as described OR resolve a failure on the written portion of the examination through subject area re-examination, a grade of F will be recorded. Standard institution policies relative to promotion will apply. Students who have failed retest opportunities in any area of capstone are ineligible to progress to semester VII of the College curriculum.

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, and do not pass, or intentionally do not take the exam in October of that year, will be subject to academic dismissal by CAPP. The student will have the option to complete the didactic portion of Semester V.***

- ***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.

<u>January Class Term #3</u>

- 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

PURPOSE OF THE POLICY

Satisfactory Academic Progress ("SAP") ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive financial assistance through all Touro College and University System ("Touro") eligible Title IV federal financial aid programs, including New York Medical College ("NYMC") and New York College of Podiatric Medicine. Conformance to Touro’s SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

SCOPE

This SAP policy applies to all Touro Students including Undergraduates, Graduates and Professional students as described below. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined by Touro, other state or Federal benefit programs (i.e. NYS Tuition Assistance Program) or individual program requirements. However, these standards are intended to be at least as rigorous as Touro College academic policies.

THE POLICY

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

SAP standards (CGPA, Pace, and Maximum Time Frame, hereinafter collectively referred to as Standards) consist of quantitative and qualitative measurements that are determinants of SAP. The qualitative measurement evaluates the quality (*i.e. GPA and Academic Standing*) of the students' academic work. The quantitative measurement evaluates the *Pace* by which students are working toward the completion of their program and the *Maximum Time Frame* required to complete their program.

GPA and Academic Standing (Qualitative): All students must maintain a minimum cumulative grade point average (CGPA) as specified in Appendix A found at the end of this policy and be neither dismissed nor suspended from their academic program, as determined by their program's specific academic standards policy. All students are also required to achieve a CGPA that is consistent with their program requirement for graduation.

Pace (Quantitative): Students must be on target to complete their academic program within the set time frame, which is measured by the Pace at which they complete their required coursework. All students must maintain a minimum Pace as specified in Appendix A found at the end of this policy. To determine if a student is meeting this standard, total cumulative earned credit hours at Touro plus accepted transfer credit hours are divided by the total cumulative attempted credit hours, including accepted transfer credits. A student must successfully complete the designated cumulative minimum percentage of all attempted credit hours at the point of SAP evaluation as determined by the calculation above and illustrated in the table below.

Table 1: Pace Examples:

Cumulative Attempted Credits	Cumulative Earned Credits	Pace (Completion Rate)	Pace/Completion Requirement Met?
24 credits	24 credits	100%	Yes
48 credits	12 credits	25%	No
10 credits	9 credits	90%	Yes
10 credits	0 credits	0%	No

Maximum Time Frame (Quantitative): All students are expected to finish their degree or certificate program within a maximum time frame, no longer than 150% of the published length of their program. For undergraduate students, the maximum Time Frame is measured in credit hours; for graduate and professional students the maximum Time Frame is measured by the actual length of the program as provided in the Appendices.

ADDITIONAL CONSTRAINT ON FINANCIAL AID ELIGIBILITY

Students who have completed the academic requirements for a program but do not yet have the certificate or degree are not eligible for federal financial aid funds for that program of study.

SAP EVALUATION

Frequency and Timing: Touro evaluates all students' academic progress annually with the exception of programs of one-year in length or for students on probation. These programs/students are evaluated each payment period. As grades are posted for the spring semester/term, the Office of Financial Aid will review the academic records of all students who are receiving federal financial aid funds to determine if they are meeting the Standards. This review will be performed for all students who were enrolled at Touro for the previous academic year (i.e. Summer, Fall, Winter and/or Spring). Students who enter in the spring semester/term will be evaluated after the spring semester/term using the Standards for the semester/term that the student is enrolled at Touro plus any accepted transfer credits.

Evaluation: The Office of Financial Aid will perform an annual (or term) review of each student's progress to ensure that students are meeting each of the Standards. If it is determined that the student is not compliant with any of the Standards, the student becomes ineligible to receive federal financial aid and Financial Aid eligibility will be suspended.

SAP NOTIFICATION

A student not meeting the Standards will be notified in writing of their Financial Aid Suspension after *all* grades have been posted for their program of study. The notification will include an explanation of the Standards evaluated and instructions on how to proceed. Written notification will be sent electronically via their Touro email account and/or mail via the last known mailing address according to the Registrar's records.

Financial Aid Suspension: Students who do not meet the Standards (as indicated in the Appendices) at the time of the annual evaluation, will be ineligible to receive federal financial aid funds for the subsequent semester (unless they submit an appeal and are placed on financial aid probation).

Financial Aid is suspended for a student who fails to meet the standards of SAP and:

- has not submitted an appeal of their status or has had their appeal rejected by the appropriate review committee.
- fails to regain eligibility by meeting the minimum Standards after a successful appeal and completion of the probationary period; or
- has not fulfilled the requirements set forth in their Academic Plan.

Students with Financial Aid eligibility suspended may either:

- remediate any of the Standards that are non-compliant while not receiving federal or state need-based financial aid, or
- submit an SAP appeal.

If at any time during a non-review period, a student who has been suspended from Financial Aid eligibility has remediated any of the Standards that are non-compliant (e.g., due to a late grade change or completing an incomplete course), that student must contact the Office of Financial Aid to request a review of their academic record and reinstatement of their financial aid eligibility. **Do *NOT* assume that reinstatement is automatic.**

Unless academically dismissed, students may be permitted to enroll at Touro while financial aid is suspended. Students denied federal financial aid may continue attending Touro by funding their education themselves. It is the student's responsibility to monitor his or her academic progress and to be aware of their program requirements and SAP standards.

Financial Aid Probation: Financial Aid Probation is a status assigned to any student who fails to meet the Standards and has successfully appealed their Financial Aid Suspension. If placed on Financial Aid Probation, students will be required to follow an approved Academic Plan in order to receive federal financial aid for one semester/term and have their progress be evaluated at the end of the semester/term. Students who meet all Standards or the requirements outlined in their Academic Plan will remain eligible for federal financial aid. Students who fail to meet the Standards or the requirements outlined in their Academic Plan will again be suspended from financial aid eligibility and will be ineligible for federal financial aid going forward. Students may have plans that extend for more than one semester/term but their progress will still be evaluated at the end of each semester/term to ensure that they have complied with their Academic plan.

Only Financial Aid eligible applicants and/recipients will be placed on Financial Aid Probation. Students who have filed an appeal and are approved will be placed on Financial Aid Probation in the next semester which they have applied for federal financial aid, which could include the semester in/for which the appeal is granted.

Discretionary Review of SAP in Non-Annual Review Periods: The Office of Financial Aid or the Registrar may, at its discretion, conduct SAP assessments at any time throughout the academic year. If upon performing the analysis the financial aid or registrar staff identifies that a student may be at risk of failing to meet all Standards, the identified student(s) may be sent a courtesy notification via their Touro email address.

Students who receive a courtesy notification letter will continue to have their federal financial aid processed as normal by the Office of Financial Aid for the term during which the discretionary review was completed and until they fail to meet the standards of Satisfactory Academic Progress as determined by the annual review period as described above.

APPEAL PROCESS

Students who become ineligible to receive federal financial aid for failure to meet the Standards and have been notified of the Financial Aid Suspension have the right to make a written appeal to the appropriate Committee on Academic Standing (CAS). Students who appeal must demonstrate all of the following:

- that failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control (corroborating documentation must be supplied);
- that they have resolved the issue(s) that caused the deficit, and;

- that the issue(s) will not affect their performance in the future.

Monitoring the Status of An Appeal: Once an appeal is submitted to the appropriate committee for a decision, that appeal will be heard at that committee's next meeting. All decisions are final. If a decision has not been made by the time tuition is due, it is the student's responsibility to contact the Office of Financial Aid to discuss the options on how to proceed.

Below is a listing of the potential appeal statuses that could be determined by the CAS:

- **In-Progress**: Appeal has been received, but not reviewed.
- **Tabled**: Appeal has been reviewed, but the committee has deferred the appeal until it receive(s) additional information.
- **Approved**: Appeal has been approved and the student has been placed on Financial Aid Probation.
- **Denied**: Appeal was not approved based on the information that was provided. The student is no longer eligible to receive federal financial aid.

Limit of appeals: Students may not initiate an appeal using the same extraordinary and extenuating circumstance twice.

Regaining Eligibility for Financial Aid through Self-Correction: Students who are denied federal financial aid on the basis of not meeting the Standards, may regain federal financial aid eligibility by becoming compliant with all of the Standards while studying at their own expense. This is known as self-correction.

It is the students responsibility to notify the Office of Financial Aid when they have self-corrected their SAP-related issue(s). The Office of Financial Aid will then conduct a review to confirm that the student is meeting all Standards at that point in time.

Late Grade Posted or Grade Change: Students whose Financial Aid eligibility has been suspended or those on Financial Aid Probation who have a grade posted late or changed must notify the Office of Financial Aid to have their SAP re-evaluated. It is the responsibility of the student to notify the Office of Financial Aid of these circumstances. There is no automatic process to clear Financial Aid Suspension or Probation. If no notice

is provided, the student's SAP status will remain unchanged and will be re-evaluated during the next annual review.

Program Changes: Students who switch programs while at Touro will be evaluated based only on the Standards for the program for which they are ***currently active***. Students who are not compliant with any Standards prior to switching programs or based on their new program may be required to submit an SAP appeal form before they are eligible to receive any federal financial aid. Failure to submit an appeal may result in the student not being eligible for federal financial aid. It is the student's responsibility to recognize that a program change may result in a Financial Aid Suspension.

Academic Plan: If an appeal is approved, the student will be placed on Financial Aid Probation and given an Academic Plan.

An Academic Plan is a written agreement between the student and the institution that may extend the student's eligibility for federal financial aid for one or more semesters/terms during a designated probationary period. The Academic Plan specifies requirements (i.e., minimum course completion ratio, CGPA, reduced course load or enrolling in specific courses) that the student must meet and exceed each semester/term to maintain or regain federal financial aid eligibility. A student that does not meet these Standards will again be suspended from Financial Aid eligibility and will be ineligible for federal aid in future semesters/terms until the student can meet the standards.

EFFECT OF WITHDRAWALS, TENTATIVE GRADES, REPETITION, AND TRANSFER CREDITS

Withdrawal (W), Unauthorized Withdrawal (WU), Withdrawal Pass (WP) and Withdrawal Never Attended (WNA): Students are given a W (Withdrawal) when they officially withdraw from a course. The course will only appear on the transcript if students withdraw after the end of the add/drop period as per the program's academic calendar. A W grade is ***not*** calculated into the GPA, attempted credits or earned credits, when dropped *on or before* the add/drop period. After the add/drop period, a W grade is calculated into the attempted credits, but not calculated into GPA or earned credits.

A grade of WU (Unauthorized Withdrawal) is assigned to students that stop attending before the end of 60% of scheduled classes for the semester. The WU grade is calculated in the GPA as a failing grade and is included in the attempted credits and earned credits.

The grade of WNA (Withdrew Never Attended) is assigned if students have never attended class. This grade is not calculated into the GPA, attempted credits or earned credits.

Withdrawn courses recorded on the student's permanent academic transcript are included in the Pace and maximum Time Frame calculations as attempted but not satisfactorily completed credits. Please see each school's Bulletin or Student Handbook for detailed information as it pertains to each type of withdrawal (i.e., W, WU and WNA)

Incompletes (INC)/Missing Grades: Courses that are assigned an incomplete grade or if a grade is missing, will be included in the attempted credits but not earned credit hours for Pace and maximum Time Frame measures. They are entered as attempted but not satisfactorily completed credits and are not included in the CGPA. Students' status may change once a final grade is recorded. It is the responsibility of the student to notify the Financial Aid office when a grade has been entered as final.

For purposes of determining whether a student would be eligible for Federal Student Aid despite an Incomplete or Missing grade, the Financial Aid department may look to use a failing grade (F or U) in place of the Incomplete or missing grade. If the student passes the SAP standards with the substituted failing grade included in the calculation, the student would be eligible for aid even though there is an Incomplete or Missing Grade still on the student's record. If the student fails the SAP standards with the substituted failing grade included in the calculation, the student will not be eligible until the Incomplete or missing grade changes to a final grade AND the student meets the SAP standards.

Tentative (Incompletes) (T): *FOR INFORMATIONAL PURPOSES ONLY* as this grade is no longer available. Courses that were assigned a tentative grade were included in the attempted and earned credit hours for Pace and maximum Time Frame and were included in the CGPA. Only tentative grades of TC- to TF were assigned. Students' SAP status was changed once a final grade was recorded. It was the responsibility of students to notify the Financial Aid office when a grade had been entered as final. If a TC- or TF grade was not resolved six (6) weeks from the date that the grade was submitted by the professor, the T was dropped, and the grade become final. This potentially resulted in Financial Aid suspension and students had to submit an appeal to regain financial aid eligibility.

Pass/Fail (Pass/No Credit at the Law Center): All credits for Pass /Fail/ Pass-No Credit course attempts will be counted as attempted credits. Only P grades will count as satisfactorily completed credit hours in the quantitative measures. However, under no circumstances can students full time course load in each semester/term consist only of P/F courses. Passing grades include P (Pass), H (Pass with Honors) or P/NC (Pass/No Credit).

Repetitions: For purposes of financial aid, students may be permitted to retake courses in which the student received a failing grade or its equivalent (i.e. where a grade of B- or below is considered non-passing), which is dependent on the academic requirements of the program in which the student is enrolled. Each time a course is attempted, it is considered an attempt when calculating the Pace of completion and maximum Time Frame measures, regardless of whether the course is subsequently repeated for a better grade.

Students are only allowed to receive federal financial aid for one repeat of a course (for the first time only) a previously passed course in a term-based program, including when the student is retaking a passed class due to failing other associated coursework. Any

grade that is higher than an "F", or its programmatic equivalent, is considered passing for this purpose regardless of the school or program policy/requirements. If after that one allowable repeat, a satisfactory grade is not achieved, the student may ***not*** be eligible to receive federal financial aid for additional repeats of the same course.

The FSA program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, the school must always include courses applicable to a student's major (whenever taken) in evaluating a student's satisfactory academic progress (both quantitative and qualitative components). To clarify, courses taken at any point towards the student's major/degree will always be utilized for SAP evaluation purposes, regardless of whether the school or program has separate academic policies that allow for academic amnesty. In this regard, grades in courses that were previously taken may remain and be reflected on the student's transcript.

Transfer Credits: For purposes of financial aid, only transfer credit hours officially accepted for the student's program of study will be automatically counted in the attempted and successfully completed credit hours toward the quantitative (Pace of completion) and maximum Time Frame. Various programs of Touro may have different standards and requirements regarding acceptability of transfer credits and calculations will be based on the program in which the student is enrolled.

Remedial Courses: Remedial courses do not count toward a student's degree requirements; however, they are counted toward establishing full time status at Touro. Remedial courses are not calculated in the quantitative measure to determine pace of completion and not calculated in the maximum Time Frame and CGPA evaluations. Touro calculates a separate standard of good academic standing for students taking remedial courses; please refer to the Remedial Students Academic Standing Chart in Appendix A.

In addition, students are allowed to repeat and obtain financial aid for each remedial course only once. Students who fail the same course or level twice are not making SAP and may be placed on financial aid suspension. A student who withdraws after five weeks of the semester/term will be considered to be repeating the course upon his/her next attempt of the course. Students who withdraw twice from any such course are not considered to be making satisfactory progress and may be dismissed from Touro. The CAS may grant a waiver to allow a student to repeat a remedial course for one additional semester/term depending upon the circumstances.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS

Satisfactory Academic Progress (SAP): Federal requirement that mandates that institutions monitor a student's academic progress for the purpose of determining financial aid eligibility. To be in good SAP standing, the student must meet ***all*** SAP Standards.

SAP Standards: Refers to the standards that students must meet in order to maintain their financial aid eligibility. This includes maintaining compliance with cumulative GPA, Pace, and

maximum time frame requirements.

Cumulative GPA Requirement: The Cumulative GPA requirement (CGPA) is the cumulative grade point average that a student must achieve at each SAP evaluation. If a student is enrolled in a program that is more than two academic years, the student must have a CGPA of at least a "C" or its equivalent or have academic standing consistent with the institution's requirement for graduation. Please refer to Appendix A for requirements by program.

Pace Requirement: The Pace requirement is the Pace at which a student must progress through their program calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Please refer to Appendix A for requirements by program.

Maximum Time Frame Requirement: For an undergraduate program measured in credit hours, a period no longer than 150% of the published total credit hours required to graduate. For a graduate program, no more than 150% of the published length of the program. Please refer to Appendix A for requirements by program.

Financial Aid Suspension: Financial Aid Suspension refers to a student who fails to meet the SAP standards. These students are ineligible for federal financial aid.

Financial Aid Probation:

Financial Aid Probation is a status assigned to any student who fails to meet the Standards and has successfully appealed their Financial Aid Suspension. If placed on Financial Aid Probation, students will be required to follow an approved Academic Plan in order to receive federal financial aid for one semester/term.

Financial Aid Courtesy Notification: After a discretionary review in a non-review period, a Financial Aid Courtesy Notification may be sent to students if it has been determined that they are at risk of not making SAP at the SAP evaluation. The student's federal financial aid will not be affected at this point.

Appeal: A student submits an appeal after notification of Financial Aid Suspension to petition the institution (through the appropriate Committee on Academic Standing) for reconsideration for reconsideration of their eligibility for federal financial aid when they are not meeting SAP standards. An appeal must explain why the student failed to make SAP and what has changed in the student's situation that will allow the student to make SAP in the future.

Academic Plan: An Academic Plan is a written agreement between the student and the institution that may extend the student's eligibility for federal financial aid for one semester/term during a designated probationary period.

