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For Library Information visit [nyit.edu/library](http://nyit.edu/library).

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**General Information**

## General Information

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**General Information**

## Fast Facts



[About NYIT » expand](#)

Since 1955, New York Institute of Technology's forward-thinking academic programs have propelled its graduates into successful careers in architecture and interior design; arts and sciences; education; engineering and computing sciences; health professions; management; and osteopathic medicine.

Exceptional teaching by experienced professors, generous financial aid packages, and a supportive student-centered learning environment are some of the reasons that NYIT is consistently ranked highly among its peer universities.

NYIT's 14,000 students represent a diverse student body, hailing from all 50 states and more than 100 countries. With campuses in North America, China, and the Middle East as well as online, NYIT's student and faculty global exchange programs, unique experiential learning programs, and numerous extra- and co-curricular opportunities combine to create a unique, 21st-century learning experience.

The university is guided by its mission to provide career-oriented professional education, offer access to opportunity to all qualified students, and support applications-oriented research that benefits the larger world. To date, more than 92,000 graduates have received degrees from NYIT. For more information, visit [nyit.edu](http://nyit.edu).

[University Snapshot » expand](#)

**Global campuses:** Old Westbury and Manhattan, N.Y.; Abu Dhabi, UAE; Amman, Jordan; Manama,



Bahrain; Nanjing, China; Vancouver, Canada

**Sites:** Central Islip, N.Y.; Beijing, Guangzhou, Nanchang, Shanghai and Xiamen, China

**President:** [Edward Guiliano](#), Ph.D.

**Founded:** 1955

**Institution type:** Private, independent, nonsectarian, coeducational

**Colors:** Blue and gold

**Nickname:** Bears

**Athletic conference affiliations:** NCAA I and II, Great West, ECAC



### Mission Statement

Since 1955, NYIT has pursued its mission to:

- To provide career-oriented professional education.*
- To offer access to opportunity to all qualified students.*
- To support applications-oriented research that benefits the larger world.*



### Accreditation » [expand](#)

NYIT is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and:

- Accreditation Board for Engineering and Technology, Inc.
- Accreditation Review Commission on Education for the Physician Assistant
- American Osteopathic Association
- Association for Childhood Education International
- Association for Educational Communications and Technology
- Commission on Accreditation in Physical Therapy Education
- Commission on Collegiate Nursing Education
- Council for Interior Design Accreditation
- National Architectural Accrediting Board, Inc.
- National Council for Accreditation of Teacher Education
- The Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association



### NYIT Schools and Colleges

- [School of Architecture and Design](#)
- [School of Education](#)
- [School of Engineering and Computing Sciences](#)
- [School of Health Professions](#)
- [School of Management](#)
- [College of Arts and Sciences](#)
- [College of Osteopathic Medicine](#)



### Enrollment (Worldwide, Spring 2012)

Total undergraduate and graduate: 14,000

- Undergraduate students: 9,000
- Graduate students: 4,000
- Professional degree students: 1,000

56% Male, 44% Female



### Diversity

Students in NYIT's undergraduate, graduate, certificate, and professional programs throughout the world comprise a diverse student body that represents all 50 U.S. states and 109 countries.



### Financial Aid

Full-time undergraduate students (2011-2012) receiving financial aid: **89%**

Total amount of institutional financial aid awarded (2011-2012): **\$35 million**

More information: [nyit.edu/finaid](http://nyit.edu/finaid)



### Student-Run Businesses

- Advertising agency
- Health care centers
- Newspapers
- Public relations agency
- Radio station



### Honor Societies » [expand](#)

- Alpha Epsilon Rho (communication arts and broadcasting)
- Alpha Eta Society (School of Health Professions)
- Chi Alpha Epsilon National Honor Society (HEOP)
- Delta Mu Delta (business)
  
- Golden Key International Honour Society
- Kappa Delta Pi International Honor Society (Education)
- Phi Eta Epsilon (occupational therapy)
- Phi Eta Sigma National Freshman Honor Society
- Psi Chi (psychology)
- Tau Alpha Pi (engineering and technology)
- Tau Sigma Delta (architecture)
- Upsilon Pi Epsilon (computer science)



### NCAA Athletic Teams » [expand](#)

(Old Westbury)

- Baseball (NCAA Division I)
- Men's and women's basketball (NCAA Division II)
  
- Men's and women's cross country (NCAA Division II)
- Men's lacrosse (NCAA Division II)
- Men's and women's soccer (NCAA Division II)
- Softball (NCAA Division II)
- Men's and women's tennis (NCAA Division II)
- Women's volleyball (NCAA Division II)

More information: [nyit.edu/athletics](http://nyit.edu/athletics)



### Internships » [expand](#)

NYIT student internships have resulted in real-world career experiences for thousands of students. NYIT students are regularly placed in leading industry corporations and organizations such as AT&T, Bristol-Myers Squibb, Broadridge Financial Services, CBS, HBO, Leviton, Motorola, Viacom/MTV Networks, National Grid, TD Bank, Tommy Hilfiger USA, and Verizon.

Internships are available through academic departments as well as the [Office of Career Services](#), which has an internship certificate program that supports students before, during, and after their internships by providing information on the latest hiring trends and search techniques and by providing employer evaluations and networking opportunities.



### Technology » [expand](#)

- Computing labs
- Dedicated videoconferencing rooms
- Distributed learning facilities
  
- Motion capture labs
- Online and hybrid courses
- Open-access facilities

- PCs and laptops in libraries
- Teaching computer labs
- Technology-enhanced classrooms
- Robotics
- Simulated medical patients
- Smart classrooms
- Wireless network capabilities in all student areas



### [Research » expand](#)

Committed to practical, applications-oriented research that benefits the greater global community, NYIT is particularly proud of the breakthrough results of its faculty and students in a variety of important areas including cutting-edge technology (nanotechnology, computer graphics), medicine and health care (heart disease, evolution, DNA, epilepsy, Parkinson's disease), engineering (sustainable energy, robotics, mobile apps), and education (technology) arenas.

Further, we support faculty research and scholarship as an integral part of academia that enriches our students' classroom experience, contributes to the body of knowledge in cutting-edge fields, and provides students with opportunities to test theories and gain technical skills through hands-on experimentation and research.

NYIT's Office of Sponsored Programs and Research (OSPAR) works with faculty members and administrators to identify and apply for funding to support research programs in all of NYIT's schools and colleges. OSPAR also facilitates proposals for funding to support student development and institutional programs that provide a range of services to students and strengthen NYIT's infrastructure. To date, NYIT faculty members have received funding from public, private and government agencies, including:

National Geographic Society  
 National Institutes of Health  
 National Science Foundation  
 New York State Department of Health  
 New York State Education Department  
 U.S. Department of Defense  
 U.S. Health Resources and Services Administration



### [Degrees Offered » expand](#)

- Associate in Applied Science (A.A.S.)
- Bachelor of Architecture (B.Arch.)
- Bachelor of Art (B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Professional Studies (B.P.S.)
- Bachelor of Science (B.S.)
- Bachelor of Technology (B.T.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Fine Arts (M.F.A.)
- Master of Science (M.S.)
- Doctor of Physical Therapy (D.P.T.)
- Doctor of Osteopathic Medicine (D.O.)



### [Alumni Worldwide](#)

**Alumni:** 92,000

For more information, visit [nyit.edu/alumni](http://nyit.edu/alumni).

## General Information

## Accrediting Agencies

New York Institute of Technology is chartered by the Board of Regents of The University of the State of New York. Accredited by: The Middle States Association of Colleges and Schools; The Engineering Accreditation Commission of ABET, Inc. (ABET.org) for the Electrical and Computer Engineering program in the Old Westbury and Manhattan campuses, and the Mechanical Engineering program in the Old Westbury campus; Engineering Technology Accreditation Commission of ABET, Inc. for Electrical and Computer Engineering Technology;

National Architectural Accrediting Board for Bachelor of Architecture; Council for Interior Design Accreditation programs, Old Westbury Campus; Commission on Accreditation. American Osteopathic Association for New York College of Osteopathic Medicine; Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association; Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA); Commission on Collegiate Nursing Education (CCNE).

The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation covers initial teacher preparation and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

**Commission on Higher Education of the Middle States Association of Colleges and Schools**

3624 Market St.  
Philadelphia, PA 19104-2680  
Phone: 267.284.5000  
Fax: 215.662.5501

**Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)**

4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
Phone: 301.652.2682

**Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)**

12000 Findley Rd., Suite 150  
Johns Creek, GA, 30097  
Phone: 770.476.1224

**American Osteopathic Association (AOA)**

142 E. Ontario St.  
Chicago, IL 60611  
Phone: 312.202.8000

**Commission on Accreditation in Physical Therapy Education (CAPTE)**

1111 North Fairfax St.  
Alexandria, VA 22314  
Phone: 703.684.2782

**Commission on Collegiate Nursing Education (CCNE)**

One DuPont Circle, NW, Suite 530  
Washington, DC 20036  
Phone: 202.463.6930

**Council for Interior Design Accreditation (CIDA)**

206 Grandville Ave., Suite 350  
Grand Rapids, MI 49503-2920  
Phone: 616.458.0400

**Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)**

111 Market Place, Suite 1050  
Baltimore, MD 21202-4012  
Phone: 410.347.7700

**Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)**

111 Market Place, Suite 1050  
Baltimore, MD 21202-4012  
Phone: 410.347.7700

**National Architectural Board, Inc. (NAAB)**

1735 New York Ave., N.W.  
Washington, D.C. 20006  
Phone: 202.783.2007

**National Council for Accreditation of Teacher Education (NCATE)**

2010 Massachusetts Ave., NW, Suite 500  
Washington, DC 20036  
Phone: 202.466.7496

**Global Accreditations**

**Bahrain**

**The Higher Education Council of the Kingdom of Bahrain;**

**Ministry of Higher Education**

P.O. Box 43, Manama, Bahrain  
Phone: 973 17 680105  
Fax: 973 17 687866

**Canada**

**Ministry of Advanced Education of British Columbia**

P.O. Box 9059 STN PROV GOVT

Victoria BC V8W 9E2, Canada  
Phone: 250 356-2771  
Fax: 250 356-3000

#### **China**

##### **The State Council Degree Commission of the People's Republic of China**

No. 37 Damucang Hutong, Xidan, Beijing  
100816 People's Republic of China  
Phone: 86-10-66096114

#### **China (Jiangxi)**

##### **Jiangxi Provincial Department of Education**

No. 567 Bayi Road, Nanchang, Jiangxi Province,  
330046 People's Republic of China  
Phone: 86-791-8636729  
Fax: 86-791-8636729

#### **China (Nanjing)**

##### **Educational Bureau of Jiangsu Province**

No. 15 Beijing West Road, Nanjing City, Jiangsu Province  
210024 People's Republic of China  
Phone: 86-025-83239100

#### **Jordan**

##### **The Accreditation Council, Ministry of Higher Education and Scientific Research of the Hashemite Kingdom of Jordan**

P.O. Box 138 Aljbaha 11941 Jordan / 35262 Amman 11180 Jordan  
Phone: +962-6-5347671  
Fax: +962-6-5349079

#### **United Arab Emirates**

##### **Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research**

P.O. Box 45133  
Abu Dhabi, United Arab Emirates  
Phone: +9712 6427772  
Fax: +9712 6428488

**General Information**

## **Academic Calendar**

### **New York Campuses Academic Calendar**

#### **Fall 2012**

Aug. 27 - 31, Sept. 4	Registration for Fall, Cycles A and B, and Intersession. Register online at NYITConnect. College closed Sept. 3. Online registration available 24/7. Advisor approval required to register.
Sept. 5	Fall and Cycle A classes begin
Sept. 5 - 18	Fall late registration and program changes. Cycle A late registration and program changes through the second class meeting.
Sept. 12 - Oct. 23	Cycle A withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 19 - Dec. 15	Fall withdrawal period. The W grade is assigned through Oct. 30. Beginning Oct. 31 the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 28	Last day to apply for December 2012 graduation. Students must apply online at NYITConnect.
Oct. 8	No day classes scheduled. Evening classes meet. Administrative offices closed.
Oct. 24 - 25	Cycle A final exams
Oct. 25	Last day to satisfy incomplete grades earned in Cycle D 2012
Oct. 29	Cycle B classes begin. Cycle B late registration and program changes through second class meeting.
Oct. 29 - Nov. 9	Priority academic advisement for Spring, Cycles C and D, and Intersession
Oct. 31 - Dec. 15	Fall and Cycle B classes resume. Student and instructor signatures required on withdrawal form.
Nov. 2 - Dec. 18	Cycle B withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Nov. 5 - Nov. 18	Priority online registration for Spring, Cycles C and D, and Intersession
Nov. 21 - 25	No classes scheduled. Administrative offices closed.
Nov. 26	Fall and Cycle B classes resume. Administrative offices open.
Dec. 11 - 14	Make-up days for day classes only. Evening classes meet.
Dec. 16 - 22	Fall final exams
Dec. 19 - 20	Cycle B final exams
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012 and Summer 2012 (all sessions)

### Interession 2013

Jan. 2	Interession classes begin. Interession late registration and program changes through second class meeting
Jan. 4 - 14	Interession withdrawal period. W or WF grade may be assigned after the second class session. Student and instructor signatures required on withdrawal form
Jan. 15	Interession final exams

### Spring 2013

Jan. 14 - 18	Registration for Spring, Cycles C and D. Register online at NYITConnect. College closed Jan. 21. Online registration available 24/7. Advisor approval required to register.
Jan. 22	Spring and Cycle C classes begin
Jan. 22 - Feb. 4	Spring late registration and program changes. Cycle C late registration and program changes through second class meeting.
Jan 29 - Mar. 12	Cycle C withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 5 - May 11	Spring withdrawal period. The W grade is assigned through Mar. 26. Beginning Mar. 27 the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 15	Last day to apply for May 2013 graduation. Students must apply online at NYITConnect.
Feb. 18	No classes scheduled. Administrative offices closed. Monday classes meet on Feb. 19
Feb. 19	Monday classes meet
Mar. 13 - 14	Cycle C final exams
Mar. 14	Last day to satisfy incomplete grades earned in Cycle A 2012
Mar. 16 - 24	Spring recess. No classes scheduled
Mar. 25	Cycle D classes begin. Spring semester resumes.
Mar. 25 - Apr. 5	Priority academic advisement for Summer, Fall, Cycles A and B and Interession
Mar. 26	Spring and Cycle D classes resume
Mar. 27 - May 11	Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Mar. 29 - May 14	Cycle D withdrawal period. The W grade is assigned through the eighth class meeting. Beginning the ninth class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Apr. 1 - 14	Priority online registration for Summer, Fall, Cycles A and B, and Interession
May 8 - 10	Make-up days for day, evening and graduate classes
May 12 - 18	Spring final exams
May 15 - 16	Cycle D final exams
May 16	Last day to satisfy incomplete grades earned in Cycle B 2012 and Interession 2013
May 19	Commencement