This Policy will be reviewed periodically and will be updated, as necessary. All changes to this policy will be updated on the Touro Website where the policy can normally be found. No notice

is necessary when making changes to this policy and you are responsible for keeping current on any changes to this or any other Touro policy and acting accordingly.

https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/

New York College of Podiatric Medicine

PROGRAM	# OF CREDITS	REQUIRED MINIMUM CGPA	PACE REQUIRED
Doctor of Podiatric Medicine	200.9	2.0	67%

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 circumstance~~,~~** 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 poses 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

CURRICULUM 2021-2022 BY TERM

FIRST YEAR
SPRING CLASS

Term 1 - Spring

Course No.	Course Title	Grade Type	Credits
PCLP600	Bacteriology	Letter	3
PCLP605	General Anatomy & Lab	Letter	7
PCLP608	Neuroscience	Letter	3
Total			13

Term 2 - Fall

Course No.	Course Title	Grade Type	Credits
PCLP601	Biochemistry	Letter	5
PCLP602	Cell Biology and Histology & Lab	Letter	5
PCLP603	Introduction to Genetics	Letter	2
PCLP604	Physiology I & Lab	Letter	3
TOTAL			15

Term 3 – Spring

Course No.	Course Title	Grade Type	Credits
CHMP614	Medical Ethics and the Art of Doctoring	Letter	2
PCLP606	Immunology	Letter	3
PCLP607	Molecular Biology & Molecular Genetics	Letter	3
PCLP609	Physiology II & Lab	Letter	5
TOTAL			13

CURRICULUM 2021-2022 BY SEMESTER

FIRST YEAR

FALL CLASS

Semester I - Fall

Course No.	Course Title	Grade Type	Credits
PCLP600	Bacteriology	Letter	3
PCLP601	Biochemistry	Letter	5
PCLP602	Cell Biology and Histology & Lab	Letter	5
PCLP603	Introduction to Genetics	Letter	2
PCLP604	Physiology I & Lab	Letter	3
Total			18

Semester II – Spring

Course No.	Course Title	Grade Type	Credits
CHMP614	Medical Ethics and the Art of Doctoring	Letter	2
PCLP605	General Anatomy & Lab	Letter	7
PCLP606	Immunology	Letter	3
PCLP607	Molecular Biology & Molecular Genetics	Letter	3
PCLP608	Neuroscience	Letter	3
PCLP609	Physiology II & Lab	Letter	5
Total			23

SECOND YEAR

Semester III - Fall

Course No.	Course Title	Grade Type	Credits
CHMP615	Research Methodology & Epidemiology	Letter	2
MEDP618	Dermatology	Letter	2
MEDP621	Neurology	Letter	1
PCLP610	Infectious Diseases	Letter	5.5
PCLP611	Lower Extremity Anatomy & Lab	Letter	7.5
PCLP612	Pathology I & Lab	Letter	4
Total			22

Semester IV - Spring

Course No.	Course Title	Grade Type	Credits
MEDP625	*Podiatric Medicine I	Letter	2.5
MEDP613	Physical Assessment & Lab	Letter	3
ORTP617	-Biomechanics	Letter	1.5
ORTP619	-Functional Orthopedics I	Letter	2.5
PCLP620	*Fundamentals of Pathophysiology	Letter	2.5
PCLP622	*Pathology II	Letter	4
PCLP623	*Pharmacology	Letter	4.5
PEDP624	-Podopediatrics I	Letter	1.5
SRGP616	*Anesthesiology	Letter	2
SRGP626	*Podiatric Surgery of Foot and Ankle I	Letter	2
MEDP701	-Combined Clinical Skills	P/F	4
Total			30

*Courses meet entire semester -Courses meet in Block Format

THIRD YEAR

Semester V – Fall

PCLP699	NBPME Part 1 Board Prep	P/F	0
MEDP628	Internal Medicine I	Letter	2
MEDP629	Medical Imaging I	Letter	1
MEDP631	Podiatric Medicine II	Letter	1.5
ORTP627	Functional Orthopedics II	Letter	1.5
ORTP630	Physical & Rehabilitation Medicine	Letter	0.5
PEDP633	Podopediatrics II	Letter	1.5
SRGP632	Podiatric Surgery of Foot & Ankle II	Letter	2.0
Total			10

GROUPS 1 & 2			
MEDP705	Internal Medicine (Ambulatory) Clerkship	P/F	2
MEDP706	Physical Diagnosis Clerkship	P/F	1
MEDP707	Podiatric Medicine Clerkship	P/F	16
MEDP708	Podiatric Imaging Clerkship	P/F	4
ORTP703	Physical & Rehabilitation Medicine Clerkship	P/F	2
Total			25

GROUPS 3 & 4			
ORTP702	Orthopedics Clerkship	P/F	6
SRGP703	Podiatric Surgery Clerkship	P/F	12
PEDP704	Podopediatrics Clerkship	P/F	6
Total			24

Semester VI – Spring

CHMP636	Geriatrics	Letter	1
CHMP641	Topics in Health Care Delivery & Community Medicine	Letter	1
MEDP635	Emergency Medicine	P/F	1
MEDP637	Internal Medicine II	Letter	1.5
MEDP639	Medical Imaging II	Letter	1.5
ORTP634	Advanced Topics in Biomechanics and Sports Medicine	Letter	2.0
SRGP638	Introduction to General Surgery	Letter	1.5
SRGP640	Podiatric Surgery of Foot & Ankle III	Letter	2.5
SRGP642	Traumatology	Letter	1.5
Total			13.5

GROUPS 1 & 2			
ORTP702	Orthopedics Clerkship	P/F	6
PEDP704	Podopediatrics Clerkship	P/F	6
SRGP703	Podiatric Surgery Clerkship	P/F	12
Total			24

GROUPS 3 & 4			
MEDP705	Internal Medicine (Ambulatory) Clerkship	P/F	2
MEDP706	Physical Diagnosis Clerkship	P/F	1
ORTP703	Physical & Rehabilitation Medicine Clerkship	P/F	2
MEDP707	Podiatric Medicine Clerkship	P/F	16
MEDP708	Podiatric Imaging Clerkship	P/F	4
Total			25

CPSP700	Capstone Clinical Experience in Comp. Assessment	P/F	0

FOURTH YEAR

Semesters VII

Course No.	Course Title	Grade Type	Credits
XTNP709	Externship Program I	P/F	4
XTNP710	Externship Program II	P/F	4
XTNP718	Externship Program III	P/F	4
XTNP719	Externship Program IV	P/F	4
XTNP720	Externship Program V	P/F	4
MEDP713	Senior Imaging Clerkship	P/F	1
Total			21

Semesters VIII

SRGP715	Senior Surgery of Foot and Ankle	P/F	4
SRGP714	General Surgery Clerkship	P/F	4
MEDP711	Emergency Medicine Clerkship	P/F	2
MEDP712	Internal Medicine (Inpatient) Clerkship	P/F	2
ORTP717	Senior Orthopedics/Podopediatrics Clerkship	P/F	4
Total			16

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 **202.5**

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. Please refer to the current online NYCPM catalog at http://www.nycpm.edu for definitive curricular and course information. In case of discrepancies between the PDF version of the current catalog or departmental materials, the live version of the catalog found at http://www.nycpm.edu is considered the authoritative source.**

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 and Tobacco 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
- Sexual Assault, Stalking and Domestic Abuse (detailed in Appendix)

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, possess 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 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 6 faculty members and 1 student from each of the four classes (for a total membership of ten). 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 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] If essential testimony is not readily available, the Chair may permit participation by a witness from a remote location

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.

The New York College of Podiatric Medicine Tobacco-Free Policy

This policy applies to ***all tobacco and tobacco*** products in any form including chew tobacco and e-cigarettes.

The New York College of Podiatric Medicine strictly prohibits the use of tobacco in and around grounds and facilities under the College's management, including College and Foot Center of New York buildings, all entrances and exits to these buildings, all College-maintained parking lots, and College vehicles. Tobacco use is prohibited at all College-sponsored, off-campus events. While the College recognizes it does not have jurisdiction over public areas, consistent with good health practices and municipal policies, use of tobacco in any form must be no closer than 50 feet of any College or Foot Center entrance or College parking lot.

This policy will be enforced by College security officers. Violators of this policy will be managed as follows:

1. For a first time offense, issued a written warning by an officer.
2. For an offense beyond the first time:
    a. If the violator is an employee of the College or Foot Center, a written ticket of violation will be submitted to the Office of Human Resources for disposition.
    b. If the violator is a student of the College, a written ticket of violation will be submitted to the Dean for Student Services for disposition.

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 mini/iPads 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 mini/iPads 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. They will also be notified regarding updates for the apps and iPad's operating system. It is the responsibility and requirement of the student to maintain and update both the apps and iPad.

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/iPad and other iMe related situations.

NYCPM Issued iPad mini/iPad Breakage Policy:

In the event that a student's NYCPM issued iPad mini/iPad is Broken, the student is to notify the NYCPM IT Service desk immediately. The student is to take the broken iPad mini/iPad 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 - $ 49.99
Second occurrence of covered damage via the AppleCare+ Protection Plan - $ 49.99
Third occurrence - $219.99

**AppleCare+ coverage has the duration of a total of three years.*

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/iPad, AppleCare+ does not cover water damage. Apple Care+ does not cover Lost or stolen devices. If the iPad mini/iPad is lost or stolen the student will be charged the replacement value and cost for a new iPad mini/iPad.

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 another person's work, including but not limited to their ideas, methods, results, or words, without acknowledging the incorporation of that work and giving full recognition to the original author.

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 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

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. 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/iPad'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/iPad

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

Several 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 promoting student research and presentation (herein noted as "work") outside the institution. 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.

Rules and Regulations

The New York College of Podiatric Medicine strives to improve the quality of life for its community through the provision of its Fitness Center. All members of the College and Foot Center of New York communities may use these facilities free of charge.

The NYCPM Fitness Center is not staffed and as such, all users of it must act responsibly and respectfully at all times, as well as respect the equipment and each other. To that end, the following rules, regulations, and suggestions are put forth so that all participants may enjoy a comfortable, safe, and rewarding environment.

- ***In case of injury or medical emergency, dial 911.***
- Use of the equipment is at your own risk. The College is not responsible for any injury or untoward medical event a member may sustain during its use.
- No member is permitted to use the Fitness Center without a signed waiver on file with the College.
- No member is permitted to use the Fitness Center unaccompanied. There must be a minimum of 2 individuals inside the Center while using the equipment.
- Members using free weights or bench press **MUST** have a spotter.
- Appropriate athletic shoes are required (for example, sneakers or aerobic shoes) at all times. No bare feet, sandals, or cleats are permitted.
- No food or drink other than water supplied by the College via the water cooler is permitted.
- The College is not responsible for any loss of personal articles. All personal articles must be stored in a locker (please see below.)
- No guests are permitted. The Center is for exclusive use by NYCPM/FCNY employees and students only.
- The Fitness Center closes when the College building is vacated.

Violation of these rules will result in suspension of Fitness Center privileges and possible disciplinary actions

Lockers

Lockers are located outside the Fitness Center and are for your use. Please bring your own lock, and do not leave money, keys. or valuables in an unlocked locker. When you have completed your workout, please remove your lock so that it is free for the next member!

Exercise Warning

If you feel faint, experience sudden dizziness, pain in the chest, arms or abdominal area, or experience extreme shortness of breath, stop exercising immediately and call 911 or have someone do it for you.

When exercising it is important to monitor your heart rate frequently and stay in your "heart rate training zone."

Potential of Injury

Every activity and exercise program introduces the possibility of injury. Each person's current fitness level, medical condition, and possible joint problems must be taken into consideration when using the equipment.

- If you have knee and/or back problems, you should avoid or limit your use of some equipment and should consult your physician (please see below "Review of Physical Activity and Health Status") to select the right equipment.
- If you experience any pain or discomfort in association with any exercise or equipment, it is important to avoid that exercise or equipment and seek medical advice.
- If you have been ill, wait until you feel fully fit before starting or resuming an exercise program.
- If you are or may be pregnant, check with your doctor before starting a new exercise program.

How to Avoid Injury

- Warm-up slowly.
- Stretch appropriately.
- Do not start a regimen too fast.
- Allow a cool down phase.
- Pay attention to any warning signs of pain or discomfort.
- Do not exercise on equipment that exacerbates a pre-existing condition.
- Do not exercise on equipment that appears defective (see below).

Weight and Machine Warnings

Serious injury can occur if you are struck by falling weights or moving parts. Risk can be significantly reduced by always following these simple rules:

- Do not use equipment without proper knowledge.
- Weight stack selector pins must be fully inserted and locked in position.
- Keep your head and limbs clear of weights and moving parts at all times. Maintain at least a 3 inch clearance between head and weight stack on bench work.
- Before using any equipment, inspect for loose, frayed, or worn parts. If in any doubt, do not use until parts are replaced. If a fitting fails, you may be struck by falling weights or moving parts.
- If weights, pulleys, or other parts become jammed – DO NOT ATTEMPT TO FREE BY YOURSELF!
- In the event of defective equipment, report the problem to 212-410-8086.

Review of Physical Activity and Health Status

Being physically active is safe for most people. However, some people should check with their doctor before they start becoming more active and may need help in choosing the right exercise plan and equipment as needed. If you are planning to start exercising more than you do now, please complete this ***self-assessment*** guide. Please read the questions carefully and answer each one honestly.

1. Yes No Has your doctor ever said that you have a heart condition AND that you should only do physical activity recommended by a doctor?

2. Yes No Do you feel pain in your chest when you do physical activity?

3. Yes No In the past month, have you had chest pain when you were not doing physical activity?

4. Yes No Do you lose your balance because of dizziness or do you ever lose consciousness?

5. Yes No Do you have a bone or joint problem that could be made worse by a change in your physical condition?

6. Yes No Is your doctor currently prescribing drugs for blood pressure or a heart condition?

7. Yes No Are you over 30 years of age and not used to being active?

8. Yes No Do you know of ANY REASON why you should not do physical activity?

If you answered **YES** to one or more questions: Check with your doctor BEFORE you start any exercise program. Tell your doctor about the questions to which you answered YES.

If your health changes so that you then answer YES to any of the above questions, consult with your doctor and ask whether you should change your activity plan.

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.castlebranch.com (herein noted as *Castle Branch*), 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 Castle Branch and file all required documents specific to their year with the website.
- Students are responsible for all fees incurred through Castle Branch.
- Students are responsible for accessing, maintaining, and updating their own records through Castle Branch.
- 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 Castle Branch.
- 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 Castle Branch.
- **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 – 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 and antigen titers
    b. If not taken, signed declination and ***still required*** to submit hepatitis panel

Deadline 3: 1st week in March– 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. Updated tuberculosis skin test (PPD) and, if positive, please see "Health Policies Pertaining to ALL Students" above for details.
3. 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

- 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 Castle Branch.

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 has made arrangements with the Icahn School of Medicine at Mt. Sinai for a qualified counselor to assist students in addressing personal concerns, which are often interrelated with academic concerns. While all students are required to maintain qualified health insurance, there can be many differences among the various insurance carriers. For those students seeking NYCPM's assistance in mental health evaluation and limited follow up, you can arrange those visits through the Dean of Student Services. The Dean for Student Services will guide the student in making an appointment. All information between the student and the mental health professional is privileged and is shared only between those parties.

The College will cover the cost for the initial evaluation session and a maximum of two follow-up visits if necessary with no out-of-pocket costs to the student. However, the student will still be responsible for filing those claims with their insurance provider. Any reimbursement made to the student on behalf the services previously paid for by NYCPM, must be returned to NYCPM.

Further sessions, exams or therapies related to mental health issues are to be the sole responsibility of the student. Any student seeking therapy, evaluation or mental wishes not to utilize NYCPM and the Mt. Sinai affiliation, may do so at their own expense.

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 mission of the Library of the New York College of Podiatric Medicine is to support the curriculum, research and clinical needs of the students and faculty members of the college. We are an information center whose services and collections are consistent with NYCPM community's pedagogical and professional goals.

A. Library Collection

Print Resources: Our print resources include bibliographic and instructional material. The collection of over 13,000 books and bound journals (ranging from biomechanics to orthopedics and dermatology, to name a few) is housed in open shelves in an environment that permits easy access by library users; all books are arranged according to the National Library of Medicine (NLM) classification system. Reserve and reference books, as well as indices, are also available. We own all required and recommended textbooks. The Library also owns a number of e-books, accessible both on-campus and off-campus.

Periodicals (print and electronic): The library currently subscribes to over 100 current medical journals, online or in print. All of the e-journals may be accessed remotely once a student logs in with a valid ID number/password. Bound journal volumes are shelved alphabetically by title in the journal stacks. Lists of current journals by title are available on the library journal page. The library electronic book catalog can be accessed at library.nycpm.edu and includes electronic medical journals, books and e-books. Journal articles can usually be located through PubMed. Ask a librarian for assistance.

Online Library: Besides e-journals and e-books, the library offers access to clinical and non-bibliographic **electronic resources** such as Net Anatomy, Refworks, Stat!Ref, UpToDate, Cochrane (Systematic Reviews and Metadata), as well as online indices like PubMed, ScienceDirect, Ovid, Open Access Journals (DOAJ), etc. See *Circulation Policy – Electronic Resources* below for our access policy.

Rare Books: 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. These materials may be used within the library only.

Foot Models: Several foot models, leg models and skeletons are available for in-house lending. Please inquire at the front desk.

Headphones: The Library lends headphones, first come, first served. They are to be used within the library only.

Yearbooks: An almost complete collection of NYCPM Yearbooks from previous classes is on file. These may be consulted in the library only.

Newspaper: The New York Times is provided Monday through Friday;

B. Library Staff:

Chief Medical Librarian…….Paul Tremblay, MLIS, MA
Medical Librarian…….....Lorraine Chun, MLIS
Weekend Librarian…….Michael Perlman, MSLS

C. 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 6:00p.m.
Sunday from 11:00a.m. to 6:00p.m.

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

D. Circulation Policy

It is requested that no library books be taken to the anatomy lab.

All persons wishing to use library services must have their NYCPM photo ID available when requested by library staff. No services will be given to anyone without an NYCPM Photo ID.

Circulating Books: Maximum of five (5) books on different subject from the general collection may 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 ptremblay@nycpm.edu or lchun@nycpm.edu. The library staff may disallow a renewal if the book is reserved or is in heavy demand.

Reserve Material: As mentioned, the Library owns all required textbooks: these titles are in the Reserve Section located behind the front desk. Reserve material (maximum of two items) may be checked out any day but after 12:00 P.M. and must be returned to the library the following school day before 12:00 PM (noon). Materials may be reserved in advance for a specific date. Students may not take out the same Reserve title for two consecutive days.

Reference Collection: Our Reference Section comprises non-circulating copies of required titles**.** 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.

Electronic Resources: As mentioned, all electronic resources can be accessed from any NYCPM workstations, students' own devices through our Wi-Fi network, or **remotely** with the proper library-provided credentials.

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])**

[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

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
Damaged Materials……Cost will be the current list price

<u>Consequences of non-compliance with the policy include the following</u>:

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.

E. <u>Library Services</u>

The services of the library are available to the faculty, students, residents, alumni, 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, verifying citations and generally offering suggestions to implement research. Don't be afraid to ask for assistance.

Interlibrary Loan (ILL): Reprints of print journal articles and books that are not in our collection may be obtained through our Interlibrary Loan system. The Library is member of a few consortium, local and national, and as such is in excellent position to borrow (and lend) material we do not own. Please ask the Librarian for assistance or fill out our Interlibrary Loan Request form and the librarians will request the materials within the next business day.

Photocopying: Students may make their own copies using the machine located in the Library and the Computer Center. Library users are reminded that they are responsible for observing the Copyright Law (Title 17, U.S. Code)

F. Tips for finding your journal articles:

1. The first step is to make sure you have the author, title, exact name of the journal, year of publication, volume, issue, pages, and the MEDLINE or PMID unique identifier number, if possible.
2. Check our online Library catalog to see if we have it in print or electronically. If it is in print, 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. If you cannot find what you are looking for, ask a library staff person for assistance. If the article is available in one of our electronic journals, you can download a PDF version of the article to your laptop or save it as a PDF file to print.
3. If the library does not have the specific journal, you may put in a request for an Inter-Library Loan. Please complete the InterLibrary Loan form online and fill out all requested fields on the form (especially your email address). Once the article is sent to us, we will email it to you.

G. 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, 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 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 others nearby who are studying otherwise you may be asked to leave the library.

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

H. Alumni Library Usage

All Alumni may use the library (identification confirming alumni status will be required). In-House privileges will be allowed. The college's obligation is primarily to its students and faculty and as such, no borrowing of library materials by alumni is 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 Alumni, and Affiliates of NYCPM is as follows:

- The requester must have a proper ID and it must be presented to the person at the library circulation desk.

1. Print material and foot models are for in-house use only. Copies may be provided at cost.

The Library staff will provide research help.

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

Podiatric Medical Review

The NYCPM Podiatric Medical Review provides opportunities exclusive to NYCPM students. The meritable goal of the publication is to steer students towards Podiatric research, and to get students comfortable with approaching and analyzing medical literary works. Peer review is conducted with the aim of ensuring that the manuscripts are held with the highest standard. The PMR is a testament to outstanding student work that is readily accessible to podiatric residency programs as well as other schools of podiatric medicine. Ultimately, learning the process of peer-reviewed, scientific writing enhances the education at NYCPM and helps to create well-rounded future clinicians.