### Summer 2013

May 22 - June 18	<b>Summer Session I - Four Week Courses</b> May 22 - May 24: Late registration and program changes May 25 - June 5: Withdrawal period, W grade may be assigned June 6 - June 17: Withdrawal period, W or WF grade may be assigned
May 22 - July 2	<b>Summer Session I - Six Week Courses</b> May 22 - May 24: Late registration and program changes May 25 - June 12: Withdrawal period, W grade may be assigned June 13 - July 1: Withdrawal period, W or WF grade may be assigned
May 22 - Aug. 30	<b>Summer Session III</b> May 22 - June 4: Late registration and program changes June 5 - July 16: Withdrawal period, W grade may be assigned July 17 - Aug. 23: Withdrawal period, W or WF grade may be assigned
May 27	No classes scheduled. Administrative offices closed.
June 28	Last day to apply for August 2013 graduation. Students must apply online at NYITConnect.
July 4	No classes scheduled. Administrative offices closed.
July 8 - Aug. 2	<b>Summer Session II - Four Week Courses</b> July 8 - July 10: Late registration and program changes July 11 - July 21: Withdrawal period, W grade may be assigned July 22 - Aug. 1: Withdrawal period, W or WF grade may be assigned
July 8 - Aug. 16	<b>Summer Session II - Six Week Courses</b> July 8 - July 10: Late registration and program changes July 11 - July 28: Withdrawal period, W grade may be assigned July 29 - Aug. 15: Withdrawal period, W or WF grade may be assigned
Aug. 30	Last day to satisfy incomplete grades earned in Fall 2012 and Cycle C 2013

General Information

## Abu Dhabi Campus Academic Calendar

### Fall 2012

Aug. 26 - 30	Academic advisement and registration for Fall. Advisor approval required to register.
Sept. 2	<b>Fall classes begin</b>
Sept. 2 - 13	Fall late registration and program changes
Sept. 14 - Oct. 25	Fall withdrawal period. The W grade is assigned through Oct. 25. Beginning Oct. 26, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 28	Last day to apply for December 2012 graduation. Students must apply online at NYITConnect.
Oct. 26 - Dec. 8	Fall withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Dec. 9 - 13	<b>Fall final exams</b>
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012 and Summer 2012

### Spring 2013

Jan. 6 - 10	Academic advisement and registration for Spring. Advisor approval required to register.
Jan. 13	<b>Spring classes begin</b>
Jan. 13 - 24	Spring late registration and program changes
Jan. 25 - Mar. 7	Spring withdrawal period. The W grade is assigned through Mar. 7. Beginning Mar. 8, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 15	Last day to apply for May 2013 graduation. Students must apply online at NYITConnect.
Mar. 8 - Apr. 27	Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Mar. 31 - Apr. 13	No classes scheduled. Administrative offices closed.
Apr. 14	Spring classes resume. Administrative offices open.
Apr. 28 - May 2	<b>Spring final exams</b>
May 19	<b>Commencement in New York</b>

### Summer 2013

May 5 - 9	Academic advisement and registration for Summer. Advisor approval required to register.
May 12	<b>Summer begins</b>
May 12 - 16	Summer late registration and program changes
May 17 - June 13	Summer withdrawal period. The W grade is assigned through June 13. Beginning June 14, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
June 14 - July 6	Summer withdrawal period. W or WF grade may be assigned. Student and instructor signature required on withdrawal form.
June 28	Last day to apply for August 2013 graduation. Students must apply online at NYITConnect.
July 7 - 11	<b>Summer final exams</b>
Aug. 30	Last day to satisfy incomplete grades earned in Fall 2012

### General Information

## Amman Campus Academic Calendar

### Fall 2012

Sept. 9 - 20	Academic advisement and registration for Fall. Advisor approval required to register.
Sept. 23	<b>Fall classes begin</b>
Sept. 23 - Oct. 6	Fall late registration and program changes
Sept. 28	Last day to apply for December 2012 graduation. Students must apply online at NYITConnect.
Oct. 7 - Nov. 17	Fall withdrawal period. The W grade is assigned through Nov. 17. Beginning Nov. 18, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Nov. 18 - Dec. 14	Fall withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Dec. 8 - 20	Academic advisement and registration for Spring. Advisor approval required to register.
Dec. 15 - 20	<b>Fall final exams</b>
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012 and Summer 2012 (all sessions)

### Spring 2013

Jan. 13	<b>Spring classes begin</b>
Jan. 13 - 26	Spring late registration and program changes
Jan. 27 - Mar. 9	Spring withdrawal period. The W grade is assigned through Mar. 9. Beginning Mar. 10, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 15	Last day to apply for May 2013 graduation. Students must apply online at NYITConnect.
Mar. 10 - May 3	Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Mar. 31 - Apr. 8	No classes scheduled. Administrative offices closed.
Apr. 9	Spring classes resume. Administrative offices open.
Apr. 9 - 25	Academic advisement and registration for Summer and Fall. Advisor approval required to register.
May 1	No classes scheduled. Administrative offices closed.
May 4 - 9	<b>Spring final exams</b>
May 19	<b>Commencement in New York</b>

## Summer 2013

June 2	<b>Summer Session I begins</b>
June 2 - 8	Summer Session I late registration and program changes
June 9 - 29	Summer Session I withdrawal period. The W grade is assigned through June 29. Beginning June 30, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
June 28	Last day to apply for August 2013 graduation. Students must apply online at NYITConnect.
June 30 - July 12	Summer Session I withdrawal period. W or WF grade may be assigned. Student and instructor signature required on withdrawal form.
July 13 -16	<b>Summer Session I final exams</b>
July 21	<b>Summer Session II begins</b>
July 21 - 27	Summer Session II late registration and program changes
July 28 - Aug. 17	Summer Session II withdrawal period. The W grade is assigned through Aug. 17. Beginning Aug. 18, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Aug. 18 - 30	Summer Session II withdrawal period. W or WF grade may be assigned. Student and instructor signature required on withdrawal form.
Aug. 30	Last day to satisfy incomplete grades earned in Fall 2012
Aug. 31 - Sept. 3	<b>Summer Session II final exams</b>

## General Information

# Bahrain Campus Academic Calendar

## Fall 2012

Sept. 23 - 29	Academic advisement and registration for Fall. Advisor approval required to register.
Sept. 28	Last day to apply for December 2012 graduation. Students must apply online at NYITConnect.
Sept. 30	<b>Fall classes begin</b>
Sept. 30 - Oct. 6	Fall late registration and program changes
Oct. 7 - 13	Special permission required to drop
Oct. 14 - Nov. 24	Fall withdrawal period. The W grade is assigned through Nov. 24. Beginning Nov. 25, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Nov. 25 - Jan. 5	Fall withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012 and Summer 2012 (all sessions)
Jan. 6 - 12	<b>Fall final exams</b>

## Spring 2013

Jan. 13 - 19	Academic advisement and registration for Spring. Advisor approval required to register.
Jan. 20	<b>Spring classes begin</b>
Jan. 20 - 26	Spring late registration and program changes
Jan. 27 - Feb. 2	Special permission required to drop
Feb. 3 - Mar. 16	Spring withdrawal period. The W grade is assigned through Mar. 16. Beginning Mar. 17, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 15	Last day to apply for May 2013 graduation. Students must apply online at NYITConnect.
Mar. 17 - Apr. 27	Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Apr. 28 - May 4	<b>Spring final exams</b>
May 19	<b>Commencement in New York</b>

## Summer 2013

May 19 - 25	Academic advisement and registration for Summer. Advisor approval required to register.
May 26	<b>Summer Session I begins</b>
May 26 - June 1	Summer Session I late registration and program changes
June 2 - 8	Special permission required to drop
June 9 - 22	Summer Session I withdrawal period. The W grade is assigned through June 22. Beginning June 23, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
June 23 - July 13	Summer Session I withdrawal period. W or WF grade may be assigned. Student and instructor signature required on withdrawal form.
June 28	Last day to apply for August 2013 graduation. Students must apply online at NYITConnect.
July 14 - 20	<b>Summer Session I final exams</b>
July 21	<b>Summer Session II begins</b>
July 21 - 27	Summer Session II late registration and program changes
July 28 - Aug. 3	Special permission required to drop
Aug. 3 - 17	Summer Session II withdrawal period. The W grade is assigned through Aug. 17. Beginning Aug. 18, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Aug. 18 - Sept. 14	Summer Session II withdrawal period. W or WF grade may be assigned. Student and instructor signature required on withdrawal form.
Aug. 30	Last day to satisfy incomplete grades earned in Fall 2012
Sept. 15 - 21	<b>Summer Session II final exams</b>

# Nanjing Campus Academic Calendar

## Academic Calendar 2012-2013

### Fall 2012

Aug. 27	First day of classes for freshman in the ELI classes
Sept. 3	<b>Fall classes begin.</b> First day of classes for sophomores, juniors, and seniors.
Sept. 28	Last day of classes for freshman in the ELI classes
Oct. 1 - 5	No classes scheduled. Administrative offices closed.
Oct. 8	First day of credit-bearing classes for freshmen
Dec. 15 - 22	<b>Fall final exams</b> for classes that began on Sept. 3 and Oct. 8
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012

### Spring 2013

Feb. 20	<b>Spring classes begin</b>
June 2	<b>Spring final exams</b>
Aug. 30	Last day to satisfy incomplete grades earned in Fall 2012

# Vancouver Campus Academic Calendar

### Fall 2012

Sept. 4	<b>Fall classes begin</b>		
<b>Cycle A</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
Start date	Sept. 4	Oct. 1	Sept. 4
Change of program	Sept. 5	Oct. 2	Sept. 7
W grade assigned	Sept. 6 - 15	Oct. 3 - 13	Sept. 8 - 29
W/WF grade assigned	Sept. 16	Oct. 14	Sept. 30
Final exams	Sept. 28	Oct. 26	Oct. 26
Last day of classes	Sept. 28	Oct. 26	Oct. 26
<b>Cycle B</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
Start date	Oct. 29	Nov. 26	Oct. 29

Change of program	Oct. 30	Nov. 27	Nov. 1
W grade assigned	Oct. 31 - Nov. 10	Nov. 28 - Dec. 8	Nov. 2 - 24
W/WF grade assigned	Nov. 11	Dec. 9	Nov. 25
Final exams	Nov. 23	Dec. 21	Dec. 21
Last day of classes	Nov. 23	Dec. 21	Dec. 21
Sept. 28	Last day to apply for December 2012 graduation. Students must apply online at NYIT Connect.		
Oct. 9	No classes scheduled. Administrative offices closed.		
Nov. 12	No classes scheduled. Administrative offices closed.		
Nov. 19 - Jan. 7	Academic advisement and registration for Spring. Register online at NYITConnect. Advisor approval required to register.		
Dec. 22	Last day to satisfy incomplete grades earned in Spring 2012 and Summer 2012.		

### Spring 2013

Jan. 7	<b>Spring classes begin</b>		
<b>Cycle C</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
Start date	Jan. 7	Feb. 4	Jan. 7
Change of program	Jan. 8	Feb. 5	Jan. 10
W grade assigned	Jan. 9 - 19	Feb. 6 - 16	Jan. 11 - Feb. 2
W/WF grade assigned	Jan. 20	Feb. 17	Feb. 3
Final exams	Feb. 1	Mar. 1	Mar. 1
Last day of classes	Feb. 1	Mar. 1	Mar. 1
<b>Cycle D</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
Start date	Mar. 4	Apr. 2	Mar. 4
Change of program	Mar. 5	Apr. 3	Mar. 7
W grade assigned	Mar. 6 - 16	Apr. 4 - 13	Mar. 8 - 30
W/WF grade assigned	Mar. 17	Apr. 14	Mar. 31
Final exams	Mar. 29	Apr. 26	Apr. 26
Last day of classes	Mar. 29	Apr. 26	Apr. 26
Feb. 15	Last day to apply for May 2013 graduation. Students must apply online at NYIT Connect.		
Feb. 18	No classes scheduled. Administrative offices closed.		
Mar. 18 - May 3	Academic advisement and registration for Summer. Register online at NYITConnect. Advisor approval required to register.		

Mar. 29 - Apr. 1 No classes scheduled. Administrative offices closed.

### Summer 2013

May 6 **Summer classes begin**

<b>Summer I</b>	<b>Session 1</b>	<b>Session 2</b>
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Start date	May 6	May 6
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Change of program	May 7	May 9
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W grade assigned	May 8 - 18	May 10 - June 1
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W/WF grade assigned	May 19	June 2
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Final exams	May 31	June 28
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Last day of classes	May 31	June 28
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<b>Summer II</b>	<b>Session 1</b>	<b>Session 2</b>
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Start date	June 3	July 2
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Change of program	June 4	July 5
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W grade assigned	June 5 - 15	July 6 - 27
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W/WF grade assigned	June 16	July 28
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Final exams	June 28	Aug. 23
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Last day of classes	June 28	Aug. 23
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<b>Summer III</b>	<b>Session 1</b>	<b>Session 2</b>
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Start date	July 2	Aug. 6
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Change of program	July 3	Aug. 7
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W grade assigned	July 4 - 13	Aug. 8 - 17
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W/WF grade assigned	July 14	Aug. 18
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Final exams	July 26	Aug. 30
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Last day of classes	July 26	Aug. 30
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May 20 No classes scheduled. Administrative offices closed.

June 7 **Commencement in Vancouver**

June 28 Last day to apply for August 2013 graduation. Students must apply online at NYITConnect.

July 1 No classes scheduled. Administrative offices closed.

July 22 - Aug. 30 Academic advisement and registration for Fall. Register online at NYITConnect. Advisor approval required to register.

Aug. 5 No classes scheduled. Administrative offices closed.

# Admissions: Undergraduate Students

**Jacquelyn Nealon, Ed.D.**

Vice President for Enrollment, Communications and Marketing  
516.686.7520

Because our approach to education is inclusive, we seek to extend educational access to members of all groups and are proud of the diversity that has become synonymous with NYIT. No other college has the global reach that is reflected at NYIT, which includes students from most U.S. states and more than 100 countries worldwide.

Whether an applicant is admitted to NYIT is based on his or her educational preparedness and ability to be academically successful. We conduct a comprehensive evaluation of each applicant's school records, essays, and recommendations. In addition, freshman applicants are required to submit the results of either the SAT or ACT. And while a personal interview is not required for most majors (it is required by some of the health professions programs), we do encourage you to visit our beautiful campuses and make arrangements to meet with an admissions counselor.