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 Performance Letter (Formerly known as the Dean's Letter)

The Performance letter is a 1-to-2-page document which is uploaded by the college to the AACPM/Casprweb residency application site during the fall of the student's **senior year**. It is compiled by a committee of faculty- pre-clinical and clinical- who are able to bring personal insight into each student's performance, motivations, and limitations. Students may waive their right to view this document prior to the residency match in semester VIII. (There is a notation on the document indicating if the candidate has waived his or her right to view the document; program directors *might* view "non-waived" as an indicator the letter could be less candid than it might otherwise be.) It is common that hospitals will require a copy of this letter during the credentialing process each new resident will go through after graduation.

The document contains personal and academic information such as GPA, pre-medical training, APMLE (part I) and CAPSTONE status, and class rank. It also includes a graphic summary of junior year clinical skills (rotation) achievements (measured in clinical skills, academics, and professionalism) in the junior curriculum domains of surgery, orthopedics, pediatrics, and medicine.

Notably, it contains a 50-to-100-word personal narrative *supplied by the student* (sought in semester VI from the student) which is meant to reflect information and perspective that the student feels might not be apparent within other residency application materials, or that which the student simply hopes to highlight. Finally, the committee offers a concluding commentary which summarizes the student's strengths, addresses weaknesses where noted, and provides a recommendation for the residency program in their consideration of the candidate.

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 Part II CSPE, 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 Relations Association

Graduates of NYCPM automatically become members of the Alumni Association. Currently no membership dues are assessed. The ARA functions as an advisory board 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 Relations Association, and produce the newsletter ***Student Alumni Report***.

For further information, contact the Office of Alumni Relations at (212) 410-8086.

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 admitted 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 days before the commencement of classes. Students will be able to view their account balances on the TouroOne Portal/TouchNet. Students will be notified when the information is made available for review on the TouroOne Portal. 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 from the first day of classes 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.

NYCPM and Touro College have partnered to create a better experience for our students. This partnership allows students the ease to view their student accounts, pay by echeck or credit card and sign up for electronic refunds online through TouchNet. TouchNet provides real-time student account activity.

Tuition payments can only be made directly through the use of TouchNet. Effective July 1st, 2020 payments will no longer be accepted in person.

Payments for tuition can be made by electronic check or credit and debit card. Please be advised that payments by credit and debit card will incur a 2.85% non-refundable service fee by our third-party provider, TouchNet® Pay Path.* To pay by electronic check, you will need your bank routing number and account number. There is no fee associated with electronic checks. Please follow the steps below to access your student account:

- Login to the TouroOne portal: www.touroone.touro.edu using your portal credentials. (follow the Account Management steps if necessary.)
- Select the "Financial Services" tab on the left of the home page.
- Select "TouchNet" in the Student Accounts box.

TouchNet step by step instructions are available on the TouroOne portal as well as a Student Account How-To Guide.

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.

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 are to be made online on the TouroOne Portal (https://touroone.touro.edu/)/Financial Services/TouchNet using a credit or debit card or e-check.

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.

Withdrawal Policy, Federal Return to Title IV (R2T4)

Objective

The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

1) The date of the institution's determination that a student withdrew;
2) The student's withdrawal date; and
3) The student's last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of the Code of Federal Regulations.

Background

Title IV or federal financial aid is awarded to students based upon the assumption that they will complete their semesters of enrollment and earn satisfactory grades. When students fail to complete their classes, they may lose eligibility for federal funds that they already received or could have received.

When a recipient of Title IV grant(s) and/or loan(s) withdraws (voluntarily or involuntarily) from NYCPM during a payment period (or semester) in which he/she began attendance, the college must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that NYCPM must take to ensure compliance with federal regulations.

Policy
NYCPM must always return any unearned Title IV funds that it is responsible for within 45 days of the date NYCPM determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Reference: Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

Withdrawal Date
A student's withdrawal date varies depending on the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance in the Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

Official Notification Provided
In a case when the student provides official notification of his/her intent to withdraw, NYCPM will use the date of notification as follows:

- In the event that a student begins NYCPM's withdrawal process,* the date the student begins the process is the date of withdrawal.
- In the event that a student sends written notification of intent to withdraw, the date NYCPM receives the written notice is the date of withdrawal.
- In the event that a student makes an oral notification to the Office of the Registrar, which is NYCPM's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that NYCPM receives the written notification may be the withdrawal date.

*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins the withdrawal process and provides a notification to NYCPM, the earlier of the two dates will be used as the withdrawal date.

Official Notification Not Provided
In a case when the student does not provide official notification of his/her intent to withdraw, NYCPM may use the midpoint of the payment period as the date of withdrawal, with the following exception:

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the withdrawal date as determined by the Office of the Registrar.

Last Date of Attendance
NYCPM may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples

of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the college. The faculty member will maintain documentation of the last date of attendance.

Date of Institution's Determination of Student Withdrawal
The date of NYCPM's determination that a student withdrew varies depending upon the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance, Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

Date of Official Notification Provided
This is the date the student provides official notification to NYCPM's or begins the withdrawal process, whichever is later.

Date of Official Notification Not Provided
This is the date that NYCPM learns the student has ceased attendance. NYCPM will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to NYCPM, the institution must determine the withdrawal date no later than 30 days after the end of the earliest:

- Payment period or period of enrollment (as appropriate)
- Academic year.
- Educational program.

Reference: Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

Calculation of Earned Title IV Assistance
U.S. Department of Education software will be used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60%. If the student's withdrawal date occurs after the completion of 60% of the payment period, the percentage earned is 100%.

Post-Withdrawal Disbursements
If the total amount of the Title IV grant and/or loan assistance earned by the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, NYCPM will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.
If Direct Loan and/or Federal Perkins Loan Program funds are used to credit the student's account, NYCPM will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

- Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);
- Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not been applied to the student's account); and
- Advisement that NYCPM is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that NYCPM sent the notification.

Upon receipt of a timely response from the student or parent, NYCPM will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, NYCPM will not disburse any of the funds. NYCPM maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that notification was sent to them. If NYCPM decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

Refund of Unearned Funds to Title IV

If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

Refunds by the College

In the event that NYCPM is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Academic Competitiveness Grant (ACG) for the payment period for which a return of funds is required
- National Science and Mathematics Access to Retain Talent Grant (SMART) for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required

- Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

Refunds by the Student
In the event that the student is responsible for returning grants funds to Title IV programs, NYCPM will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised concerning making arrangements for repayment.

In some cases both the student and NYCPM are each responsible for returning funds to the U.S. Department of Education under the R2T4 regulations.

Payment Period or Enrollment Period
Withdrawals and the return of Title IV funds will be based on a payment period for all standard term (or semester) programs.

Documentation
NYCPM must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

TUITION AND FEES, ACADEMIC YEAR 2021-2022

The following schedule of tuition and fees applies to all full-time students of the D.P.M. program, per semester, during the 2021-2022 academic year.

Tuition and Fees per Semester, Academic year 2021-22

Item	January* T1, T2, T3	Freshman Semester I	Freshman Semester II	Sophomore Sem. III	Sophomore Sem. IV	Junior per Sem.	Senior per Sem.
Tuition	$10,656	$15,984	$15,984	$15,984	$15,984	$15,984	$15,984
Background Check Fee	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Student Assoc. Fee	115.00	172.50	172.50	172.50	172.50	172.50	172.50
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		17,106.50	17,156.50	17,056.50	17,006.50	17,031.50	17,206.50
Jan. Class T1 total	11,455.00						

*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.

2021-2022 INSURANCE AND NATIONAL BOARD FEES SCHEDULE

Fee per sem., when applicable	Senior	Junior	Soph.	Freshman	January
Accident & Sickness Insurance	$2,857.00/ $2,780.00	$2,857.00/ $2,780.00	$2,857.00/ $2,780.00	$1,900.00 /$2,780.00	$2,780.00/ $2,780.00
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

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

FALL (202030)	
Before first day of semester	100%
During add/drop	100%
1st week following add/drop	50%
After 1st week following add/drop	0%
SPRING (202070)	
Before first day of semester	100%
During add/drop	100%
1st week following add/drop	50%
After 1st week following add/drop	0%

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.

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 RECORDS AND REGISTRATION, 2020-2021

ITEM	FEE
Current Students	
Verification of Education	$10.00
Official Transcript	$5.00 per copy
Unofficial Transcript	No fee
Unofficial Board Scores (Those requiring official scores must request scores directly from NBPME.)	No Fee
Graduate/Former Students	
Official transcript	$10.00 per copy
State Board Application Processing	$10.00 minimum*
Duplicate Diploma	$85.00
Clinical Evaluation	No fee
Dean's Letter (Graduates)	$10.00

*Fee for state board application processing may include the additional cost of a transcript, externship evaluations, and letters of certification.

Special Handling (overnight delivery, etc.) $25.00 minimum**
Additional fees apply for registered mail, Express Mail, international delivery.

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

Financial Aid

New York College of Podiatric Medicine (NYCPM) is committed to helping students afford the opportunity for a valuable education. In order for NYCPM to determine eligibility for its financial aid programs, all students (except international students) must complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa. Financial aid is provided through college, state, and federal funds for scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending NYCPM.

It is the student's responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. Students who would have otherwise been eligible may not receive funding when they fail to timely submit documents. All financial aid programs are subject to availability and funding levels.

Financial aid awards are not guaranteed and may be reduced or cancelled after being offered or disbursed to students. Financial aid awards are subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, changes in housing status, as well as updates in FAFSA information, failure to meet minimum grade requirements, failure to complete the semester, and failure to timely submit all required documentation.

Students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid.

Because of the nature of federal, state and institutional guidelines affecting financial aid programs, the information contained in this catalog is subject to change. For further information about available financial aid programs and whether you meet eligibility requirements please contact:

https://studentaid.gov/h/apply-for-aid/fafsa - federal website for submitting the Free Application for Federal Student Aid

https://studentaid.gov/ - federal website for student and parent loan applications and information

https://www.nslds.ed.gov/nslds/nslds_SA/ - federal website for reviewing the student's financial aid history

Financial Aid Self-Service & Student Administrative Services HelpDesk
Financial aid is an enabling element in your educational pursuit. To that end, NYCPM has implemented the TouroOne student portal. With this system, you can review your financial aid awards in real-time, accept or reject loan-based financial aid, gain insight into what might be delaying your financial aid, and much more. You can also register and pay your bill via the student portal.

Visit https://touroone.touro.edu

As part of our Financial Aid Self-Service tool, our student services helpdesk aims to assist all students in the Touro College and University System with their student services questions.

Visit help.touro.edu

Federal Application Requirements and Procedures
All students who wish to apply for financial aid must complete a Free Application for Federal Student Aid (FAFSA or a Renewal FAFSA) and submit it to the U.S. Department of Education (ED) once for each academic year. The FAFSA can be completed online at https://studentaid.gov/h/apply-for-aid/fafsa. Applications become available on October 1 for the upcoming school year that begins with the following summer semester. For example, for the 2019-2020 academic year (which includes the summer 2019, fall 2019 and spring 2020 semesters) the FAFSA was available on October 1, 2018.
Financial aid funding is designed to help bridge the gap between the cost of attending a college and the student's (and parent's, when applicable) available resources. Most awards are determined by need. Please note, financial need has no bearing on admission decisions. Touro administers federal, state, institutional and local sources of aid, as detailed in the following pages.
Students who wish to apply for scholarships, grants, work-study and/or parent and student loans are required to complete the FAFSA. The college codes to be used on the FAFSA for NYCPM is listed below.

	College Code
New York College of Podiatric Medicine	G02749

The FAFSA is available online at https://studentaid.gov/h/apply-for-aid/fafsa. For maximum consideration for all types of financial aid, students should file their FAFSA applications as soon as possible after October 1st of each year.

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Requirements for Title IV (Federal) Financial Aid
In order to qualify for federal financial aid, students:

- Must be accepted into one of NYCPM's degree granting programs and must be fully matriculated in that program.

- Must have a high school diploma or its recognized equivalent, such as a general educational development or GEDN certificate or have completed home schooling at the secondary level as defined by state law.
- Must be making satisfactory academic progress toward their degree.
- Must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs.
- Must not have been convicted of possession or sale of illegal drugs for an offense that occurred while receiving federal financial aid (see Question 23 on the FAFSA for additional eligibility information).
- Incarcerated students are not eligible for federal student loans but are eligible for Federal Work Study and Federal Supplemental Educational Opportunity Grants. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- Must not be in default on a prior federal student or parent loan that has not been rehabilitated. Contact the Office of Financial for loan rehabilitation information.
- Must be a U.S. citizen or permanent resident or other eligible non-citizen.
- Must have a valid Social Security Number.
- Male students are required to be registered with Selective Service to be eligible for federal financial aid funds. (A male student is not required to register if he is below the age of 18, or was born before January 1, 1960.)
- With the exception of unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

Federal Verification Requirements:
When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called Verification. Generally, approximately thirty percent of FAFSA are selected for verification. The verification process helps the federal government to ensure that students' information is accurate and that they receive all funds for which they qualify. If a student's application is selected, the student, his or her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the NYCPM's Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by NYCPM) and other supporting documentation as required.

In its review of financial aid files NYCPM also selects students for verification. Students who are selected for institutional verification are subject to the same rules as those who were selected by the federal government.

Usually gradate students are only required to complete verification if they are selected and plan to participate in the Federal Work-Study Program.

At times students submit documents and information that contradicts that already provided to NYCPM. When contradictory information is submitted, the Office of Financial Aid is required by law to resolve the conflict. Resolution of contradictory information typically requires that the student submit additional documents, which lengthens the verification process.

As part of the federal Verification process, NYCPM may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional

Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear in person and provide government issued photo identification and sign a Statement of Educational Purpose.

The NYCPM Office of Financial Aid will review the information on the FAFSA and make required corrections where necessary. This process may change a student's financial aid eligibility. Students will be notified if corrections result in a change in eligibility.

Students are advised as to due dates for submission of their documents and information in individual communications about verification. Students (and parents, if applicable) who fail or refuse to complete verification are ineligible for financial aid, including loans.

Requirements for Determination of Independent Student Status for Financial Aid
To be considered an independent student for any federal (and some state) financial aid programs, students must meet one of the following criteria:

A. Age 24 or older as of Dec. 31 of the award year
B. For students under 24, one of the following criteria must be met:
- Orphan, foster child, or ward of the court at age 13 or older
- Veteran or currently engaged in active duty in the U.S. armed forces for purposes other than basic training
- Have legal dependents other than a spouse for whom he/she provides more than 50 percent financial support
- Enrolled in a graduate or professional program
- Married student (at the time the FAFSA is signed)
- Classified by the Office of Financial Aid as independent because of other unusual circumstances that have been fully documented and are consistent with federal regulations
- Have had a legal guardian as determined by a state court
- An unaccompanied youth who is determined to be homeless, or at risk of being homeless, by a school district, shelter director, or the U.S. Department of Housing and Urban Development
- Emancipated minor as determined by a court in his/her state of legal residence

NYCPM reserves the right to revise its financial aid programs. All programs are subject to change due to modifications in government or institutional policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Terms & Conditions before deciding to accept or reject their financial aid. View the disclosures within your account in the TouroOne Portal.

Tuition Payment Plans
Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

Federal Work-Study:

Federal Work-Study (FWS) Program:
NYCPM participates in the federally funded Federal Work-Study (FWS) Program. The FWS Program provides both on- and off- campus jobs to eligible undergraduate and graduate

students who wish to earn money to help cover their educational expenses. Students who work on campus are employed by NYCPM. Students who receive off-campus placements will usually be employed by a private non-profit organization or a local, state or federal public agency. The work performed must be in the public interest. If the off-campus job is with a private-sector employer, then the job should be related to the student's course of study.

Participation in the FWS program is determined by student eligibility, need, available funding and job availability. NYCPM is responsible for selecting recipients and determining award amounts. The FWS hourly wage is at least the minimum wage. Students are currently permitted to work up to 20 hours per week when school is in session and up to 30 hours per week when school is not in session.

Interested students should complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa and indicate a desire to participate in the Federal Work Study Program on the FAFSA application. The Office of Financial Aid determines the student's eligibility based on demonstrated financial need and availability of FWS funds. Eligible students who would like to participate in the FWS Program must accept the offer of assistance and contact the Office of Financial Aid. If a student fails to contact the Office of Financial Aid, there is a risk that the FWS award may be cancelled. Funds are limited and there is usually a waiting list of students who would like to obtain positions.

Please be aware that the amount of FWS indicated in the student's portal is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Financial Aid. Renewal is dependent upon continued demonstration of financial need, availability of federal funds and maintenance of the minimum academic standards established by the U.S. Department of Education and NYCPM. Students are required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

In order to begin working in the FWS program students must complete and submit various documents and information. The documents and information must be reviewed and approved by the Office of financial aid and other NYCPM departments. Students who complete hours before being officially approved to participate in the FWS program will not have been added to the payroll system and any hours will be considered to have been volunteered. Students cannot be retroactively paid for any hours they completed before their eligibility to work was established. Until students have received official approval (as detailed in FWS documents and instructions) from NYCPM to begin working they cannot and will not be paid for any hours they might voluntarily complete.

Loans:

Federal Direct Stafford Loans
The William D. Ford Federal Direct Stafford Student Loan Program is sponsored by the U.S. Department of Education (ED), offers low interest rates with a variety of repayment terms. The loan is not credit based and only requires that student's meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, FAFSA results, Cost of

Attendance and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

As a result of regulatory changes affecting loans first disbursed on or after July 1, 2012 through July 1, 2014, the federal government has eliminated the grace period interest subsidy on Federal Direct *Subsidized* Stafford loans (the period immediately following graduation, withdrawal or less than half-time attendance and prior to the repayment start date). The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during in-school and other eligible deferment periods.

The federal government does not pay interest on Direct Unsubsidized Stafford Loans at any time. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford loan while in school, or during other eligible periods of deferment or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment).

Applicants must be enrolled at least half-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for in-school deferments (minimum six credits per semester, with all credits applicable to the degree program of study).

Subsidized Federal Direct Stafford Loan

Undergraduate students who borrow a need-based Federal Subsidized Stafford Loan benefit from the federal government paying the interest while they are in school or in deferment. These loans are called Subsidized Federal Stafford Loans because the government subsidizes (or pays) the interest on these loans until the student's repayment begins.

As of the 2012-2013 academic year, graduate students are no longer eligible to receive Federal Direct Subsidized Stafford Loans.

Unsubsidized Federal Direct Stafford Loan

Both undergraduate and graduate students may qualify for Unsubsidized Federal Stafford loans. The federal government does not pay interest on students' behalf for these loans. Students are responsible for the interest that accrues on the loan during their period of enrollment, during the grace period, and during periods of repayment authorized for deferment. There are two ways to pay interest during these periods:

1. The students may make monthly or quarterly payments to their lender.
2. The student and lender may agree to add the interest to the principal of the loan, but no more often than quarterly (this is called capitalization). If the student does not make interest payments on schedule while in school or authorized periods of deferment, the interest will be capitalized.

Loan amounts will be disbursed in multiple payments sent to the school and made co-payable to the student and to NYCPM.

Borrowers are given a six-month grace period after they graduate, leave school or drop below half time. Subsidized loan borrowers do not have to pay principal or interest during that period (unless they previously used their grace period). Unsubsidized loan borrowers will be responsible for the interest during the six months grace period. Borrowers will be notified of the

date repayment begins but are responsible for beginning repayment on time regardless of whether they receive notification.
The following chart describes annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level.

Annual and Aggregate Federal Direct Stafford Loan Limits

Dependent Undergraduate

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
Stafford (Subsidized / Unsubsidized)	$3,500	$4,500	$5,500	$5,500	$23,000
Additional Unsubsidized Stafford	$2,000	$2,000	$2,000	$2,000	$8,000
Total Stafford	$5,500	$6,500	$7,500	$7,500	$31,000

Independent Undergraduate/Dependent Undergraduate with PLUS Denial

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
Stafford (Subsidized / Unsubsidized)	$3,500	$4,500	$5,500	$5,500	$23,000
Additional Unsubsidized Stafford	$6,000	$6,000	$7,000	$7,000	$34,500
Total Stafford	$9,500	$10,500	$12,500	$12,500	$57,500

Graduate

	Graduate Limit	Aggregate Limit
Unsubsidized Stafford	$20,500*	$138,500

*Ineligible for *Subsidized* Stafford Loans first disbursed on or after July 12, 2012

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program. Information about the William D. Ford Direct Loan Program can be found at NYCPM Office of Financial Aid and at https://studentaid.gov/

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the
FAFSA (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review

each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least half-time attendance (minimum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

Effective for Federal Direct Stafford Loans first disbursed on or after July 1, 2006, the interest rate is fixed. Prior to this date, Federal Direct Stafford Loan interest rates were variable. Federal Direct Loan interest rates change from year to year (in July) and
may also change specifically for one type or the other; Subsidized or Unsubsidized, Graduate or PLUS. Students who received loans prior to the aforementioned dates and who still have balances outstanding on those loans will continue with the interest rate rules in effect at the time of their original loans. Borrowers will be charged an origination fee also. The Origination Fee represents the lenders (the federal government) fee for making the loan.

Below is a table of current interest rates (as of July 1, 2020) and origination fees, by loan type:

	Origination Fee	**Interest Rate**
Undergraduate Subsidized Stafford	1.057%	2.75%
Undergraduate Unsubsidized Stafford	1.057%	2.75%
Graduate Unsubsidized Stafford	1.057%	4.30%
Parent PLUS	4.228%	5.30%
Graduate PLUS	4.228%	5.30%

Public Law 112-141 also includes a new limit on eligibility for Direct Subsidized Stafford Loans for new borrowers on or after July 1, 2013. On or after July 1, 2013 a borrower will not be eligible for new Direct Subsidized Stafford Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. The law also provides that a borrower reaching the 150 percent limit becomes ineligible for interest subsidy benefits on all Direct Subsidized Stafford Loans first disbursed to that borrower on or after July 1, 2013.

Information about the William D. Ford Federal Direct Loan Program can be found at https://studentaid.gov/ or by contacting the Office of Financial Aid.

Federal Direct PLUS Loan Program

The Federal Direct PLUS Loan is an unsubsidized loan for the parents of dependent students or for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The application process includes a credit approval requirement and interest is charged during all periods, including eligible periods of deferment.

Creditworthy borrowers (Graduate students or the parents of Dependent students) may borrow up to the full Cost of Attendance (COA) minus any other aid received by the student. Repayment begins 60 days after the last disbursement is made and can be deferred by contacting your loan servicer to request a deferment. Direct PLUS Loans can be deferred while the parent borrower or child, or graduate student is enrolled at least half-time and for an additional six months after the child or graduate student ceases to be enrolled at least half-time. If the Direct PLUS Loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due. Information about the William D. Ford Federal Direct Loan Program can be found at https://studentaid.gov/

Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a creditworthy endorser. Alternatively, students whose parents have been denied the Direct PLUS loan (based on credit), may apply for an additional $4,000 (first-year and second-year students) or $5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans). The benefit of additional Unsubsidized Stafford eligibility does not apply to Graduate students whose Direct Graduate PLUS application has been denied due to credit.

Federal Direct Graduate PLUS Loans

Borrowers under the Grad PLUS program must be enrolled in an approved graduate level of study. Students' eligibility criteria are comparable to those for Stafford Loans. Student borrowers must not have an adverse credit history. Borrowers who are denied the PLUS loan may reapply with a cosigner. The amounts borrowed for any academic year cannot exceed the student's Cost of Attendance (COA) less all other financial aid received. To apply

for the PLUS loan the borrower must sign a Master Promissory Note (MPN) agreeing to repay the loan. Repayment must begin sixty days after the loan is disbursed. Students may apply for deferments by contacting their lending institution.

Students and parents should note that NYCPM can refuse to certify a loan application or can certify a loan for the amount less than the students' parents would be eligible for, if the institution documents its reason for the action and informs the parents of the reason in writing. NYCPM's decision in such cases is final and cannot be appealed to the U.S. Department of Education.

For detailed information regarding the rights and responsibilities of a borrower, deferments, or cancellations please visit https://studentaid.gov or consult with a financial aid administrator.

All students are required to complete an Entrance Interview prior to receiving Federal Direct Loans. Students who borrow are required to complete an Exit Interview when they graduate, cease enrollment or drop below half-time. Diplomas and transcripts will be withheld for failure to comply with the Exit Interview requirement.

Health Professions Student Loans & Loans for Disadvantaged Students
The Health Professions Student Loan Program (HPSL) and the Loans for Disadvantaged Students Program (LDS) are long-term, low-interest rate, need-based federal loan programs designed to encourage increased participation of disadvantaged populations in the health professions. The programs are funded by the Health Resources and Services Administration (HRSA). The HPSL and LDS loans have very limited funding and are offered to students based on the availability of funds.

Health Professions Student Loans and Loans for Disadvantaged Students are awarded to students who demonstrate financial need and meet awarding criteria. The amount of HPSL or LDS funds awarded to a student plus the amount of the student's expected family contribution (EFC), including parent contribution, may not exceed the student's cost of attendance. There is no lifetime aggregate maximum under this program.

To be eligible for the Health Professions Student Loan or the Loan for Disadvantaged Students a student must:

- Enroll as a full-time student and meet SAP requirements.
- Student must be a US Citizen, Eligible Non-Citizen, or Permanent Resident
- Have submitted a FAFSA for the current aid year with NYCPM School Code (G02749)
- Report parent income and asset information on the FAFSA even if an independent student
- Demonstrate financial need

In addition, students applying for Loans for Disadvantaged Students (LDS) funds must be from a disadvantaged background as defined by the Secretary of Health and Human Services (HHS). **Students who want to be considered for the HPSL or LDS loans must contact the financial aid department.**

Loan Information	Loan for Disadvantaged Students	Health Professions Student Loan
Interest Rate	5%	5%
Interest Accrues	Beginning of repayment period	Beginning of repayment period
Origination Fee	None	None
Initial Grace Period	12 months	12 months
Deferment Options	Multiple Options	Multiple Options
Repayment Period	10 years	10 years
Repayment Plans	Quarterly payment	Quarterly payment

Private Loans
In addition to the above loans, students and parents may apply for private loan programs. These loans are not need-based, require a credit check and may require other evaluations of the borrower's credit-worthiness. Alternative loans may require that the borrower apply with a co-signer.

Students who owe balances from prior years or who are ineligible for federal loans may wish to explore private loan funding.

NYCPM is not affiliated with any private educational lender and encourages students to use all federal and state funding prior to seeking funds from private educational lenders. The Office of Financial Aid will offer advice to students on resources to finance their educational expenses.

Withdrawal Policy, Federal Return to Title IV (R2T4)

Objective
The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

4) The date of the institution's determination that a student withdrew;
5) The student's withdrawal date; and
6) The student's last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of the Code of Federal Regulations.

Background

Title IV or federal financial aid is awarded to students based upon the assumption that they will complete their semesters of enrollment and earn satisfactory grades. When students fail to complete their classes, they may lose eligibility for federal funds that they already received or could have received.

When a recipient of Title IV grant(s) and/or loan(s) withdraws (voluntarily or involuntarily) from NYCPM during a payment period (or semester) in which he/she began attendance, the college must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that NYCPM must take to ensure compliance with federal regulations.

Policy
NYCPM must always return any unearned Title IV funds that it is responsible for within 45 days of the date NYCPM determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.

Withdrawal Date
A student's withdrawal date varies depending on the type of withdrawal.

Official Notification Provided
In a case when the student provides official notification of his/her intent to withdraw, NYCPM will use the date of notification as follows:

- In the event that a student begins NYCPM's withdrawal process,* the date the student begins the process is the date of withdrawal.
- In the event that a student sends written notification of intent to withdraw, the date NYCPM receives the written notice is the date of withdrawal.
- In the event that a student makes an oral notification to the Office of the Registrar, which is NYCPM's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that NYCPM receives the written notification may be the withdrawal date.

*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins the withdrawal process and provides a notification to NYCPM, the earlier of the two dates will be used as the withdrawal date.

Official Notification Not Provided
In a case when the student does not provide official notification of his/her intent to withdraw, NYCPM may use the midpoint of the payment period as the date of withdrawal, with the following exception:

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the withdrawal date as determined by the Office of the Registrar.

Last Date of Attendance
NYCPM may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the college. The faculty member will maintain documentation of the last date of attendance.

Date of Institution's Determination of Student Withdrawal
The date of NYCPM's determination that a student withdrew varies depending upon the type of withdrawal.

Date of Official Notification Provided
This is the date the student provides official notification to NYCPM or begins the withdrawal process, whichever is later.

Date of Official Notification Not Provided
This is the date that NYCPM learns the student has ceased attendance. NYCPM will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to NYCPM, the institution must determine the withdrawal date no later than 30 days after the end of the earliest:

- Payment period or period of enrollment (as appropriate)
- Academic year.
- Educational program.

Calculation of Earned Title IV Assistance
U.S. Department of Education software will be used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60%. If the student's withdrawal date occurs after the completion of 60% of the payment period, the percentage earned is 100%.

Post-Withdrawal Disbursements
If the total amount of the Title IV grant and/or loan assistance earned by the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, NYCPM will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.

If Direct Loan funds are used to credit the student's account, NYCPM will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

- Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);
- Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not been applied to the student's account); and
- Advisement that NYCPM is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that NYCPM sent the notification.

Upon receipt of a timely response from the student or parent, NYCPM will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, NYCPM will not disburse any of the funds. NYCPM maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that notification was sent to them. If NYCPM decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

Refund of Unearned Funds to Title IV
If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

Refunds by the College
In the event that NYCPM is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Academic Competitiveness Grant (ACG) for the payment period for which a return of funds is required

- National Science and Mathematics Access to Retain Talent Grant (SMART) for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

Refunds by the Student
In the event that the student is responsible for returning grants funds to Title IV programs, NYCPM will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised concerning making arrangements for repayment.

In some cases both the student and NYCPM are each responsible for returning funds to the U.S. Department of Education under the R2T4 regulations.

Payment Period or Enrollment Period
Withdrawals and the return of Title IV funds will be based on a payment period for all standard term (or semester) programs.

Documentation
NYCPM must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

Additional Financial Aid Policies for Graduate Students

Transfer Students
All students transferring from other institutions will have their credits evaluated. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits.

The financial aid package will be prepared based on the number of accepted transfer credits. If a financial aid package is prepared prior to the final transfer credit evaluation, federal loans will be awarded based on the grade level for which the transfer credits have been accepted. If additional transfer credits are accepted, the Office of Admissions will notify the Office of Financial Aid. In addition, a student must contact the Office of Financial Aid to determine if he/she is eligible for an increase in federal student loans based on academic grade level.

Financial Aid for Repeated Coursework: Financial Aid Impact
Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid and institutional aid. All course repeats will count as attempted credits and be used in the quantitative and maximum timeframe components of the SAP policy. Students should consult with a financial aid advisor before registering for a repeated course.

The rules regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances for Federal Financial Aid:

- May repeat a previously passed course only once (and receive aid for the repeated course).
- May repeat a failed course until it is passed (aid eligibility will be limited to one repeat).
- May not repeat a previously passed course due only to a student's failure to pass other coursework.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) requires that students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work toward a degree in order for them to qualify to receive financial assistance through all New York College of Podiatric Medicine (NYCPM) eligible Title IV federal financial aid programs. Conformance to NYCPM's SAP policy ensures that students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

This SAP policy applies to all NYCPM students. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override academic policies outlined by NYCPM, other state or Federal benefit programs (i.e., NYS Tuition Assistance Program) or individual program requirements. However, these standards are intended to be at least as rigorous as NYCPM's academic policies.

NYCPM is required to evaluate three components of a student's academic record: qualitative measure - cumulative grade point average; quantitative measure - pace of completion; and maximum timeframe, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation. Please see the complete Satisfactory Academic Policy found on the website:
http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/

FINANCIAL AID TERMS

***Default*:** failure to repay a student loan according to the terms agreed to at the time the promissory note was signed. The school, lender, State, and the Federal government may all take action against a defaulted student in order to recover the money.

***Entrance Interview*:** A counseling session all first-time borrowers are required to attend at the time they apply for a Stafford loan, advising them of their obligations, rights, and responsibilities as borrowers.

***Exit Interview*:** A counseling session borrowers must attend before leaving school. At this session, the school will give the borrower information on the amount owed, the amount of monthly repayment, and information regarding deferment, refinancing, and loan consolidation options.

***Financial Need*:** The difference between the cost of education (tuition, fees, room, board, books and other related expenses) and the amount the student and his/her family can afford to pay, as determined by prescribed formulas used to calculate need from information reported on the FAFSA application.

***New Borrower*:** A term that applies to the Stafford Loan(s), and Parents Loan for Undergraduate Students (PLUS). A student is a "new borrower" under these programs if, upon the date the promissory note is signed, he/she had no outstanding Stafford Loans, PLUS, SLS, or consolidation loans, and if the loan was either disbursed on or after July 1, 1987, or was for a period of enrollment that began on or after July 1, 1987. Once a student qualifies as a new borrower, the loan conditions that apply to "new borrowers" automatically apply to any future Stafford or PLUS loan that a student receives.

***Promissory Note*:** A legal document signed by a borrower at the time he/she gets a student loan. It lists the conditions under which the borrowing takes place and the terms under which the borrower agrees to pay back the loan.

Institutional Scholarships

A limited number of scholarships are awarded to selected incoming freshmen (see also Admissions section). 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. 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.

These scholarships are described in the section on Academic Standards and Guidelines in this Catalog.

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.

All scholarship money awarded by the New York College of Podiatric Medicine to continuing students 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. Should there be a balance at the end of the academic year; any 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.

Scholarships and Awards

The Scholarship Committee is a standing committee of the Faculty Council which includes representatives of Student Services, Financial Aid and Admissions. The Committee establishes guidelines and academic requirements for the NYCPM Scholarship Program and numerous other scholarship and award programs offered to NYCPM students throughout the four years of study.

The Scholarship Committee facilitates the distribution of these awards by informing students of the programs, deadlines for application and relevant requirements, via e-mail. The Committee also helps to create new scholarship programs with new sponsors.

In addition to the scholarships offered to incoming freshmen, the NYCPM Scholarship Program provides scholarship support for academic excellence in the second, third and fourth years of study. Other scholarships and awards are offered by alumni, podiatric medical organizations, manufacturers of podiatric medical supplies, foundations and corporations. Some of these require application with specific submissions in the form of essays, written material, etc. Scholarships and awards are subject to change; some of those recently awarded include the following:

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. Patricia Ellsworth Kopenhaver, B.A., M.A., D.P.M. Endowed Scholarship
Initiated in 1997 by alumna Patricia E. Kopenhaver, D.P.M., former Trustee of the College and Charter President of the American Association of Women Podiatrists. The annual scholarship rewards academically qualified female members of the NYCPM student chapter of the AAWP. Application information including is provided via e-mail.

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, have financial need and are NJ residents.

The Israel Goldstein Award
This award is given to two junior students who have shown academic excellence and community service.

The Sidney Solid Award
This award was named in honor of Dr. Sidney Solid, DPM, 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.

Stephen M. Geller Graduate Merit Award / American Board of Podiatric Medicine Graduate Merit Award
Awarded to the 4th-year student Awarded for academic excellence in Podiatric Medicine and Orthopedics and outstanding professional conduct.

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

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.

Procedure for Disbursing Scholarship Benefits
All scholarship money awarded by the New York College of Podiatric Medicine shall be applied towards tuition and fees. Except for admission scholarships and those for graduating seniors (see Admissions chapter), one half of the scholarship amount will be applied to each of the next two semesters for which the student is registered. Should there be a balance at the end of the academic year; any 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.

Annual Awards Ceremony
The college holds an annual Awards Ceremony, organized by the Scholarship Committee and the Office of Student Services to honor students who have received scholarships and awards during the year. The ceremony includes a reception for the recipients and their guests, the award sponsors, the faculty and the administration of the college.

Student Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your TouchNet account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student's bank account of choice. We strongly recommend that students opt into the Direct Deposit option, which allows you to receive your refund faster via electronic deposit to the bank account of your choice. To sign up, students should log in to the TouroOne portal https://touroone.touro.edu/, using their portal credentials. Then access their student account via TouchNet. Select Refund and follow the instructions.

Please ensure that you update your account information. The college is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

If you apply for Federal Direct Loans, you will be notified via email of the date your loan funds have been received and credited to your student account. If you wish to cancel all or a portion of your loan please return the notification to the Financial Aid Office within 14 days.

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

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 by a student through, but not limited to, laceration, needle-stick, or fluid splash:

Step		NYCPM/FCNY	Metropolitan	Harlem	Lincoln	Morrisania	Belvis
1	Render first aid and notify	Immediately wash area with water, do not "milk" part, and cover appropriately. Notify the attending. Attending will notify the unit supervisor.					
2a	If the sharp was NOT contaminated with the source's body fluid(s) before the injury.	On-site MD or NP would eval/care. DPMs do not eval/care for hand wounds. **OR** Go directly to Metropolitan Hospital ED. **Proceed to Steps 5-6.**	Report to hospital ED for wound eval and care. **Proceed to Steps 5-6.**	Report to hospital ED for wound eval and care. **Proceed to Steps 5-6.**	Report to hospital ED for wound eval and care. **Proceed to Steps 5-6.**	Report to Lincoln hospital ED for wound eval and care. **Proceed to Steps 5-6.**	Report to Lincoln hospital ED for wound eval and care. **Proceed to Steps 5-6.**
2b	If the sharp WAS contaminated by the source's body fluid(s) before the injury.	The attending clinician must arrange College transportation to the ED in consultation with NYCPM Department of Safety and Security. If NYCPM residents are available, they should be contacted to help facilitate the student's progress at the ED. **Proceed to Step 3.**					
3	By history, if the source IS HIV, HBV OR HCV positive	Within 2 hours of injury, report to Metropolitan Hospital ED for possible post-exposure prophylaxis (PEP). **Also proceed to Steps 5-6**		Within 2 hours of injury, report to Harlem Hospital ED for possible post-exposure prophylaxis (PEP) **Also proceed to Steps 5-6.**	Within 2 hours of injury, report (with the source) to Lincoln Hospital Immunotherapy Department (Rm 2A5, ext. 4815) Mon-Fri 9AM-5PM for possible PEP or see triage nurse in ED. **Also proceed to Steps 5-6.**		
4	If source's HIV, HBV or HCV status is UNKNOWN	Attending or unit supervisor will approach source for consent to perform rapid HIV testing and/or serologic testing for HIV, HBV and HCV. If consent given, sample obtained by medical technologist or RN. If consent IS NOT given, within 2 hours of injury, report (with the source) to Metropolitan Hospital for possible PEP or see triage nurse in ED. If rapid HIV test of SOURCE is POSITIVE, **proceed to Step 3**.		Attending or unit supervisor will approach source for consent to perform rapid HIV testing and/or serologic testing for HIV, HBV and HCV. If consent IS NOT given, within 2 hours of injury, report (with the source) to Metropolitan Hospital for possible PEP or see triage nurse in ED. If consent given, sample obtained by medical technologist or RN. If rapid HIV test of SOURCE is POSITIVE, **proceed to Step 3.**	Attending or unit supervisor will approach source for consent to perform rapid HIV testing and/or serologic testing for HIV, HBV and HCV. If consent IS given, sample obtained by medical technologist or RN. If consent IS NOT given, within 2 hours of injury, report (with the source) to Lincoln Hospital Immunotherapy Department (Rm 2A5, ext. 4815) Mon-Fri 9AM-5PM for possible PEP or see triage nurse in ED If rapid HIV test of SOURCE is POSITIVE, **proceed to Step 3.**		
5	Incident Report	An "Incident Report" must be filed with NYCPM Department of Safety and Security as soon as possible. Forward report to VP for Academic Affairs, Medical Director of FCNY, Clinic Administrator of FCNY, Dean for Clinical Education, Dean for Student Services, Appropriate departmental Chair or Dean.	Individual facilities will also require their own reporting and treatment.				