## Admissions Procedures

- [Freshmen](#)
- [International Students](#)
- [Transfer Students](#)
- [Readmission of Former Students](#)

## Special School Requirements

- [Architecture and Design](#)
- [Engineering and Computing Sciences](#)
- [Health Professions: Nursing](#)
- [Arts and Sciences: Life Sciences and Fine Arts](#)

## How to Apply to NYIT

- [Application](#)
- [More about Admissions](#)

## Freshmen

Students are admitted to NYIT for the fall or spring semesters. Newly enrolled students are eligible to take courses during summer sessions, usually scheduled from early June to late July. An application for admission can be obtained by mail or in person from the Office of Admissions at any NYIT campus. You can also access our online application by visiting [nyit.edu/apply](http://nyit.edu/apply). Students may apply online through the common application.

Following is the order of admissions procedures for undergraduate students (special procedures may apply to international applicants):

- **Completed Application for Admission:** An admission application form should be submitted to the Office of Admissions in Old Westbury or Manhattan for all campuses. Applications are considered in the order received as long as space in the program of your choice is available.
- **Application Fee:** A nonrefundable application fee of \$50 is required with the application form.
- **Transcripts:** It is important that you arrange for scholastic records, including official copies of transcripts from all schools and colleges previously attended to be forwarded directly to the Office of Admissions in Old Westbury or Manhattan.
- **Standardized Test Scores:** Scores from the SAT or ACT exams are also required and should be forwarded directly to the Office of Admissions in Old Westbury or Manhattan. Applicants can request the proper forms from their high school guidance counselors. The NYIT college code for the SAT is 2561 and for the ACT is 2832.
- **Essay:** In 300-350 words, tell us about your career goals and why attending NYIT would further them, or describe the achievement of which you are most proud and why.
- **Letter of Recommendation:** At least one letter of recommendation is required for all applications (see special requirements for additional letters of recommendation by program). The purpose of these letters is to add strength to an application, especially during the scholarship review process. You may use the teacher recommendation form in the NYIT application, the common application, or the teacher may provide a separate letter.
- **Admissions Decision:** Candidates for admission to NYIT receive written notification of the decisions made by the admissions office on a rolling basis; as files are completed, decisions are made and sent. The university also has an Early Action program whereby the Office of Admissions prioritizes the review of Early Action candidates who have completed applications, including all supporting material, submitted by Dec. 1. Students who submit completed applications by Dec. 1 will be notified of the decision by the Office of Admissions by Dec. 31. In some cases, the Admissions Committee may defer making a final decision until it has received a report of the candidate's midterm grades, additional standardized scores, or verification of volunteer hours. Upon acceptance of an offer of

admission, candidates are required to pay a \$400 nonrefundable deposit, which will be credited toward the first term's tuition. Admitted students also are required to submit completed health forms prior to registration and are recommended to furnish the college with a Social Security number for identification purposes.

Applicants to all colleges and universities in New York state who were born on or after Jan. 1, 1957, must provide written evidence of immunization against mumps, measles, and rubella or demonstrate that they are entitled to an exemption from this legal requirement.

### **Special School Requirements:**

#### **Architecture and Design**

Freshmen who wish to be admitted to NYIT's School of Architecture and Design degree programs are encouraged to apply early to be considered for admission and scholarship.

Freshmen applying for admission into NYIT's School of Architecture and Design degree programs must possess a minimum combined SAT score of 1000 (critical reading and math). Applicants failing to meet the minimum SAT score are permitted to take Visualization 1 (AAID 140) and Introduction to the Arts (ARTH 111) with a status of School of Architecture and Design-Undeclared. Undeclared students may apply for entry into a specific degree program upon successfully completing each class with a minimum grade of C+ in addition to earning a minimum cumulative grade point average (GPA) of 2.5.

Transfer applicants must possess a minimum cumulative GPA of 2.5 for coursework completed at other institutions or at NYIT in order to apply for direct admission into architecture or design degree programs. A portfolio review is also required for placement within the program of study.

#### **Portfolio Requirement**

Portfolios may be required for admission to NYIT. If you are applying as a freshman to NYIT's architecture program, you are encouraged to apply without having a portfolio; you will be required to submit an approved portfolio to the academic department at some point before entering your third year of study. Applicants to the fine arts program may need to submit a portfolio and will be contacted by the department with information about NYIT's portfolio requirements.

Transfer students applying to architecture or interior design programs are required to submit a portfolio. They will undergo a portfolio review by faculty members as required for all transfer applicants seeking transfer credit for design work.

#### **Engineering and Computing Sciences**

Computer science and electrical and mechanical engineering students should have adequate mathematics preparation to permit them entry into Calculus I. Students with inadequate mathematics preparation will be required to supplement their course of study to strengthen their backgrounds and permit entry into the calculus sequence.

Freshmen who wish to be admitted to NYIT's programs in engineering must have a minimum 1000 SAT total (critical reading and math), which includes a minimum 520 math score. Students who do not satisfy these criteria may be accepted as undeclared/pre-engineering students. Those students who have not been admitted to engineering as an incoming student, may apply for transfer into engineering from pre-engineering and other disciplines within NYIT if they have a minimum cumulative GPA of 2.0 and have completed at least 12 credits of required mathematics, physics, computer science, and engineering with a minimum GPA of 2.3 in these courses. Transfer students may apply for transfer to NYIT into engineering if they have a minimum cumulative GPA of 2.3, and completed 12 credits of required mathematics, physics, computer science, and engineering. Students may also satisfy these requirements by passing challenge examinations in these areas as provided for by NYIT policies.

Students who have not chosen a specific branch of engineering as a major or who do not fully satisfy the entrance requirements for engineering may be classified with an undeclared status in the School of Engineering and Computing Sciences up to the end of their second year. Transfer students and students who have completed more than two years of coursework should check with both their academic and financial aid advisors regarding their status as majors.

#### **Health Professions**

**Nursing—Preprofessional Clinical Phase (Freshman and Sophomore Years):** Please be advised that admission into the preprofessional clinical phase is competitive. The number of students accepted into this phase depends on available resources, class cap limits, and the student's academic record. In addition to meeting the requirements for admission into NYIT, all applicants to the nursing program must meet the following general requirements:

- A personal essay that includes the candidate's reasons for choosing nursing as a career
- Two letters of reference
- Official transcripts from all schools attended

Recent high school graduates, students with a GED, and college transfer students with less than 24 transferable credits must have:

- A minimum combined SAT (critical reading and math) score of at least 950 or ACT score of at least 20
- One year each of biology and chemistry; the minimum completed level of math is pre-calculus or its equivalent
- A grade of C+ or better in each identified science and math courses
- A high school GPA of 2.75

College transfer students with 24 or more transferable credits must have:

- Copies of official college transcripts from all colleges attended
- A grade of C+ or better in each identified science and math course (see list below)
- A college cumulative GPA of 2.75

## College of Arts and Sciences

### Life Sciences

#### **B.S./D.O.—Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine**

The Combined Bachelor of Science/Doctor of Osteopathic Medicine Program (B.S./D.O.) is an accredited program for talented, highly motivated students. Students in this program complete three years of baccalaureate preparation and may then be admitted directly into the College of Osteopathic Medicine, which requires an additional four years for the D.O. degree. To be admitted into this special program, students must submit SAT and/or ACT results with a combined SAT score of 1200 or above or an ACT total of at least 28. In addition they must have a high school average of 90 or above and a high class standing. Following the completion of three years at the undergraduate school, students may qualify for admission into the College of Osteopathic Medicine only if they have maintained a 3.5 overall cumulative GPA for each semester; received an MCAT score of the median MCAT score of the College of Osteopathic Medicine class starting in the year before student starts NYIT; obtained favorable letters of recommendation from the departmental premedicine committee; submitted a complete application package by Feb. 1 preceding August start (must include MCAT score); and received a supportive interview from the College of Osteopathic Medicine's admissions committee. The B.S. degree will be conferred upon successful completion of the first year at the College of Osteopathic Medicine.