6	Treatment Refusal Form	If student refuses treatment, a "Refusal of Treatment Form" must be completed by attending clinician and student and filed with the NYCPM "Incident Report."	Individual Facilities will also require their own reporting and treatment.
7	Counseling	Counseling provided by appropriate personnel of facility to source individual and student.	

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 Annual Security Report 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 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 8063, "O" for Operator (NYCPM Telephone Switchboard Operator), 8182 (24X7) 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 cellular devices and overhead page, 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. Escorts to precinct provided by the Director.

Incidents are reportable occurrences that are recorded in the NYCPM Annual Security Report and inhouse documents. 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 are reported to the Department of Safety & Security expeditiously as well as outside occurrences. Methods of informing security include the following:

- Before 7:30 A.M. – Call (212) 410-8182 (24 hour coverage)
- 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 will 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 with materials related to sexual assault, domestic violence, stalking and hate (Bias) Crimes.

As of **July 29, 2021** approximately 179 medical students are enrolled in this institution which does not provide campus housing. By August 19, 2021, an additional 165 will take the total to 344.

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 **102** 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 may include DVD, CDR and flash drive duplication. Computer transferred (emails) data provided.

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, staff and visitors 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.
3. Card accessibility into the Anatomy Lab.

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. This report covers the period July 1, 2020 through June 30, 2021 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, Domestic Violence and Workplace Violence.

The college has invested in environmental support for its "Active Shooter Prevention Program". Security hardware has been utilized to lock off specific areas/stairwells of the College and its clinic to enhance the security and lockdown protocol for its students, faculty, staff and visitors.

SHUTTLE SERVICE

The shuttle services have been discontinued related to the Covid-19 crisis and the related protocol of the New York College of Podiatric Medicine/Foot Center of New York.

****COVID-19**

**Consistent with the Covid-19 Protocol formulated by NYCPM/FCNY, security officers are checking temperatures of all who enter the College premises. Additionally, a medical assistant checks the temperatures of patients and those who accompany them into the confines of the Clinic. Appropriate follow up to be facilitated by a medical professional. All who enter our premises are also requested to complete a Covid-19 Document unless they present an entry authorization via cellular means or red coded ID Card holder.

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 Services.

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.

Any student who has a problem with substance abuse may seek assistance, in confidence, by calling Erin Lynn (Academic Learning Specialist) Extension (212) 410-8006.

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") 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.**

Updated 07/29/21

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

(The date for the submission of the Annual Security Report is unknown as of this writing.)

CRIMINAL INCIDENTS	**2021**	**2020**	**2019**
Murder	**0**	**0**	**0**
Rape	**0**	**0**	**0**
Robbery	**0**	**0**	**1**
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**

Updated 07/29/21

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CENTER OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2020 through June 30, 2021)
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand Larceny *Parking Lot "C"	*1	0
Petit Larceny **Parking Lot "B"/Nail clippers in treatment room	**1	1
Property Damage ****Truck damaged Parking Lot "D Fence (2) Car to car damage / cracked windshield, elevated tracks above.	***4	0
Aided Cases		
(1) Students	0	4
(2) Patients	0	3
(3) Employees	0	1
(4)Visitors	0	0
Disruptive Patients	0	3
	6	**12**
	Grand Total 18	

Minimal reporting related to College and Clinic Closing related to Covid-19. September 23, 2020 began documentation process.

Updated 07/29/21

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2019 through June 30, 2020)
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand Larceny	0	0
Petit Larceny		
*Bike rack in 124th Street	*2	1
Property Damage	**1	0
**Interior seat belt in van		
Aided Cases		
(1) Students	2	4
(2) Patients	0	6
(3) Employees	3	3
(4)Visitors	0	0
Disruptive Patients	0	1
	8	**15**
Grand Total	**23**	

No documented reports from 4/20/20 through June 30, 2020 as a result of Covid -19.

Updated 07/29/21

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CLINICS OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2018 through June 30, 2019)
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand Larceny	0	0
Petit larceny	0	1
Property Damage	1	1
Aggravated Harassment *Resolved in court	*1	0
Aided Cases:		
(1) Students	7	7
(2) Patients	0	9
(3) Employees	8	1
Disruptive Patients	0	2
Robbery	1	0
Totals	**18**	**21**
Grand Total	**39**	

NOTE: Incident/Offense Reports are prepared for a wide spectrum of categories. Additionally, the category of Aided Cases include 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.

Updated 07/29/21

DATA CONCLUSIONS DERIVED FROM COMPARATIVE ANYLSIS WITH PREVIOUS FISCAL YEAR

- The category of "Aided Cases" has improved from previous years. It, also indicates, on occasion, that our patients honor their clinic appointments above their general state of health. The fiscal year ending June 30, 21 was not reflective of a years data collection in the clinic due to Covid-19.

ASPECT OF CONCERN: Educating our patient remains a high priority.
ACTION: The Quality Assurance Committee deliberates on improving the general health of our patients by providing them with constructive information.

- "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 with assistance from Maintenance when appropriate. Additionally, security hardware has been put in place as a safe guard in the event of an active shooter episode. This hardware are securing devices.

- Environmental Safety and Security Rounds

ASPECT OF CONCERN: The "Environmental Safety and Security Checklists" are completed by security officers ensuring that the environment's risks are minimized. 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 authority is informed for correction. Follow up will be implemented by the Director or his designee. Additionally, a report is presented to the Quality Assurance Committee monthly.

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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 Clinical Education. 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.

Below is an ***outline*** of steps that 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). ***A student with special needs seeking accommodations should request,***

from the Dean for Clinical Education, the specific requirements for their disability or disabilities.

1. The student must provide information from an appropriately licensed 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 Clinical Education ***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.

NEW YORK COLLEGE OF PODIATRIC MEDICINE
TITLE IX GRIEVANCE POLICY

1.0 POLICY

New York College of Podiatric Medicine (hereinafter collectively referred to as "NYCPM"), seek to maintain a safe learning, living, and working environment for all members of its community. In addition, as individual educational institutions, NYCPM subscribes to all federal, state, and institutional laws and regulations necessary to ensure that goal.

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

Based on the Final Rule, NYCPM will implement the following Title IX Grievance Policy, effective August 14, 2020.

As such, this policy is meant to work in harmony with other applicable NYCPM policies and procedures that address sexual and discriminatory misconduct. In the event that the alleged violation falls within the scope of Title IX, this policy serves as the operating process for addressing the violation while also subscribing to any regulations or reporting requirements of other federal and state laws addressed in the NYCPM Sexual Misconduct Policy.

2.0 PURPOSE

NYCPM seeks to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Sexual Harassment of any kind, is detrimental to NYCPM's mission, history, and identity. NYCPM will resolve any Covered Sexual Harassment in a timely and effective manner.

Compliance with NYCPM's policies and procedures is a necessary step in achieving a safe environment in our educational community.

The policy set forth were developed to promote a safe educational environment in compliance with Final Rule under Title IX of the Educational Amendments of 1972. Those believing that they have been subject to Sexual Harassment, as defined in the Final Rules under Title IX, should immediately contact the Title IX Coordinator. When the Title IX Coordinator has received a Formal Notice of the occurrence, NYCPM is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

3.0 SCOPE

This policy applies to all of NYCPM, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.).

This policy applies to events that occur in the United State in any on-campus premises, any off-campus premises that NYCPM has substantial control over or in any activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of NYCPM's programs and activities over which NYCPM has substantial control.

4.0 PROCEDURES

4.1 HOW DOES THE TITLE IX GRIEVANCE POLICY IMPACT OTHER CAMPUS DISCIPLINARY POLICIES?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, NYCPM must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. ***Only*** incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

NYCPM remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has:

- A **Code of Conduct** that defines certain behavior as a violation of campus policy, and a separate **Sexual Misconduct Policy** that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of

investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct or Sexual Misconduct Policy through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

4.2 GENERAL RULES OF APPLICATION

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Grievance Policy if a case is not complete by that date.[2]

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct, Sexual Misconduct Policy or any other relevant policy.

How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full below.

4.3 MAKING A REPORT REGARDING COVERED SEXUAL HARASSMENT

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the

[2] This specific provision may be subject to additional guidance from OCR (if issued).

contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator is as follows:

Joel A. Sturm,
53 East 124th Street
New York, NY 10035
212-410-8047
jsturm@nycpm.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

4.4 INITIAL ASSESSMENT

Note: Until it is determined whether the alleged misconduct falls under the Title IX policy, NYCPM's Sexual Misconduct policy, or other relevant policy or procedure the "Responsible Administrator" can be the Title IX Coordinator, Compliance Officer or any other individual designated to investigate claims. When a determination is made such that the alleged misconduct meets the relevant requirements under the Title IX policy, only the term Title IX Coordinator will be used. In addition, an individual who makes a report of alleged misconduct is referred to as the "Potential Complainant" until he or she makes a written, formal complaint, as required by the Title IX regulations, at which point only the term "Complainant" will be used under this Title IX Grievance policy.

Whenever the Responsible Administrator receives notice of alleged misconduct, they will promptly contact the Potential Complainant regarding the alleged misconduct for an initial assessment. At that point, the Responsible Administrator will (in no particular order):

- assess the nature and circumstances of the report;
- assess immediate concerns including physical safety and emotional well-being of the Potential Complainant;
- discuss the Potential Complainant's right to contact law enforcement and right to seek medical treatment;
- provide the Potential Complainant information about resources (on-campus and off-campus) and the availability of appropriate and supportive measures;
- advise on NYCPM's policy regarding confidentiality and retaliation; and
- explain the process and requirements for filing a formal complaint under Title IX.

By law, a formal written complaint must be made before the Title IX process can begin. Before a Potential Complainant can file a formal complaint under Title IX, the Responsible Administrator will determine whether:

- the alleged misconduct can be classified under Title IX;
- the Title IX Coordinator has the ability to file a formal complaint on behalf of the Potential Complainant;
- the alleged misconduct should be handled under a separate college policy or procedure.

4.5 NON-INVESTIGATORY MEASURES AVAILABLE UNDER THE TITLE IX GRIEVANCE POLICY

Supportive Measures
Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from NYCPM regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive and may include, but are not limited to, the following as appropriate:

- Counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Emergency Removal

NYCPM retains the authority to remove a respondent from NYCPM program or activity on an emergency basis, where NYCPM (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If NYCPM determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave

NYCPM retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process.

4.6 DETERMINATION OF TITLE IX RESPONSE

Definition of Sexual Harassment
If a complaint is to be addressed under Title IX, the alleged misconduct must first meet the definition of Covered Sexual Harassment, as defined under Title IX, which includes any conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;

- Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
- Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
- Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under applicable state and local domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State or local jurisdiction.
- Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the NYCPM Code of Conduct or other relevant policy.

If the alleged misconduct meets the Title IX definition of Sexual Harassment provided above, the Title IX grievance process below then applies to the conduct of members of the NYCPM community, including students, employees, and third parties, who are located in the United States, and occurred in:

- Any on-campus premises
- Any off-campus premises that NYCPM has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of NYCPM's programs and activities over which NYCPM has substantial control.

For Avoidance of doubt, the Title IX process will apply when ***all*** of the following elements are met, in the reasonable determination of the Responsible Administrator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in NYCPM's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader NYCPM Sexual Misconduct Policy or another applicable NYCPM policy. In the event of a dismissal, the Responsible Administrator will provide written reasoning for the dismissal determination to the Potential Complainant with information on how to appeal, if desired.

4.7 DISMISSAL OF COMPLAINTS

Under Title IX, there are instances when complaints are dismissed. These dismissals fall into two categories: (1) mandatory dismissals and (2) discretionary dismissals.

Mandatory Dismissal

A mandatory dismissal occurs in the event that the conduct:

(1) is alleged to have occurred before August 14, 2020;
(2) does not meet the Title IX definition of Sexual Harassment;
(3) did not occur in NYCPM's education program or activity; or
(4) did not occur against a person in the United States.

If any of these three situations are present, then NYCPM must dismiss the complaint under Title IX. NYCPM will provide notice of dismissal to the Parties, including information on how to appeal the dismissal. At the same time, if applicable, the alleged conduct may be addressed under another NYCPM policy.

Discretionary Dismissal

A discretionary dismissal may occur in a few situations:

(1) the Complainant wishes to withdraw or does not submit the formal complaint,
(2) the Respondent is no longer enrolled at or employed by NYCPM, or
(3) the specific circumstances prevent NYCPM from gathering sufficient evidence to investigate or make a determination toward the allegations; or
(4) Does not follow the process or protocols established in this Title IX Grievance policy.

In these events, NYCPM may choose to dismiss the complaint. NYCPM will provide notice of the dismissal to the parties currently involved and information on how to appeal the dismissal.

4.8 FORMAL COMPLAINT

Filing a Formal Complaint

If the alleged misconduct meets the Title IX requirements, the Responsible Administrator cedes responsibility of the Title IX complaint process to the Title IX Coordinator.[3] The Title IX Coordinator will then advise the Potential Complainant on the process to proceed with a Formal Complaint.

[3] The Responsible Administrator role shall no longer be used once a determination of the appropriate process has been made. If the Title IX Coordinator was previously serving as the Responsible Administrator, the individual shall continue with the process.

For the purposes of this Title IX Grievance Policy, "Formal Complaint" means a document – including an electronic submission - filed by a Complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within NYCPM's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, provided that the Process may be extended in situations that, include but are not limited to, the absence of a party, a party's Process Support Person, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of NYCPM, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the Code of Conduct, Sexual Misconduct Policy or any other relevant policy.

If a Potential Complainant chooses not to file a Formal Complaint and the matter is determined to fall under Title IX, the Title IX Coordinator may, in their sole discretion, choose to file a Formal Complaint on the individual's behalf. The Title IX Coordinator must determine that failure to file the Formal Complaint would be clearly unreasonable and not in the best interests of the NYCPM community. NYCPM will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in this Title IX Grievance Policy or the Code of Conduct, Sexual Misconduct Policy or any other NYCPM policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Notice of Formal Complaint

If a Potential Complainant chooses to file a Formal Complaint in a Title IX matter, their status will be adjusted to Complainant. NYCPM will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate. The notice of the Formal Complaint will be sent promptly to all relevant parties, as soon as practicable, after the institution receives a Formal Complaint of the allegations if there are no extenuating circumstances, which includes:

- the identities of the parties involved in the alleged incident, if known;
- the alleged conduct constituting Sexual Harassment;
- the date and location of the alleged incident, if known;
- the prospective grievance process and next steps;

- a statement that the Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at conclusion of the grievance process;
- a statement informing both parties that they may choose a Process Support Person, who will be their advisor, who may be, but is not required to be an attorney;
- any measures taken by NYCPM that affects both parties;
- a notice informing parties of any provisions of other NYCPM policies that prohibit knowingly making false statements, or knowingly submitting false information; and
- a notice of NYCPM's retaliation policy.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

After notice of the Formal Complaint has been received by both parties, and NYCPM has provided sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview, the Title IX Coordinator, or their designee, will initiate the Title IX informal review process or investigation process.

4.9 INFORMAL RESOLUTION PROCESS

At any time after a Formal Complaint is filed, the Title IX Coordinator or their designee may, in their discretion, choose to offer and facilitate an Informal Resolution process, so long as both Parties give voluntary, informed, written consent to attempt Informal Resolution. NYCPM may not require the Parties to participate in an Informal Resolution process or require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal Investigation and adjudication of Formal Complaints of Title IX Prohibited Conduct. Any person who facilitates an Informal Resolution will be experienced and trained in dispute resolution and trained on this Title IX Procedure.

Withdrawing from an Informal Resolution Process
At any time prior to agreeing to an Informal Resolution, any Party has the right to withdraw from the Informal Resolution process and resume the process with respect to the Formal Complaint.

Matters Not Eligible for Informal Resolution
- No Informal Resolution process will be offered before a Formal Complaint is filed.
- No Informal Resolution process will be offered to resolve Formal Complaints involving a student as Complainant and a staff or faculty member as Respondent.

4.10 INVESTIGATION

General Rules of Investigations

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute Covered Sexual Harassment under Title IX after issuing the Notice of Allegations.

NYCPM cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. NYCPM will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Process

As a first step in the investigation process, a Title IX Investigator will be designated to conduct a prompt, thorough, and impartial investigation into the alleged conduct identified in the Formal Complaint.

The Title IX Investigator will, at a minimum, interview both the Complainant and the Respondent who will each have an equal opportunity to:

- speak about the complaint;
- to submit any inculpatory or exculpatory evidence or information; and
- to identify witnesses who may have information directly related to the alleged conduct.

The Title IX Investigator may also interview any relevant witnesses and interested parties, and re-interview the Complainant or Respondent, if appropriate.

Both parties may also have a Process Support Person of their choice present with them during any phase of the investigation.[4] NYCPM may, at its discretion, establish restrictions on a Process Support Person's participation. The restrictions must apply equally to both parties including, but not limited to, barring a Process Support Person's participation during the interview process.

Relevant Evidence and Questions

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
    - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
    - They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege).

[4] NYCPM is not obligated to provide a Process Support Person to either party at the investigation stage of the Title IX process.

- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Investigation – Review of Information

Upon completion of the investigation, but prior to completing the investigative report, the Title IX Investigator will provide both the Complainant and Respondent evidence and information gathered directly related to the alleged misconduct in the Formal Complaint. The evidence and information will be provided in a manner equally accessible to both parties.

Both parties will then be given a ten (10) business day review period to examine the evidence and information. At the conclusion of the ten (10) business day review period, each party has the right to submit a written response to the Title IX Investigator commenting on the evidence and information that can be considered before completing the draft investigative report.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the relevant evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

Investigation – Investigative Report

After both parties have had an opportunity to review directly related evidence and information, the Title IX Investigator will then draft an investigative report that compiles and fairly summarizes all of the relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Both the Complainant and Respondent will then be given a ten (10) business day review period to examine the draft of the investigative report. At the conclusion of the ten (10) business day review period, each party has the right to submit a written response to the Title IX Investigator to comment on the investigative report.

The Title IX Investigator will prepare the final investigative report for the adjudication phase of the grievance process.

Confidentiality/Destruction of Evidence, Information and Documents

Each Party is responsible to keep private (by not disseminating beyond Support Persons) documents, materials, and information received from NYCPM during this process. Failure to comply will be considered a violation of NYCPM policy and may incur separate sanctions. Additionally, The responsibility to destroy, when so directed by NYCPM, evidentiary materials and/or writings submitted by the other Party as party of the process.[5]

4.11 DECORUM AND PERMISSIVE CONDUCT OF PROCESS SUPPORT PERSON

Both the Complainant and Respondent have the right to choose a Process Support Person. The Process Support Person will be the advisor of choice for such Party.

NYCPM has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by a Process Support Person of choice to any meeting or hearing to which they are required or are eligible to attend.

While all parties involved in the Title IX grievance process may have a Process Support Person present (including at investigative interviews and scheduled live hearings) and, aside from questioning parties or witnesses during the live hearing, a Process Support Person may not actively participate at any other point in the process. Any Process Support Person who violates these expectations may not be permitted to participate further in the process. All questioning by the parties must be conducted through a Process Support Person.

NYCPM will not intentionally schedule meetings or hearings on dates where the Process Support Person of choice for all parties are not available, provided that the Process Support Person act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

[5] A Party or Witness may not distribute materials obtained through the process and may not engage in Retaliatory or Intimidating conduct aimed at any other participants in the process. NYCPM will investigate allegations of a person engaging in any of these prohibited acts. NYCPM recognizes, however, that it cannot otherwise prevent individuals from speaking openly about their experience and the Title IX process.

Only one Process Support Person will be allowed to accompany a Party to meetings with Investigators or at the Hearing (including meetings that occur using technology, such as Zoom).

Each Party may elect to identify an attorney to serve as a Process Support Person. An attorney acting in this role has no different role in the process and serves in the same capacity as a non-attorney.

If a Party arrives at the Hearing without a Process Support Person, NYCPM will designate a Process Support Person to conduct the oral cross-examination on behalf of the Party. The oral cross-examination questions will be provided to the Process Support Person by the Party they are designated to assist. NYCPM is not obligated to provide a Process Support Person to either party at the investigation stage of the Title IX process. Additionally, any Process Support Person provided by NYCPM is solely provided for the purpose of asking questions requested by the party during the cross-examination stage of the Hearing. A Process Support Person provided by NYCPM does not represent either party in any legal, strategic or other advisory capacity and, as such, are not responsible for any outcomes or consequences related to their involvement. Under no circumstances, is any attorney-client, fiduciary or other duty-bound relationship formed by the NYCPM's provision of a Process Support Person during the Hearing.

4.12 ADJUDICATION/HEARINGS

General Rules of Hearings

NYCPM will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at NYCPM's sole discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Zoom or other appropriate video conferencing tools available at the time. This technology will enable participants simultaneously to see and hear each other. At its discretion, NYCPM may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through either recording and/or transcript. The choice of medium is at NYCPM's sole discretion.

Prior to obtaining access to any evidence, the parties and their Process Support Person must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn. Failure to sign or adhere to this

agreement may result in a negative inference against the party and the immediate withdrawal of that Process Support Person from the Title IX grievance process.

Notice of Hearing

Upon completion of the investigation, and after the investigative report is complete, the Complainant and Respondent will be notified in writing of:

- the date, time, and location of the live hearing;
- the applicable grievance process;
- that both Parties can have a Process Support Person of their choice;
- that they may inspect and review evidence obtained in the investigation;
- the allegations and conduct that potentially constitute Sexual Harassment;
- the identities of the Parties involved (if known); and
- the date and location of the alleged offense (if known).

Depending on the circumstances and, at the sole discretion of NYCPM, the hearing may be conducted in-person or virtually, but will always be conducted in real-time. Permission to postpone a hearing may be granted provided that the request to postpone is reasonable.

Prior to the scheduled hearing, a trained Decision-maker will be appointed to be the fact-finder of responsibility for the alleged conduct. The Title IX Investigator will provide the Decision-maker with the finalized investigative report for review prior to the hearing.

While the Complainant, Respondent and witnesses are expected to be present and fully participate in the hearing (including being subject to questioning by a Process Support Person), it is the right of any and all parties to choose not to participate in the hearing of the alleged conduct. In the event that any party chooses not to participate fully in the hearing process, their statements (including those made in the investigation stage) may not be considered in the Decision-maker's determination of responsibility.

If the hearing is held in-person (not virtually), by request of either the Complainant or Respondent, questioning by a Process Support Person can be conducted in separate rooms with technology available that enables the other party to see and hear the questioning in real-time. The entire hearing will be recorded, either by electronic means or transcription. The recording will be made available, upon request, for inspection and review to both Parties. This recording will be kept on file by NYCPM in accordance with applicable rules and regulations.

Continuances or Granting Extensions

NYCPM may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, NYCPM will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable

Before the Hearing

Prior to the Hearing, each party will be required to submit any questions, that have not already been addressed in the investigation, that they wish to ask at the oral-cross examination to the Title IX Coordinator no later than twenty-four (24) hours before the Hearing is scheduled to begin.

The Title IX Coordinator will provide the questions to the Decision-maker, who will determine the relevancy of each of the questions. If deemed relevant, the question is permissible to be asked during the hearing. If the Decision-maker determines that a question is not relevant, they will provide a brief reasoning for that decision and the question will not be permitted to be asked during the Hearing. Parties may appeal the relevance determinations at the beginning of the Hearing. The Decision-Maker will endeavor to provide their relevancy determinations at least one hour prior to the Hearing, but no later than the commencement of the Hearing.

Understanding Relevance:
For these adjudications, the basic test for relevance is whether the question posed is probative to the question of responsibility. This includes a Process Support Person asking questions that addresses the credibility of the party. However, there are some topics that are presumptively never relevant unless an exception applies or a party has waived a privilege. These topics include questions and evidence:

- about the Complainant's sexual predisposition or prior sexual behavior, unless offered to prove that someone other than the Respondent committed the alleged conduct;
- that concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent, unless offered to prove consent;
- that would traditionally be protected by a legally recognized privilege (e.g., attorney-client privilege), unless the party has waived the privilege;
- in reference to a party's psychological or medical records unless the party has given voluntary, written consent.

Participants in the Live Hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party.
- NYCPM will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the Decision-Maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.

- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.

The Decision-maker

- The hearing body will consist of a single Decision-Maker.
- The Decision-Maker will also not have served as the Title IX Coordinator, Title IX investigator, or Process Support Person to any party in the case, nor may the Decision-Maker serve on the appeals body in the case.
- The Decision-Maker will not have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The Decision-Maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a Decision-Maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Process Support Person

- Both the Complainant and Respondent have the right to choose a Process Support Person. The Process Support Person will be the advisor of choice for such Party at the Hearing and may be, but does not have to be, an attorney. An attorney acting in this role has no different role in the process and serves in the same capacity as a non-attorney.
- The Process Support Person of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties themselves are not permitted to conduct cross-examination; it must be conducted by the Process Support Person. As a result, if a party does not select a Process Support Person, the institution will select a Process Support Person to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The Process Support Person is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The Process Support Person is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's Process Support Person may appear and conduct cross-examination on their behalf.
- If neither a party nor their Process Support Person appear at the hearing, NYCPM will provide a Process Support Person to appear on behalf of the non-appearing party.
- Process Support Personnel shall be subject to NYCPM's Rules of Decorum, and may be removed upon violation of those Rules.

Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.

- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

Hearing Process

1. The hearing will begin with any appeals by the Parties to the Pre-Hearing relevancy determinations by the Decision-maker.

2. The Decision-maker will then open the hearing by establishing the rules and expectations. The Decision-maker will then read the charges.

3. The Title IX Investigator will then provide a statement summarizing the investigation findings as recorded in the investigative report.

4. Either party (Complainant or Respondent) that has provided a statement that is included in the investigative report may subsequently request to provide a brief statement of additional clarification of no more than five (5) minutes in duration.

5. Upon conclusion of any clarification statement, the Decision-Maker will ask questions of the Parties and Witnesses.

6. Parties will be given the opportunity for live cross-examination after the Decision-Maker conducts its initial round of questioning; During the Parties' cross-examination, Decision-Maker will have the authority to pause cross-examination at any time for the purposes of asking their own follow up questions; and at any time necessary in order to enforce the established rules of decorum. The Complainant, then followed by the Respondent, may have their Process Support Person ask any approved, relevant questions that have not already been addressed in the investigation or hearing. Should a Party or the Party's Process Support Person choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision-Maker. A Party's waiver of cross-examination does not eliminate the ability of the Decision-Maker to use statements made by the Party.

7. Each Party will have an opportunity to submit additional questions for review by the Decision-Maker after the initial Oral Cross-Examination has concluded. Should such questions be approved, the Complainant, followed by the Respondent, may have their Process Support Person ask any additional approved, relevant questions. There will only be one round of additional questions allowed.

8. There shall be no Oral Direct Examination at any point in the hearing process. The only time it is may be allowed is if a Party identifies, and provides sufficient justification for, an "Expert Witness" prior to the Hearing. If an "Expert Witness" is identified by one party, the other party will have an opportunity to Cross-Examine that "Expert Witness", if they so choose.

9. Upon completion of questioning, any Party must raise any procedural, substantive, bias, conflict or other perceived irregularity to the Decision-Maker's attention for review and consideration. Failure to do so will forever waive such complaint.

10. Thereafter the Decision-maker will conclude the hearing.

Live Cross-Examination Procedure

Each party's Process Support Person will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the Process Support Person will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Cross-examination questions that are duplicative of those already asked, including by the Decision-Maker, may be deemed irrelevant if they have been asked and answered.

Newly-discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Decision-Maker will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Decision-Maker answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing, or at the Decision-Maker's sole discretion an adjournment, to review the evidence or prepare for questioning of the witness.

4.13 DETERMINATION OF RESPONSIBILITY

Standard of Proof

NYCPM uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-Makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

It is well within the Decision-Maker's purview to make credibility determinations and the Decision-Maker will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that NYCPM allow parties to call "expert witnesses" for direct and cross examination. NYCPM does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the Decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that NYCPM allows parties to call character witnesses to testify. NYCPM does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Decision-Maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that NYCPM admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Decision-Maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and

intimidation, the Decision-Maker may draw an adverse inference as to that party or witness' credibility.

Components of the Determination of Responsibility

Upon reviewing the investigative report and considering the statements and questions made by the Parties at the Hearing, within a reasonable time thereafter, the Decision-maker will make a determination of responsibility under the Preponderance of the Evidence standard. The Decision-maker will provide a written determination of whether the respondent is found to be responsible or not responsible. This written determination will be provided to both the Complainant and the Respondent simultaneously. The Decision-Maker's written determination will also include the following information:

- identification of the allegations potentially constituting Sexual Harassment;
- a description of the procedural steps taken from receipt of the formal complaint through the making of the determination;
- the findings of fact used to make the determination;
- conclusions regarding the application of NYCPM's Code of Conduct to the facts;
- a statement, and rationale for, the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions, recommendation of or referral for disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to NYCPM's education program or activity will be provided to the Complainant; and
- information on the procedures and permissible bases for parties to appeal the determination.

While both the Complainant and Respondent will be made aware of the determination of responsibility and the specifics of sanctions imposed on the Respondent (if any), any remedies provided to the Complainant will only be specified in the event that the remedy implicates and affects ***both*** parties. Further, the Title IX Coordinator has the responsibility to ensure the effective implementation of any remedies set forth in the written determination.

The decision is considered served and delivered on the date it is transmitted electronically to the Complainant and Respondent at their NYCPM provided email address. The time to appeal shall run from and including the date of such transmission.

4.14 APPEALS

The Complainant and Respondent will both be provided with at least one level of appeal. The Complainant and Respondent are eligible to file an appeal to the final determination based on:

- a procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter;
- the Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent that affected the outcome of the matter; or
- the sanction imposed is disproportionate to the violation.

The Complainant and Respondent may also appeal the mandatory or discretionary dismissal of a complaint based on the first three points listed above.

The request for an appeal must include the grounds for which the request is based and be submitted in writing to the Title IX Coordinator within seven (7) business days following the date of the written determination. The appeal should also state the remedy sought by the appealing party. Upon receipt of the appeal, the other party will receive notification of the appeal and be provided opportunity to respond in writing. Written responses to the other party's appeal must be submitted within three (3) business days following the delivery of notice of the appeal.

In order to ensure a neutral and unbiased review, a party's request for appeal will be sent to an Appeals Panel comprised of individuals with no connection to the initial determination, which serves as a separate Decision-maker. An appeal decision will be rendered within twenty (20) business days after the receipt of the formal appeal request. The appeal decision will be provided in writing to both parties.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" above, or if an appeal is not filed, the date on which the opportunity to appeal expires.

5.0 RETALIATION

NYCPM will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation.

This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

6.0 PRIVACY AND CONFIDENTIALITY

References made to *confidentiality* refer to the ability of identified confidential resources (e.g. priests/clergy) to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *confidentiality* or *privacy* mean NYCPM offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. NYCPM will endeavor to limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for *confidentiality* or *privacy* cannot be honored.

Please note that NYCPM does not have any personnel that can be deemed or considered "Confidential Reporters" and, as such, all information provided to NYCPM may be disclosed to the Title IX Coordinator or other relevant administrator with Authority.

7.0 DISABILITY ACCOMMODATIONS

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

8.0 NON-DISCRIMINATION IN APPLICATION

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about NYCPM's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at https://ocrcas.ed.gov/contact-ocr.

9.0 SPECIFIC INCORPORATIONS

NYCPM's Title IX Policy sits within the larger NYCPM Sexual Misconduct Policy. As such, this embedded policy specifically incorporates certain sections that impact the Title IX process. Those specific sections are:

- Section 4 - Definitions
- Section 6 – Sanctions for Violations

- Section 9 - Assistance for Victims: Rights & Options
- Section 10 – Victim Assistance
- Section 11 – External Reporting
- Section 14 – Resources for Sexual Harassment Victims

In the case of any inconsistency between this Title IX policy and the Sexual Misconduct policy, the language found in the policy related to the identified (Title IX or Sexual Misconduct) conduct shall control.

11.0 TRAINING

Section 106.45(b) of the 2020 Final Title IX Rules require the sharing of "All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public." Accordingly, the following links to trainings are provided below.

Thompson Coburn – Title IX Training Series

Module 1 –Fundamentals of the Law:

http://content.thompsoncoburn.com/video/Module-1-Fundamentals-of-the-Law.mp4

Module 2 – Formal Complaints:

http://content.thompsoncoburn.com/video/Module-2-Formal-Complaints.mp4

Module 3 –Investigations & Informal Resolutions:
http://content.thompsoncoburn.com/video/Module-3-Investigations-and-Informal-Resolutions.mp4

Module 4 – Hearings: http://content.thompsoncoburn.com/video/Module-4-Hearings.mp4

Module 5 - Determinations: http://content.thompsoncoburn.com/video/Module-5-Determinations.mp4

10.0 IMPLEMENTATION

This policy shall be implemented by the Office of the Title IX Coordinator.

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.[6]

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.

[6] 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.

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 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)

Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which New York College of Podiatric Medicine complies, was enacted to protect the privacy of education records, to establish the right of students to review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

"Education records," as defined in the law, include records, files, documents, or other materials in hard copy or in electronic format, maintained by NYCPM or a party acting on its behalf, which contain information directly related to a student. There are a number of types of records that are specifically excluded from the scope of the Act, such as records maintained personally by faculty or staff that are not available to others, medical records maintained by the university's health service, and employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed. A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records.

2. The right to request an amendment to the student's education records that the student believes is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information contained in the student's education records. FERPA authorizes disclosure without consent in specific circumstances including
    a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Requests for access to student educational records are vetted by the custodian of the record and the employee's supervisor (where appropriate), in consultation with the Registrar.

    b. A second exception that permits disclosure without consent is disclosure of "directory information." NYCPM has established the following student information as public or directory information, which may be disclosed by the institution at its discretion. The following list may not be inclusive of all data, however, NYCPM will assure that no protected information be released for directory purposes.

        - Name
        - Address
        - E-mail address
        - Telephone number
        - Date and Place of birth
        - School or program attended
        - Photographic, video, or electronic images
        - Classification (year level)
        - Dates of enrollment
        - Full- or part-time enrollment status
        - Expected year of graduation
        - Degrees, honors and awards conferred and their dates
        - Most recent educational agency or school attended
        - Residency or other post-completion placements
        - User ID or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records
        - Annual yearbook and graduation programs
        - Membership in registered student clubs and organizations

    Students may request that NYCPM withhold release of their directory information by notifying the Registrar's Office in writing. Please be advised that such a request will make this information unavailable to prospective employers, licensing boards, insurance companies, and others to whom you may want this information known or verified. Thus it is recommended that students carefully

consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld.
The College will provide necessary information to those organizations that have an educational interest such as Central Application Services for Podiatric Residencies (CASPR), AACPM, or participating hospitals and other legitimate organizations where the College and student have vested interests.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYCPM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Revised July 1, 2020

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 2018 submitted August, 2018)

CRIMINAL INCIDENTS	**2020**	**2019**	**2018**
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**

NEW YORK COLLEGE OF PODIATRIC MEDICINE/FOOT CENTER OF NEW YORK
IN-HOUSE OFFENSE & OCCURRENCE REPORTS

(July 1, 2019 through June 30, 2020)
INCIDENT REPORTS

CLASSIFICATION	**NUMBER**	
	College	**Clinic**
Grand Larceny	0	0
Petit Larceny *Two at outside bike rack	*3	0
Criminal Mischief **Van interior belt	**1	0
Aided Cases		
(1) Students	2	4
(2) Patients	0	6
(3) Employees	3	3
(4)Visitors	0	0
Disruptive Patients	0	1
Harassment		0
ID Theft	0	0
	9	**14**
	Grand Total 23	

Last documented report was prepared on 4/20/20. Lockdown protocol instituted. College closed/clinic activities minimized.

NEW YORK COLLEGE OF PODIATRIC MEDICINE
TITLE IX SEXUAL MISCONDUCT POLICY

5.0 POLICY

The New York College of Podiatric Medicine ("NYCPM") pledges its efforts to ensure an environment in which the dignity and worth of all members of the community are respected. It is the policy of NYCPM that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. NYCPM will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment or sexual assault (i.e. rape, fondling, incest or statutory rape).

All supervisors and managers who receive a complaint or information about suspected sexual misconduct, observe behavior that could be considered to be sexual misconduct or for any reason suspect that sexual misconduct is occurring, are required to report such suspected sexual harassment to the Office of Institutional Compliance. In addition to being subject to discipline if they engage in sexual misconduct conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual misconduct. NYCPM will also not tolerate any supervisory and/or managerial personnel who knowingly allow such behavior to continue.

In general, it is a sex crime to engage in any sexual contact with a person who does not affirmatively consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. New York State Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

NYCPM subscribes to all federal, state and institutional laws and regulations to ensure the goal that it maintains a safe environment for all community members. This policy is meant to work in harmony with other applicable NYCPM polices and procedures that address sexual and discriminatory misconduct when relevant. In the event that conduct falls within the scope of the Title IX Grievance Policy, under the Education Amendments of 1972, then NYCPM's Title IX Grievance policy will serve as the operating process for addressing the violation.

6.0 PURPOSE

All divisions of NYCPM seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind, including sexual assault (i.e. rape, fondling, incest or statutory rape), domestic violence, dating violence, and stalking, is anathema to NYCPM's mission, history, and identity. NYCPM will resolve any identified discrimination, harassment or sexual assault in a timely and effective manner. Compliance with NYCPM's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with Title IX and Title VII of the Civil Rights Act of 1964, the Violence Against Women Act (VAWA), New York State Law (including Article 129A and 129B), and a high-quality campus life. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Office of Institutional Compliance. When NYCPM has notice of the occurrence, NYCPM is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

7.0 SCOPE

This policy applies to all members of NYCPM including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). This policy applies to events that occur on-campus, off-campus, and on study abroad. Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on NYCPM's website.