#### **B.S./M.S.—Combined Bachelor of Science in Life Sciences/Master of Science in Occupational Therapy**

Admission Requirements for high school graduates and transfer students without a bachelor's degree:

The combined B.S./M.S. in occupational therapy degree program provides preparation for students without a bachelor's degree to enter the professional program.

To be eligible for admission into the combined B.S./M.S. program, applicants must possess a high school degree or equivalency. In addition, students are required to provide the following:

- Documentation of 100 hours of volunteer or paid employment under the supervision of a licensed occupational therapist
- An essay (350-500 words) detailing the desire to pursue occupational therapy as a career
- A second professional letter of reference (the first letter is the letter from the licensed occupational therapist documenting the volunteer hours)
- Official transcripts from high school and post-secondary schools attended
- A personal interview (for qualifying candidates)
- Competence in written and spoken English and computer skills (preparation of documents, spreadsheets, graphs, databases, research, and presentations)
- To be competitive, applicants should have an overall GPA of at least 2.5, with no science or math grade below C and a combined SAT score of 850 (critical reading and math). Preference is given to applicants with a three- to four-year sequence in high school math and science Regents courses.

#### **B.S./M.S.—Combined Bachelor of Science in Life Sciences/Master of Science in Physician Assistant Studies**

In addition to general admission requirements, all applicants to the preprofessional program are required to have a minimum combined SAT score of 1100 (critical reading and math) or an ACT score of 24 and a high school minimum cumulative GPA of 90. Students may qualify for admission into the Master of Science in PA Studies (professional phase) upon completion of all prerequisite undergraduate courses and maintained a minimum 3.0 overall cumulative GPA, received no math or science grade lower than C+, have verification of a minimum of 100 hours of direct patient health care experience, submit two professional letters of recommendation (at least one from a D.O., M.D., or PA), had an in-person progression evaluation and recommendation by the program director and the Academic Review Committee for Physician Assistant, and met the Technical Standards of the PA Program (Technical Standards are available in the PA Program office and on the program website). Required math or science courses with grades lower than C+ may be retaken once.

The NYIT PA program participates in the Centralized Application Service for Physician Assistants (CASPA). All applicants to the NYIT PA program must submit a CASPA application. Information about the CASPA application can be obtained online at [caspaonline.org](http://caspaonline.org). It is recommended that applicants in the preprofessional program begin the CASPA application process during the fall of their junior year. The completed application must reach CASPA and be received by the program by Feb. 1. Please allow a minimum of three weeks for CASPA to transfer the information to the program.

The Bachelor of Science in Life Sciences will be conferred after successful completion of the first professional year of the physician assistant master's degree program. Students in this option who are not accepted into the professional phase of the PA program must complete the requirements for another life science option in order to receive a baccalaureate degree.

In addition to college tuition costs and fees, housing, food, and transportation, physician assistant students will be responsible for costs associated with books, medical equipment, laboratory jackets, criminal background check, and basic and advanced cardiac life support certification courses. The total estimated additional cost is \$3,000. This program does not admit transfer students.

#### **B.S./D.P.T.—Combined Bachelor of Science in Life Sciences/Doctor of Physical Therapy**

In addition to general admissions requirements, competitive applicants should have a combined SAT score of at least 1100 (critical reading and math) or an ACT score of 24, and a high school GPA of 90 with Regents units in biology, chemistry, and sequential mathematics. In addition, we require 100 hours of volunteer time (with a physical therapist), two professional letters of recommendation, an essay detailing the desire to pursue a career in physical therapy, and an interview for those who qualify. All contents of the application must be submitted prior to Jan. 16. Acceptance into the professional phase of the program requires a cumulative GPA of 3.2 during the first three years, no science grade below C+, and recommendation by the NYIT Physical Therapy Admissions Committee. No required math or science class (biological sciences, chemistry, or physics) may be taken more than twice to obtain the required grade of at least C+. Additionally, 100 hours

of volunteer or paid experience in the field is required during each year of the preprofessional phase. Proof of such activity is to be submitted to the PT Department by May 20 of each academic year. The B.S. in Life Science will be conferred upon successful completion of the first professional year of the physical therapy doctoral degree program. This program does not admit transfer students.

## **Fine Arts**

### **Portfolio Requirement**

Portfolios may be required for admission to NYIT. If you are applying as a freshman to NYIT's architecture program, you are encouraged to apply without having a portfolio; you will be required to submit an approved portfolio to the academic department at some point before entering your third year of study. Applicants to the fine arts program may need to submit a portfolio and will be contacted by the department with information about NYIT's portfolio requirements.

Transfer students applying to architecture or interior design programs are required to submit a portfolio. They will undergo a portfolio review by faculty members as required for all transfer applicants seeking transfer credit for design work.

## **Transfer Students**

### **Credit Evaluation**

Transfer applicants to all campuses assume the responsibility of having previous schools forward official, final transcripts to the Office of Admissions in Old Westbury. The transfer of credits will be considered using the following general rules:

- Transfer credit may be given for courses completed at a regionally accredited college or other qualified institution acceptable to the standards of NYIT.
  - Courses must be appropriate to NYIT curricula. Transfer credit for major courses is granted for equivalent coursework only. Substitutions may be considered in the core curriculum when coursework is from the same discipline.
  - Courses not included in NYIT curricula but relevant to the ultimate educational objectives of the student may be allowed toward a general elective requirement in a specific curriculum. Transfer credit will not be awarded, however, in excess of degree requirements.
  - Credit may be granted for Advanced Placement Exams (AP) taken in high school. Grades of 3, 4, and 5 are required for possible credit. An official score report from the College Board (NYIT's college code is 2561) should be mailed to the Office of Admissions in Old Westbury or Manhattan.
  - Transfer credit is recorded as credit only and is not computed in the cumulative grade point average unless it becomes necessary in determining graduation honors. Credit for challenge examinations taken at a regionally accredited college may be granted if recorded on an official transcript with credits and a grade of C- or better.
  - Grades of C- or better are transferable. Grades of D+ and D are acceptable only under one of the following conditions:
    1. If the grades were earned in courses at a school where an associate's or bachelor's degree was completed with a 2.0 GPA and the courses counted toward the degree, or
    2. If the grades were earned in courses at a school where at least 30 credits were completed with a 2.5 GPA.
- Please note: Students may be advised to retake classes in which they received C, C-, or D grades if seeking internships or admission to certain professional schools. D- grades are not transferable.

- Students transferring from an associate's degree program or two-year school are eligible for a maximum of 70 transfer credits. The maximum transfer credit for students transferring from a bachelor's program is the difference between the required 30 credits in residency at NYIT (see Requirements for Graduation) and the total credits required for the NYIT degree. For example, if an NYIT degree requires 120 credits, students transferring from a bachelor's program are eligible for a maximum of 90 transfer credits.