8.0 DEFINITIONS

- **Accused**
  - Accused means a person accused of a violation who has not yet entered an institution's judicial or conduct process.
- **Advisor**
  - Any individual who provides the accuser or accused support, guidance, or advice.
- **Awareness Programs**
  - Awareness program means community-wide or audience- specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

- **Code of Conduct**
  - Code of conduct means the written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated in the institution.
- **Confidentiality**
  - Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.
- **Institution**
  - Institution means any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.
- **Ongoing Prevention and Awareness Campaigns**
  - Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audience throughout the institution and including information on definitions of different crimes, options for bystander intervention, and risk reduction.
- **Primary Prevention Programs**
  - Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Privacy**
  - Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the institution.
- **Reporting Individual**

- Reporting individual encompasses the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

- **Respondent**
  - Respondent means a person accused of a violation who has entered an institution's judicial or conduct process.
- **Risk Reduction**
  - Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Bystander**
  - Bystander means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules of an institution.
- **Campus**
  - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
  - Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Campus Security**
  - A campus police department or a campus security department of an institution.
  - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
  - Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
  - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the

official is not considered a campus security authority when acting as a pastoral or professional counselor.

- **Consent** (with regards to sexual activity)
  - Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

    - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
    - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
    - Consent may be initially given but withdrawn at any time.
    - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
    - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
    - When consent is withdrawn or can no longer be given, sexual activity must stop.
- **Dating Violence**
  - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - The existence of a social relationship is based on the "reporting party's statement" with consideration of
    - the length of the relationship,
    - the type of relationship, and
    - the frequency of the interaction between the persons involved.
  - Dating violence includes, but is not limited to, sexual or physical abuse or

the threat of abuse, and does not include acts covered by the definition of domestic violence.

- **Discrimination and Harassment**
  - NYCPM's policies, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at NYCPM. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.
  - Title VII, and its implementing regulations, prohibit Discrimination "because of sex" or "on the basis of sex." The terms "because of sex" or "on the basis of sex" include, but are not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs.
- **Domestic Violence**
  - Domestic violence is a felony or misdemeanor crime of violence committed by any of the following individuals:
    - A current or former spouse or intimate partner of the victim; or
    - A person with whom the victim shares a child in common; or
    - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
    - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Pastoral counselor**
  - A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of

that recognition as a pastoral counselor.

- **Professional counselor**
  - A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.
- **Proceeding**
  - All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.
  - Does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- **Result**
  - Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
  - The result must include any sanctions imposed by the institution and the rationale for the result and the sanctions.
- **Sexual Activity**
  - Sexual activity has the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).
- **Sexual Misconduct**
  - Unwelcome sexual advances, requests for sexual favors, and, other visual, verbal or physical conduct of a sexual nature, when:
  - An individual’s submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or
  - The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.
- **Sexual Offense**
  - Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment.
- **Sexual Assault**
  - Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent, and including rape, fondling, incest or statutory rape as acted in the FBI’s Uniform Crime Reporting program.
- **Rape**

- Is the perpetuation of an act of sexual intercourse with a person against his or her will and consent, or when such person is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity.
- Is the penetration of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of a person, or when such person is incapable of giving consent.
- Acquaintance rape is rape that involves people who know or are familiar with each other.

- **Stalking**
  - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
  - A course of conduct is two or more acts, including, but limited to:
    - Acts in which the 'stalker' directly, indirectly, or through third parties by any action, method, device, or means,
    - Follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - Substantial emotional distress is a significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - A reasonable person is one under similar circumstances and with similar identities to the victim.
- **Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**
  - *Domestic Violence:* The State of New York does not have a definition of domestic violence. However, assault, menacing, strangulation & related offenses, NY Family Court Act 842, and Penal Law 130.90 provide protections to victims of domestic and dating violence.
  - *Assault:* A person is guilty of assault in the first degree when:
    - 1. With intent to cause serious physical injury to another person, he causes such injury to such person or to a third person by means of a deadly weapon or a dangerous instrument; or
    - 2. With intent to disfigure another person seriously and permanently, or to destroy, amputate or disable permanently a member or organ of his body, he causes such injury to such person or to a third person; or
    - 3. Under circumstances evincing a depraved indifference to human life, he recklessly engages in conduct which creates a grave risk of death to another person, and thereby causes serious physical injury to another person; or

        - 4. In the course of and in furtherance of the commission or attempted commission of a felony or of immediate flight therefrom, he, or another participant if there be any, causes serious physical injury to a person other than one of the participants.
        - Assault in the first degree is a class B felony.
    - *Menacing:* A person is guilty of menacing in the first degree when he or she commits the crime of menacing in the second degree and has been previously convicted of the crime of menacing in the second degree or the crime of menacing a police officer or peace officer within the preceding ten years.
        - Menacing in the first degree is a class E felony.
    - *Strangulation & Related Offense:*
        - A person is guilty of criminal obstruction of breathing or blood circulation when, with intent to impede the normal breathing or circulation of the blood of another person, he or she:
            - applies pressure on the throat or neck of such person; or
            - blocks the nose or mouth of such person.
        - Criminal obstruction of breathing or blood circulation is a class A misdemeanor.
    - *Facilitating a Sex Offense with a Controlled Substance (Penal Law 130.90):*
        - A person is guilty of facilitating a sex offense with a controlled substance when he or she:
            - knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
            - commits or attempts to commit such conduct constituting a felony defined in this article.
        - Facilitating a sex offense with a controlled substance is a class D felony
    - *Dating Violence:* The State of New York does not have a definition of dating violence. See above for definitions pertaining to dating violence.
    - *Sexual Assault:* The State of New York defines sexual assault as follows: The following definitions are applicable to this article:
        - 1. "Sexual intercourse" has its ordinary meaning and occurs

upon any penetration, however slight.

- 2.
    - (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
    - (b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and anus.
- 3. "Sexual contact" means any touching of the sexual or other intimate parts of a person 1 for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
- 4. For the purposes of this article 2 "married" means 3 the existence of the relationship 4 between the actor and the 5 victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article 6 against the 7 victim.
- 5. "Mentally 1 disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
- 6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
- 7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- 8. "Forcible compulsion" means to compel by either:
    - use of physical force; or
    - a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
- 9. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.
- 10. "Sexual conduct" means sexual intercourse, 1 oral sexual

conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.

- 11. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis 1 , rectum or anus of a child, thereby causing physical injury to such child.
- 12. "Health care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
- 13. "Mental health care provider" 1 shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

- *Stalking:* The State of New York defines stalking as follows: A person is guilty of stalking in the first degree when he or she commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 or stalking in the second degree as defined in section 120.55 of this article and, in the course and furtherance thereof, he or she:
  - 1. intentionally or recklessly causes physical injury to 1 the victim of such crime; or
  - 2. commits a class A misdemeanor defined in article 1 one hundred thirty of this chapter, or a class E felony defined in 2 section 130.25, 130.40 or 130.85 of this chapter, or a class D felony 3 defined in section 130.30 or 130.45 of this chapter.
  - Stalking in the first degree is a class D felony.

- **Preponderance of the Evidence**
  - Just enough evidence to make it more likely than not that the fact the clai mant seeks to prove is true.
- **Retaliation**
  - Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has:
    - complained about alleged discrimination or harassment as defined above,
    - opposed alleged discrimination or harassment as defined above,
    - participated as a party or witness in an investigation relating to

such allegations, or

- participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process.

  - Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.
  - NYCPM does not allow, nor tolerate any conduct by any NYCPM community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below, or for any other reason will not be tolerated.
  - New York State legislation requires that every institution ensures that at the first instance of disclosure by a reporting individual to an institution representative, the following information be presented: "You have the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting that incident; and to receive assistance and resources from you institution."

- **Unlawful employment practices under Title VII:** It shall be an unlawful employment practice for an employer--
  - to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's sex; or
  - to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee, because of such individual's sex.
  - to print or publish or cause to be printed or published any notice or advertisement relating to employment by such an employer, indicating any preference, limitation, specification, or discrimination, based on sex, except that such a notice or advertisement may indicate a preference, limitation, specification, or discrimination based on sex when sex is a bona fide occupational qualification for employment.
  - to willfully not post and keep posted in conspicuous places upon its premises where notices to employees, applicants for employment, and members are customarily posted a notice to be prepared or approved by the EEOC setting forth excerpts from or, summaries of, the pertinent provisions of Title VII and information pertinent to the filing of a

complaint.

9.0 PROCEDURES

Duty to Report Violations

Any member of the NYCPM community including students, faculty, employees, and third-parties have a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate NYCPM Policy and will notify a NYCPM Compliance Officer of such violations promptly.

If you believe that you have been subjected to sexual harassment you may complete the attached complaint form found on the NYCPM website. Your complaint will then be investigated pursuant to the procedures outlined in this policy.

Formal Investigation and Resolution of Discrimination, Harassment, Sexual Assault or Retaliation Complaints

Duty to Cooperate and Facilitate

All members of NYCPM are required to cooperate fully with any investigations of harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the NYCPM Code of Conduct and/or insubordination. Likewise, all NYCPM employees are required to ensure that complaints about harassment are directed to the appropriate administrative office for evaluation and investigation.

Right to Prompt, Fair, and Impartial Proceeding and Complaint Process

NYCPM is committed to conducting an inquiry that is thorough, prompt and impartial. Accused and accuser will have the opportunity to object to NYCPM participants as bias.

Victims have the option to notify proper law enforcement authorities, including on-campus security and local police, or to decline to notify such authorities. Complaints concerning sexual harassment and/or sexual discrimination should be sent to the Compliance Office at 646-565-6000 x55330 or compliance@touro.edu. Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A written or verbal complaint, which should be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- Complainant's full name, home address, email, telephone number, and NYCPM Student/Employee ID number.
- Name of the person against whom the complaint was made, including job title or student status, if known.
- The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant's gender.
- A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- Complainant should include the term and year of his/her most recent active employment, academic, or student status within the university.
- A student who is seeking admission to NYCPM should include the term and year in which he/she sought admission to the university.
- The full name, address, and telephone number of complainant's advisor or supervisor, if any.
- The specific harm that resulted from the alleged act and the remedy sought.
- The complainant's signature and the date on which the complaint was submitted.

The accused will receive notice of the complaint, although the accused will be considered innocent until proven guilty of a violation. While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed.

Every effort is made to conduct a thorough and speedy investigation. Several factors may impact NYCPM's ability to conduct a prompt investigation, including, but not limited to: the Complainant's accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc. The process allows for extension with good cause shown. The burden to develop facts surrounding the investigation and/or prove that an incident lacked consent is on the institution, not the reporting individual. A reporting individual may withdraw a complaint or report from the institution at any time. Such individual will not be penalized for withdrawing such complaint. Please note that the institution may, consistent with other provisions of this law as well as federal law, still have obligations to investigate and/or take actions even if the complaint has been withdrawn.

Availability of Counseling

NYCPM will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately the complainant's decision of whether or not to accept the counseling service offered by NYCPM.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, NYCPM will provide written notification to the students and employees involved about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

Certain remedial measures may be taken to protect both parties during the pendency of the investigation, including changes to academic, living, transportation, and working situations or other protective measures. NYCPM may make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Compliance Office at 646-565-6000 x55330. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Compliance Office at 646-565-6000 x55330.

Notice and Timely Access and Preservation of Evidence

The proceeding will be consistent with NYCPM's policies and transparent to both the accuser and the accused. Both accuser and accused will receive timely notice of meetings at which their presence is requested. Either party may request that others be present. If allowed, other individuals will not be allowed to participate or interfere in such meeting. Both accuser and accused will receive timely and equal access to information that will be used during formal and informal disciplinary meetings or hearings (if any). Investigation interviews are not deemed disciplinary in nature. NYCPM will endeavor to protect the privacy of the participating parties and/or witnesses.

It is very important that the victim preserve any proof or evidence of any criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner.

Intake Interview

After receipt of a complaint, the Compliance Officer or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Compliance Officer or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant will have an opportunity to provide or present evidence and witnesses on their behalf. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

Complaints about Students, Faculty, Other Employees or Third Parties

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. Upon receipt of a complaint, the Compliance Officer or his/her designee shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence. NYCPM will use the preponderance of the evidence standard in the investigation and disciplinary action, as VAWA requires.

Investigation of Complaints

The Compliance Officer or his/her designee shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Reluctance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- Numerosity of witnesses;
- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Both the complainant and respondent will have the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. NYCPM will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, but NYCPM may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

During any such investigation, the complainant and the accused will each reserve the right to exclude their own prior sexual history with any persons other than the party involved in the hearing during the judicial or conduct investigation process. Both will also reserve the right to exclude any mental health diagnosis and treatment during the institutional disciplinary stage which determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage that determines sanction.

Generally speaking an investigation will take approximately 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The institutional disciplinary procedures

will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

Notice of Determination and Further Action

The Compliance Officer or his/her designee shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint. Both parties will be informed of the outcome reached and sanctions imposed as a result of such investigation and determination.

Both the complainant, the party who filed the complaint or the alleged target of the sexual harassment or sexual assault, and the respondent, the accused, shall be informed of the fact finder's decision, including the outcome reached and sanctions imposed, in writing simultaneously within ten days of the conclusion of the fact finder's deliberation. They will both be notified simultaneously and in writing of the outcome of the proceeding and appeal procedures. Questions concerning these actions should be addressed to the Office of Institutional Compliance. Notification to the appropriate law enforcement officials and other assistance to the student or staff member in notifying law enforcement officials will be provided, if requested.

NYCPM will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to NYCPM about the misconduct.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Appeals

The complainant and respondent alike will be provided with at least one level of appeals.

Both the complainant and the respondent are eligible to file an appeal to the determination based on (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Office of Institutional Compliance within seven (7) business days following the date on the outcome letter. The Appeal should state the remedy sought by the appealing party. Each party may respond in writing to any appeal submitted by the other party. Written responses to the other party's appeal must be submitted within three (3) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.

Appeals will be conducted in an impartial manner by trained College officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Office of Institutional Compliance. The Appeals Panel can determine whether a change in the decision is warranted. If applicable, both the accuser and accused will have an opportunity to be present or have others present during any disciplinary proceedings. If a change in this decision is necessary, the Appeals Panel will review the appeal and rationale and make a final decision. Both parties will be informed of the outcome reached and sanctions imposed as a result of such proceedings.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within twenty (20) business days after the receipt of the formal request for appeal. The appeal decision will be provided in writing to both parties and the appeal decision is final. However, information obtained during the course of the conduct or judicial process will be protected from public release until the appeals process is final, unless otherwise required by law.

NYCPM has a grade appeal process, which is not circumvented by this policy. This procedure is not a substitute for a grade appeal. A grade appeal may be suspended until a determination has been made by the fact finder.

NYCPM will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to NYCPM about the misconduct.

10.0 SANCTIONS FOR VIOLATIONS

Student violators may be subject to the following sanctions and remedial measures on a case-by-case basis:

- **Warning**: A written reprimand putting the student on notice that he/she has violated the Code of Conduct. A copy of this warning is placed in the student's folder.
- **No-Contact Order**: A student may be ordered to temporarily not intentionally contact a victim through any medium.
- **Probation**: A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college.
- **Restitution**: A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her actions.
- **Suspension**: At any time during a student's enrollment at the college he/she may be suspended and barred from attending classes for a definite period, not to exceed two years. A student who is suspended is entitled to a written clarification with specific reasons for and description of the sanction. A student may not be automatically re-enrolled at the end of his/her suspension. He/she must apply to the Student Affairs Committee for re-enrollment.
- **Expulsion:** NYCPM may terminate a student's status at the college at any time.

Faculty and staff (part-time and full-time) who violate the policy will be subject to disciplinary sanctions on a case-by-case basis as follows:

- **Censure:** A written reprimand, outlining the violation(s) of college policies, may be placed in the personnel file of individual violators.
- **Probation:** Faculty and/or staff may be placed on probation for a definite period of time up to a maximum of one year. In such instances, individuals may be required to enroll in a therapeutic counseling or treatment program.
- **Suspension:** Faculty and/or staff may be suspended from employment without pay for a period of time ranging from seven days to a maximum of one year.
- **Termination of Employment:** Faculty and/or staff may be dismissed from employment upon written notice by the Dean of Faculties (for faculty members) or the Vice President for Administration (all other employees).
- **Legal Action:** Faculty and/or staff may be turned over to law enforcement authorities for criminal prosecution and legal action.

In both cases for students, faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude NYCPM from levying a heavy

sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, NYCPM may expel a student or terminate a staff member for a violation of policy without first issuing a warning or putting that student or employee on probation.

College-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

When the accused or respondent is a student, to have the institution issue a "no contact order" consistent with institution policies and procedures, whereby continued intentional contact with the reporting individual would be a violation of institution policy subject to additional conduct charges; if the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual.

Other examples of interim protective measures include but are not limited to: a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by NYCPM. Violations of the Compliance Officer's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action including interim suspension pending the outcome of a judicial or conduct process consistent with NYCPM policy. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of the request.

Every institution shall ensure that individuals are provided the following protections and accommodations:

- To receive a copy of the order of protection or equivalent when received by an institution and have an opportunity to meet or speak with an institution representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person or persons;
- When the accused is not a student but is a member of the institution's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the institution.

Policy For Transcript Notations

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), NYCPM shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." NYCPM will allow for appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed. (Section 6444(6) NYS Education Law Article 129-B)

11.0 CONFIDENTIALITY

NYCPM has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, sexual assault (i.e. rape, fondling, incest or statutory rape) or retaliation received either through NYCPM's compliance hotline or otherwise. The phone number for the NYCPM hotline is 646-565-6000 x55330.

NYCPM wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for NYCPM to promptly and thoroughly investigate and resolve the matter. NYCPM employees will explain to the reporting individual whether he or she is authorized to offer the reporting individual privacy. Even NYCPM offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Compliance Officer to investigate and/or seek a resolution.

Reporting individuals may request confidentiality and choose not to consent to an investigation by NYCPM, and the Compliance Officer must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. If NYCPM determines that an investigation is required, it must notify the reporting individuals and take immediate action as necessary to protect and assist them. NYCPM should seek consent from reporting individuals prior to investigating, and declining consent will be honored unless NYCPM determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to members of the community. If an individual discloses information through a public awareness event, NYCPM is not obligated to begin an investigation based on such information.

Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit the institution's ability to meaningfully investigate and pursue conduct action against an accused individual. Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of

perpetration at a given location or by a particular group

NYCPM will complete publicly available record-keeping for purpose of Clery Act reporting and disclosure. These reports will not include identifying information about the victim or accused and shall maintain confidentiality of any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of NYCPM to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

By only sharing personally identifiable information with individuals on a need-to-know basis, without the inclusion of identifying information about the victim (to the extent possible), the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of NYCPM to provide the accommodations or protective measures.

12.0 RETALIATION

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has:

- Complained about alleged discrimination, harassment or sexual assault as defined above,
- Participated as a party or witness in an investigation relating to such allegations, or
- Participated as a party or witness in a proceeding regarding such allegations.

Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.
NYCPM does not allow, nor tolerate any conduct by any NYCPM member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint, will not be tolerated.

Upon the first instance of disclosure by a reporting individual to a NYCPM representative, the individual will be informed:

> "You have the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting that incident; and to receive assistance and resources from your institution."

Reporting individuals or bystanders who report an incident of sexual assault in good faith will receive amnesty for drug and alcohol use. The following is NYCPM's Alcohol and/or Drug Amnesty Policy:

"The health and safety of every student at the NYCPM is of utmost importance. NYCPM recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYCPM strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to NYCPM officials or law enforcement will not be subject to NYCPM's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault."

Employees, faculty and students who violate NYCPM's policies may be subject to disciplinary action. Individuals, who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action.

13.0 ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

NYCPM complies with New York law in recognizing orders of protection. Any person who obtains an order of protection from New York or any reciprocal state should provide a copy to Campus Security and the Office of Institutional Compliance. A complainant may then meet with Campus Security to discuss the order, its consequences, and/or develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). However, the individual may receive assistance from police or campus security, or have them call the appropriate agency in order to effect an arrest when an individual violates an order of protection.