### **Prior Learning Evaluation Program**

This special NYIT program was designed to give students the opportunity to earn college credit for prior college-level learning relevant to their curriculum. All matriculated NYIT students maintaining a 2.0 average are eligible to apply for credit, although transfer students must first have their college transcripts officially evaluated. Student knowledge gained outside the traditional college classroom may be evaluated by proficiency examinations, noncollegiate course evaluations, and portfolio evaluations. Please be aware that evaluation fees are charged.

A maximum of 60 credits toward a bachelor's degree or 30 credits toward an associate's degree can be earned through standardized proficiency examinations, NYIT challenge examinations, and prior learning credits (noncollegiate coursework or portfolio). However, any credits earned through these methods cannot be used to fulfill NYIT residency requirements. Counseling is available on an individual basis or at an advisement session. For more information, contact the Office of Prior Learning at 516.686.7914.

### **Proficiency Examinations**

Credit for degree requirements and elective courses can be earned by attaining satisfactory scores on proficiency examinations. Excelsior College Examinations, the College Level Examination Program (CLEP), and DANTES Subject Standardized Testing (DSST) are standardized testing programs that cover numerous academic areas. NYIT has developed its own challenge examinations in areas not covered by Excelsior, CLEP, or DSST. Challenge examination information is available in the registrar's office.

### **Noncollegiate Course Evaluations**

The New York State Education Department's Program on Noncollegiate Sponsored Instruction (PONSI) and the American Council on Education (ACE) have evaluated and recommended credit for many noncollegiate courses. NYIT honors these credit recommendations for elective credit and may award prior learning credit for required courses on this basis. Courses that have not been reviewed by PONSI or ACE but meet certain criteria will also be evaluated on an individual basis by the college. Credit for military coursework and Military Occupational Specialties (MOS) may be granted. ACE has evaluated some of this coursework, and credit toward electives is awarded based upon the ACE recommendation. Certificates of completion and/or official military transcripts should be sent to the evaluations office for the assessment of military coursework that may be credited toward a college degree.

## Portfolio Evaluation

Students may use the portfolio method of evaluation to have their knowledge of a certain course or academic area evaluated. Requests for credit must fulfill a course requirement in a student's degree program. Each portfolio consists of an essay explaining how the student acquired this knowledge and how it relates to course objectives. NYIT does not require documentation of such learning, which may be in the form of work samples, detailed job descriptions, or licenses. A nonrefundable evaluation fee is charged for each portfolio. A Prior Learning Evaluation Guide containing more detailed information may be obtained from the Office of Prior Learning at 516.686.7914.

## International Students

NYIT welcomes students from other nations who show promise of profiting from educational opportunities in the United States. The following guidelines are for prospective students residing outside the continental limits of the United States who wish to attend the college:

- The application form, \$50 application fee, and required documents must be submitted to the Office of Admissions in Old Westbury or Manhattan.
- Applications from international students must be received by NYIT by July 15 for the fall semester and Dec. 1 for the spring semester. Applications received after those dates will automatically be considered for the next available semester. (These deadlines may be waived for applicants who reside in the United States.)
- Official and complete school records from all previous schools, including certification of high school graduation, colleges, universities, normal or technical schools, must be submitted by the previous institutions.
- Applicants are required to submit either the Test of English as a Foreign Language (TOEFL) as administered by the Educational Testing Service or the International English Language Testing System (IELTS), or an examination deemed to be equivalent by the Office of Admissions of NYIT. The minimum score for undergraduate full admission on the TOEFL scale is 550 (written), 213 (computer), and 79 (IBT). The minimum score on the IELTS for undergraduate full admission is a 6.0. Admission may be granted to students who submit the following: TOEFL scores 500-549 (written), 173-210 (computer), and 61-78 (IBT) and 5.0-5.5 on the IELTS. However, students with lower scores can be eligible for non-credit English as a Second Language (ESL) courses, and will need to complete the ESL successfully before they can be reviewed again for admission to an academic program. The required English courses may be prerequisites or may be corequisite to continued undergraduate study. Students whose registration does not include the required English course(s) may be deregistered from other courses.
- Students who transfer from American colleges or universities must have their previous schools complete the I-20 Transfer Recommendation Form, which can be obtained [online](#). Students must also furnish copies of all previous universities' I-20(s) and a copy of their Visa and I-94 (from their passport).
- For the purpose of assuring NYIT and the United States government that all necessary costs to maintain the student throughout his/her tenure at the college will be met, students must submit: (a) an original notarized Affidavit of Support form signed by a parent or other bona fide sponsor (form can be obtained from the NYIT Office of Admissions or [online](#)) and (b) an original bank statement of a parent or sponsor.
- Upon receipt of all required material, the Committee on Admissions will review the qualifications of each applicant on an individual basis, and a decision regarding admission will be forwarded to the applicant. The I-20 (Certificate of Eligibility for Student Visa) may be given after: (a) the student has sent the application and \$50 fee with official scholastic credentials to NYIT; (b) the student has received the admission letter; (c) the student has submitted a notarized affidavit of support and bank statements; (d) the student has paid a \$400 nonrefundable deposit fee that will apply toward the first semester's tuition.
- Four years of study are generally necessary to acquire a bachelor's degree (five years for the Bachelor of Architecture degree,) but NYIT does not guarantee that any student will complete a program within this time. All international students with F-1 visas must be full-time day students.
- All students transferring from foreign institutions of higher learning will be required to have their educational credentials evaluated by an agency specializing in reviewing international transcripts. This agency must be acceptable to the standards of NYIT, such as World Education Services or Globe Language Services. There is a fee for this evaluation service. Possible transfer credits will be determined by NYIT after results of the course-by-course evaluation have been received. Students must provide course outlines and/or syllabi if available to facilitate credit transfer.
- NYIT offers residential facilities at its Manhattan and Old Westbury campuses. Complete details on available housing for students may be obtained from the college. See housing section for other options.

## Readmission of Former Students

Former students of NYIT who wish to re-enter NYIT should use either the Office of Admissions or the Office of the Registrar as a starting point.

- Students whose last date of attendance at NYIT was within five years prior to readmission and who have not attended another institution during their time away from NYIT shall re-enter through the registrar's office as a re-matriculated student.
- Students whose last date of attendance at NYIT was five years or more prior to readmission or students who have attended another institution after leaving NYIT shall re-enter through the Office of Admissions using the re-admission process.

To ensure proper academic advisement, scholarship, and financial aid eligibility, students are required to present all transcripts for evaluation at the time of re-entrance in order to receive any transfer credit for work performed at another institution.

Once re-entered to the college, students must fulfill the curriculum requirements in effect at the time of readmission. Those who have not attended NYIT for less than five years and who are within 30 credits of degree completion may request—subject to the dean's approval—to follow the curriculum in place at the time of original admission. The dean's approval shall be based on, among other factors, compliance with accreditation, federal and state regulations, and degree offerings registered with the state.

# Academic and Enrollment Support Services

NYIT offers students a wide range of academic and enrollment support services. These services range from programs available to specific students (HEOP and EduPlus), to those available to all NYIT students (including academic advising, tutoring, and other services). Students are encouraged to take advantage of the available services—they are designed to help students succeed at NYIT.

## **Arthur O. Eve Higher Education Opportunity Program (HEOP):**

NYIT sponsors and administers the Arthur O. Eve Higher Education Opportunity Program (HEOP) on the Manhattan campus in conjunction with the New York State Department of Education. To be eligible for the program, students must be New York State residents whose educational experience and economic status indicate a need for academic and financial assistance to complete a college degree. The program provides a wide range of support that includes a five-week summer program for all incoming first-year students, strengthening of study skills, tutoring, individual and group counseling, and financial assistance. Participation requires enrollment in a full-time program at NYIT's Manhattan campus. For additional information, please visit [nyit.edu/heop](http://nyit.edu/heop).