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

It is very important that the victim preserve any proof or evidence of the criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner. The employee or student can also file a grievance as per NYCPM's grievance policy described in the Administrative Handbook.

The federal laws require that both accuser and accused have the opportunity to object to NYCPM Participants as impartial.

Every institution shall ensure that every student be afforded the following rights:

- Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:
    - To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
    - To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
    - To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Security department or local law enforcement. Students and employees should contact the Office of Institutional Compliance at 646-565-6000 x55330

The following Student Bill of Rights is a summary of many of the procedures listed above in Section 5. Under this Bill of Rights all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the College will follow the procedures above in Section 5.

14.0 VICTIM ASSISTANCE

In cases of rape and/or sexual violence, there are many sources of support available to victims.

ON CAMPUS

- Emergency Assistance
- Employee on staff is available to work with the NYCPM community to meet immediate need.
- Accompaniment
- Security is available to provide support and escort around campus, and in certain instances to assist the individual in getting home.
- Other available community resources may be provided based on client's individual needs.

OFF CAMPUS

NEW YORK

- https://ovs.ny.gov/
- www.svfreenyc.org
  - (212) 229-0345
- www.avp.org

- (212) 714-1141

NATIONAL

• www.womenslaw.org
  - (707) 784-6844
• www.rainn.org
  - (800) 656-HOPE (4673)

ISRAEL

• www.1202.org.il/English/
  - +972-2- 623 2451

24 HOUR HOTLINES

- Nycagainstrape.org for all city hotlines, emergency rooms with trained rape crisis counselors and examiners, and referrals for on-going support.
- NYC Gay & Lesbian Antiviolence Project: (212) 714-1141
- DAYONE – Not 24 hours but free legal assistance for teens under 23
- RAINN – Rape, Abuse, and Incest National Network: 1-800 656-HOPE
- Safe Horizon: (212) 577-7777
- Victims Services Agency: (212) 577-7777
- Sexual Assault Victim's Counseling Program: (212) 227-3000
- Victim Assistance Services, Westchester County: (914) 345- 9111
- Coalition Against Domestic Violence Nassau County Hotline: (516) 542-0404
- Victim Information Bureau of Suffolk Hotline: (631) 360-3606
- Orange County, New York (Middletown) Helpline: (800) 832- 1200

SEXUAL ASSAULT SERVCIES AT MEDICAL CENTERS

- Bellevue Hospital, Rape Crisis Coordinator: (212) 562-3435
- Beth Israel Medical Center, Victim Services Director: (212) 420-4516
- Long Island College Hospital, Rape Crisis Director: (718) 780-1459
- Mt. Sinai Medical Center, Rape Crisis Director: (212) 423-2140
- North Central Bronx Hospital, Rape Crisis Coordinator: (718) 519-4912
- National Domestic Violence Hotline: 1-800-621-HOPE
- St. Luke's Roosevelt Hospital: (212) 523-4728

NYPD Special Victims Division: (646) 610-8718 is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Information on New York state criminal statutes can be found at:

http://codes.lp.findlaw.com/nycode/PEN/THREE/H/130

15.0 EXTERNAL REPORTING

NYCPM will conduct a campus climate assessment every other year to ascertain general awareness and knowledge of the provisions of this policy, including student experience with and knowledge of reporting and college adjudicatory processes, which shall be developed using standard and commonly recognized research methods. The aggregate results of these campus climate assessments shall be posted on NYCPM's website with no identifying information about respondents. NYCPM will also annually submit to the New York State Education Department aggregate data and information about reports of domestic violence, dating violence, stalking, and sexual assault. The assessment shall include questions covering, but not be limited to, the following:

- The Title IX Coordinator's role;
- Campus policies and procedures addressing sexual assault;
- How and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness;
- The availability of resources on and off campus, such as counseling, health and academic assistance;
- The prevalence of victimization and perpetration of domestic violence, dating violence, stalking, or sexual assault on and off campus during a set time period;
- Bystander attitudes and behavior;
- Whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report;
- The general awareness of the difference, if any, between the institution's policies and the penal law; and
- General awareness of the definition of affirmative consent

Every institution shall take steps to ensure that answers to such assessments remain anonymous and that an individual is identified. Institutions shall publish results of the surveys on their website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.

Information discovered or produced as a result of complying with this section shall not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against an institution, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.

Members of NYCPM are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

It is the rights of victims and the responsibilities of all members of the community to comply with protective orders issued by a criminal, civil or tribal court or by NYCPM.

U.S. Department of Education Office for Civil Rights

Among other options, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th Floor
New York, New York 10005
Phone (646) 428-3800
Fax (646) 428-3843
Email: OCR.NewYork@ed.gov

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of

immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to NYCPM does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

NYS Division of Human Rights,
One Fordham Plaza, Fourth Floor,
Bronx, New York 10458
Phone (718) 741-8400
Website www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit hr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 180 days after the alleged harassment occurred and notice of such charge (including the date, place and circumstances of the alleged harassment) shall be served upon the person against whom such charge is made within ten days thereafter, except in a case where the complainant has initially instituted proceedings with a State or local agency with

authority to grant or seek relief or institute criminal proceedings, such charge shall be filed by or on behalf of the complainant within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed.

EEOC
Phone 1-800-669-4000 (1-800-669-6820 (TTY))
Website www.eeoc.gov
Email info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Law Enforcement Bureau of the NYC Commission on Human Rights
40 Rector Street, 10th Floor,
New York, New York;
Phone 311 or (212)306-7450;
Website www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

16.0 POLICY ON MONITORING CRIMINAL ACTIVITY

NYCPM monitors and records criminal activity by students at non-campus locations of student organizations officially recognized by NYCPM, including student organizations with non-campus housing facilities through local police agencies. NYCPM has a memorandum of understanding with the New York Police Department that they are to provide NYCPM with any information regarding issues that may affect NYCPM.

NYCPM shall ensure that reporting individuals have the following:

- Information regarding institutional crime reporting including, but not limited to: reports of certain crimes occurring in specific geographic locations that shall be included in NYCPM's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual; that the institution is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual; that a reporting individual shall not be identified in a timely warning; that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, allows institutions to share information with parents when i. there is a health or safety emergency, or ii. when the student is a dependent on either parent's prior year federal income tax return; and that generally, the institution shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

17.0 PROGRAMS

All new students, including transfers, student leaders, student athletes, and officers of student organizations, will attend a program about the provision of this policy and how to prevent, and best protect themselves and others against sexual assault, domestic violence, dating violence, and stalking prior to receiving recognition or registration, and NYCPM shall require that each student-athlete complete training on domestic violence, dating violence,

stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition. On at least an annual basis, the Office of the Dean of Students or the Vice-President of Division of Graduate Studies at each of the College's campuses/sites will provide a formal educational program to increase awareness of sexual offenses, including rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking and other forcible and non-forcible sexual offenses. Students should receive training on the following topics:

- NYCPM prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction;
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
- The role of the Title IX Coordinator, university police or campus security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
- Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact

NYCPM engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The programs will include discussion of what constitutes these offenses, penalties for these offenses, definition of consent, prevention and awareness programs and ongoing prevention and awareness campaigns, risk reduction for students and faculty, safe and positive options for bystander intervention and security measures to protect against the occurrence of these offenses. NYCPM will advertise the date, time and content of these educational programs on posters displayed in those areas regularly used by students and employees of NYCPM.

NYCPM shall use multiple methods to educate students about violence prevention and shall share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

Presentations will be made by guest speakers and appropriate members of NYCPM's faculty and staff. The training programs' topics are as follows:

- Protect Your Possessions and Identity
  - Most property is lost due to people being inattentive. We will instruct them that opportunist will take advantage of an easy grab. Not to leave items lying around, locking up your room, proper techniques to protect your property while walking around. To be aware of your surroundings and whose around you, i.e. ATM usage. We will also discuss Online/telephone scams to protect ones identity. Never giving out ones information to strangers or bogus request from online scams and or telephone solicitation. Offered as follows:
    - Campus Security Lecture
    - DVR for Site Training
    - NYPD Lecture
    - Online Video (Portal)
    - Operation ID
- Everyday Safety
  - We will elaborate that you should be aware of your surroundings and that you could be safer while out enjoying the scenes. We provide tips on safety while in elevators, subway, buses, and in dorms etc. Offered as follows:
    - Campus Security Lecture
    - DVR for Site Training
    - NYPD Lecture
    - Online Video (Portal)
- Common-Sense Defense
  - We may not all be fighters or large individuals, but there are tactics that could be used to allow you to survive a dangerous interaction. These methods will be shown and instructed. We focus on the art of verbal communication. Offered as follows:
    - Campus Security Lecture
    - DVR for Site Training
    - NYPD Lecture
    - Online Video (Portal)
- Forming Healthy Relationships
  - We discuss methods on how to read another's actions and determine if this is a good or bad relationship. We offer tips on healthy relationships and how do deal with an unhealthy relationship. Offered as follows:
    - Campus Security Lecture

        - DVR for Site Training
        - Online Video (Portal)
        - We have the capability of inviting agencies such as RAINN, NYPD Domestic Violence Officer
- Dating Violence/Domestic Violence
    - We discuss warning signs, tips, available agencies to assist our community and reporting of such incidents. Offered as follows:
        - Campus Security Lecture
        - DVR for site training
        - Online Video (Portal)
        - We have the capability of inviting agencies such as RAINN, NYPD Domestic Violence Officer
        - Controlling Behavior
- Controlling Behavior
    - We discuss the signs that a person maybe displaying in a controlling situation. We discuss the psychological issues that arise in these relationships and how you can defend yourself or others from this behavior. Offered as follows:
        - Campus Security Lecture
        - DVR for Site Training
        - Online Video (Portal)
        - We have the capability of inviting agencies such as RAINN, NYPD Domestic Violence Officer
- Racism, Classism, Religious, and Sexual orientation and Gender Identity (Discrimination)
    - We discuss discrimination and how it affects us. We will identify the trends that are presently being observed and how to combat them. We will instruct those on how to report incidents involving discriminations occurring here at NYCPM. Offered as follows:
        - Campus Security Lecture
        - DVR for Site Training
        - NYPD Lecture
        - Online Video (Portal)
        - Sexual Misconduct/Assault
- Sexual Misconduct/Assault
    - We discuss our Policy, Protocol, Procedure and Prevention. We will identify what is Sexual Misconduct/Assault and how to report if an incident should occur. How to attend to those who have been victimized and how these incidents will be investigated. Present what resources there are for those who have been victimized. We also offer tips on how to prevent these incidents and what to do if you become a victim or

know someone who is a victim. We discuss buddy system and we encourage our students to contact us if they are in a situation that they can't handle. Offered as follows:

- Campus Security Lecture
- DVR for Site Training
- NYPD Lecture
- Online Video (Portal)
- We have the capability of inviting agencies such as RAINN, NYPD Domestic Violence Officer

- Stalking
  - Familiarize those with what stalking actually is and how it could affect their daily lives. With the Internet and Social Media, those who seek knowledge about others are easily obtained. We will discuss ways of protecting oneself from this intrusion. We also discuss on what to do if you are a victim of Stalking. Offered as follows:
    - Campus Security Lecture
    - DVR for Site Training
    - NYPD Lecture
    - Online Video (Portal)
- Bystander Intervention
  - The goal of Bystander Intervention is to block bad behavior before it goes too far. We will educate our NYCPM community of their role and how they can prevent this behavior. We offer tips on what they can do to prevent any of the behaviors identified.
  - Tips for a Bystander
    - Be honest and direct talk about the consequences of their actions.
    - Don't let resentment prevent you from stepping in.
    - Don't turn a blind eye.
    - Don't wait for someone else to act.
    - Give the person an out "Call their cell phone, distract the other person.
    - If it doesn't feel safe to say something you can call the police or any other person of authority.
    - If the person is your friend, communicate by either asking the person "Are you okay", "Is he bothering you".
    - If you are attending a social gathering with a friend remember the same principles applied in every scenario be mindful of your friend make sure you come and go together and if you don't leave together that your friend is able to make decisions on her/himself.

        - If you see someone at risk, get involved.
        - Solicit help from other bystanders.
    - Offered as follows:
        - Campus Security Lecture
        - DVR for Site Training
        - NYPD Lecture
        - Online Video (Portal)
- Active Shooter Awareness
    - We train our College community on what to do in the event of an active shooter, how to report these types of incidents and what behaviors we need to report. Offered as follows:
        - Campus Security Lecture
        - Consultant Lectures
        - DVR for Site Training
        - NYPD Lecture
        - Online Video (Portal)
- Suspicious Package/Mail Awareness
    - We train our people on how to identify/detect suspicious packages, particularly to Mail Room Staff. Offered as follows:
        - Campus Security Literature
        - NYPD Lecture
        - Postal Inspector also available for Lecture and review of our mailrooms.
- Faculty Orientation
    - We utilize the time allotted to inform new employees of Security measures and policies in place. i.e., the need and use of ID badges, Panic alarms, aware of their surroundings work place violence policies, Emergency Contact numbers. Offered as follows:
        - Campus Security Literature
        - Portal on line training
- Student Orientation
    - During these Orientations we process the students into using/wearing their ID badges. We also go through Clery Compliance requirements including but not limited to VAWA, alcohol/drug usages, self-safety awareness, property and identification protection. Offered as follows:
        - Campus Security Literature
        - DVDs available
        - NYPD lectures
- Resident Assistants Orientation
    - We emphasize their role as Resident Assistants. We instruct them as to their responsibilities as guardians of the students and facilitate

emergencies as they arise. They are processed as "College Security Authority" (CSAs). Offered as follows:

- Campus Security Lectures/Literature
- CSA Online required training
- DVDs available
- Portal General Training

- Work Place Violence
  - We are looking into material and training aids. Possible resources:
    - Consultant training
    - DVDs
    - Literature
    - NYPD Lecture
- Risk reduction
  - NYCPM have Officers at 95% of our campuses/sites, in addition to CCTV and access control measures. When any incidents/crimes have been reported to NYCPM, Security staff would work with the person(s) involved to assure that all their needs (i.e. escort to mode of transportation, weekly calls to follow-up, referrals to agencies, etc.).

18.0 RESOURCES FOR SEXUAL HARASSMENT VICTIMS

NYCPM will provide resources for sexual harassment victims, regardless of whether the victims choose to report the crime to campus police or local law enforcement. NYCPM will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. These resources include but are not limited to:

- Crisis Intervention Counseling
  - In-person or telephone services which support clients and their families in their effort to cope with the trauma of victimization and provide assistance in the recovery process.
- Emergency Assistance
  - Counselors will work with clients to determine and meet immediate needs for mental health counseling, medical care, etc.
- Accompaniment
  - Security is available to provide support and escort around campus, and in certain instances to assist the individual in getting home.
- Others
  - Victims will have access to a sexual assault forensic examination with a nurse.
  - Available community resources will be provided based on client's individual needs.

19.0 REGISTERED SEXUAL OFFENDERS

NYCPM makes available to the public over the Internet information about certain sex offenders required to register under Megan's Law.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. The sex offender registry for New York can be found at the following address:

www.criminaljustice.state.ny.us/

20.0 IMPLEMENTATION

This policy shall be implemented by the Department of Human Resources and the Office of Campus Security.

21.0 SOURCE DOCUMENTS

- 34 CFR 106.8 and 106.9
- 34 CFR 668.46
- Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties, dated January 19, 2001
- "Dear Colleague Letter" from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated April 4, 2011.
- "Dear Colleague Letter" from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated July 14, 2014.
- NYCPM Title IX Policy

22.0 APPROVAL

This policy has been approved by the Human Resources Department, the Officer of Campus Security and the Office of Institutional Compliance.

23.0 COMPLAINT FORM

If you wish to file a complaint, please use the Title IX and Sexual Misconduct Policy Complaint Form located on the NYCPM website.

NEW YORK COLLEGE OF PODIATRIC MEDICINE

TITLE IX AND SEXUAL MISCONDUCT COMPLAINT FORM

In order to address concerns of sexual harassment or sexual misconduct concerning NYCPM's purview under the institution's Title IX and Sexual Misconduct Policy, complainants must complete this form and provide necessary information where known. Upon review of the information, the Office of Institutional Compliance will determine what response, if any, can be performed and the appropriate path toward addressing the information provided in the complaint.

Should it be determined that the information contained herein falls under the criteria for the Title IX grievance process, this form will be used as a Formal Complaint as defined by the Title IX regulations and NYCPM policy. A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the educational institution investigate the allegation of Sexual Harassment.

This form may be submitted via email, online or in-person to the Office of Institutional Compliance. Upon receipt, a representative from the Office of Institutional Compliance will contact and schedule an in-take interview with the complainant. In addition, a complainant may complete this form in-person, if desired. Once this form has been completed and signed by the complainant, and then signed by a designated representative of the Office of Institutional Compliance, it becomes a formal complaint recognized by NYCPM.

The information provided on this form will be kept confidential to the extent necessary and possible under applicable institutional and federal regulations. Further, NYCPM implements a strict retaliation policy that prohibits retaliation of any kind against those coming forward with a complaint of alleged sexual harassment or sexual misconduct. For additional and detailed information on NYCPM's policies on confidentiality and retaliation, please see the Title IX and Sexual Misconduct Policy that is available on the NYCPM'S website.

Once completed, please submit to:

Name of the Person Filing a Complaint (Complainant):_____
School ID Number: _____

Affiliation with NYCPM*:
☐ Student ☐ Faculty ☐ Staff ☐ Contractor ☐ Other: _____

Year at NYCPM:_____

Email:_____

Phone:_____

Address:_____

Date of Occurrence/Incident*:_____

Location of Occurrence/Incident*:

_____

Country*: ☐ USA ☐Other

Description of Complaint / Alleged Sexual Harassment or Sexual Misconduct*:

(please summarize in the space provided and attach additional pages, if needed)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name of Person or Persons Who Committed the Offense Against You (if known)*:

_____

Names and Contact Information of any Witnesses:

_____

_____

_____

_____

_____

Complainant Signature and Date:

_____

Name: Date

Once completed, please submit to:

For the Internal Use of the Office of Institutional Compliance Only

Does the alleged misconduct meet the definition of Sexual Harassment as provided under Title IX?
YES / NO

Did the alleged misconduct occur in the United States?
YES / NO

Did the alleged misconduct occur within an employment or education program where NYCPM exhibits substantial control?
YES / NO

List any supportive measures provided to the Complainant during the initial assessment. If no supportive measures were provided, note such and provide reasoning:

_____

_____

_____

_____

_____

If the alleged misconduct is not within the scope of Title IX, will the alleged misconduct be addressed under another policy administered by NYCPM? If yes, provide which policy. If no, provide reasoning for not addressing.

_____

_____

_____

_____

Internal File Number: _____

Office of Institutional Compliance Representative:

_____ _____

Name: Date

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

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 Podiatric Residency Program	Keith Myrick, D.P.M. & 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.

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	Samuel Adegboyega, 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."

NYCPM Core Competencies

Demonstrate knowledge of the pre-clinical sciences which provide the foundations of podiatric clinical training, residency training, and practice.

Prevent, diagnose, and manage diseases and disorders of the lower extremity in a cost-effective manner.

Assess medical conditions that affect the lower extremity and refer, as appropriate, those patients with conditions identified during the evaluation.

Practice with professionalism, compassion, and concern and in an ethical fashion regardless of the patient's social class, gender, racial, or ethnic background.

Demonstrate the ability to communicate and work collaboratively with others and to function in a professional manner in an inter-professional setting.

Practice and manage patient care in a variety of communities, healthcare settings, and living arrangements.

Demonstrate an understanding of podiatric practice in a multitude of health-delivery settings.

Demonstrate the ability to understand research methodology and other scholarly activities.

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	844-868-7666
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