## **EduPlus Program:**

NYIT established EduPlus as part of its mission to improve access to opportunity for qualified students. It provides supplemental enrichment for motivated students who would benefit from additional academic and personal support to reach their full potential. Incoming first-year students who demonstrate a strong willingness to learn and work toward their goals, but whose grades and test scores do not meet NYIT's regular admissions criteria may be admitted to EduPlus at the Old Westbury or Manhattan campus. EduPlus provides a wide range of support that includes academic advising, skill building, academic monitoring, professional individual tutoring, personal and career counseling, and access to resources. For additional information, please go to [nyit.edu/eduplus](http://nyit.edu/eduplus).

## **Academic Advising**

NYIT recognizes that academic advising is a critical component of the educational experience. As a result, a range of advising resources are available to assist students in creating meaningful educational plans that are compatible with their career goals. These resources include faculty advisors, staff of the Advising and Enrichment Center, and peer advisors as well as a comprehensive website with tools such as advisor schedules, semester maps, and advisement preparation guidelines.

### **First-Semester Academic Advisor:**

All incoming first-year students are assisted by a first-semester advisor upon admission to NYIT. First-semester advisors help students with advisement and online registration for their initial semester at NYIT. Students transition to a faculty advisor in their major for advisement in subsequent semesters.

### **Faculty Advisor:**

Each semester, students meet with a faculty advisor associated with their major for academic advisement. Advisors guide students with their educational planning and provide career related advice. Academic advisement is required before registration each semester; however, the student must assume final responsibility for conforming to all college regulations and completing degree requirements. Advisor schedules are available at [nyit.edu/advisors](http://nyit.edu/advisors).

## **Advising and Enrichment Center (AEC)**

Though students receive primary advising from assigned faculty or staff within their academic departments, the AEC provides supplemental professional and student led advising support. Students who need assistance with major exploration are encouraged to visit the AEC to receive guidance on academic major options as well as the change of major process.

In addition to offering advising support, the AEC team is committed to providing enrichment services and programs that help students reach their academic and career goals. Such services are described below.

**Peer Advisors (PAs)** are upperclass undergraduate students, working under the supervision of the AEC, who have successful academic records, possess strong leadership skills, and are knowledgeable about the university's resources. They support students with matters related to advisement and registration, including the explanation of degree requirements and future coursework planning, and assist with the use of online tools such as NYITConnect. Peer Advisors assist students with adjustments to university life by helping them become familiar with the policies and procedures stated included in the course catalog and Student Handbook. For additional information, please visit [nyit.edu/advising/peer](http://nyit.edu/advising/peer).

## **Academic Support Services**

**The Learning Center** provides free academic tutorial support and skill-based workshops to students. Tutoring is offered in a broad range of subjects on an individual and small group basis. The Learning Center provides students with the skills and confidence they need to become independent learners. For additional information, please visit [nyit.edu/learning\\_center](http://nyit.edu/learning_center).

**Online Tutoring** is available to all currently registered NYIT students. It supplements Learning Center hours by offering real-time online tutoring for a variety of subjects, some of which are available 24 hours a day, seven days a week. Students can access online tutoring through their NYITConnect accounts. For additional information, please contact the Advising and Enrichment Center at [aec@nyit.edu](mailto:aec@nyit.edu).

**Supplemental Instruction (SI)** is a non-remedial academic support program that targets historically challenging courses, those with a high rate of D, W, or F grades, in an effort to increase student performance for those who participate in the program. Peers who have successfully completed the course and are recommended by the faculty are chosen as SI Leaders to facilitate regularly scheduled out-of-class SI sessions for students enrolled in the assigned course. SI sessions are seminars in which SI Leaders help the students learn the course concepts by reviewing notes, discussing readings, developing organizational tools, and preparing for examinations. For additional information, please visit the website at [nyit.edu/si](http://nyit.edu/si).

### **Academic Monitoring:**

After each semester, students who are placed on academic probation are notified of their standing by email from the Registrar's Office. Each student is encouraged to utilize campus resources (advising, tutoring, and counseling) to improve his or her academic standing. In an effort to monitor students' academic performance during the semester, the AEC sends progress report requests to faculty in mid-semester and meets

with the students to discuss the results. Students on academic probation are required to visit the Advising and Enrichment Center (AEC) prior to registering for classes.

**The Math Resource Center** provides free help with all math courses, including placement assistance, exam preparation, and background information. Faculty from the math department provide tutorial assistance for all levels of mathematics. Students are seen by appointment (preferred) or drop-in. For additional information, visit [nyit.edu/math\\_center](http://nyit.edu/math_center).

**The Writing Center** provides tutorial assistance for all types of writing assignments and tasks. Students are encouraged to visit the Writing Center to speak with professors of English about their writing assignments. The faculty will help brainstorm for assignments, review a draft, develop ideas, and address grammar questions. For additional information, visit [nyit.edu/writing\\_center](http://nyit.edu/writing_center).

**The Wireless Laptop Writing Lab** is an area where students can work on laptop computers to draft assignments and research the Internet through a wireless Internet connection. It is a quiet and comfortable space where students can spread work out on large tables or sit in cozy chairs and do work. The lab is located at the Old Westbury Writing Center in Balding House, room 100. Students may also feel free to talk to professors as they are working on assignments. For additional information, visit [nyit.edu/writing\\_center](http://nyit.edu/writing_center).

### **Student Solution Center**

The Student Solutions Center (SSC) is committed to helping students stay on track both academically and financially to maximize their NYIT experience. All undergraduate students work with a personal SSC Manager who is dedicated to enhancing student satisfaction and retention by streamlining all administrative procedures including those relating to financial aid, billing, registration, and advisement. In addition, the SSC facilitates the successful transition of all new students into NYIT and supports the academic success of each student from the first year through graduation. The SSC provides a wide range of services intended to promote student success and retention including:

- assigning each undergraduate student an SSC manager who provides campus connections in a welcoming and supportive way
- providing advisement for first-semester undergraduate students
- assisting students in developing academic, personal, and career goals by meeting with students each semester during their first year to review their academic progress and help students define their personal and career goals.
- interpreting administrative policies and procedures in the areas of financial aid, billing, registration, and advisement in support of students' academic and financial objectives
- assisting students with registration issues (e.g., online registration process, dropping/adding or withdrawing from courses, changing majors and more)
- answering general questions concerning NYIT and helping resolve student issues/concerns
- managing the "save our student" early retention alert system (SOS) -- see details below
- providing personalized assistance to Veterans. See details below.

**Save Our Students (SOS) Alert System** is an academic-year (fall and spring semesters) retention initiative. The SOS alert system targets all students who exhibit at-risk behaviors in and outside the classroom. It is a proactive feedback system through which students and student-support staff are alerted to early manifestations of poor academic performance (e.g., low in-progress grades), academic disengagement (e.g., high rates of absenteeism), and behavioral and/or social maladjustments. This system allows faculty and staff to send an SOS at any time during the semester and a Student Solutions Center manager then follows up with a phone call, email, or letter to the student to discuss the issue, present options, and/or refer to appropriate department.

### **Veterans Affairs**

NYIT's Student Solution Center provides assistance and referral services to meet the individual academic and personal needs of part- and full-time students who are veterans and their dependents who qualify for Veterans Administration education payments, work-study jobs, tutorial assistance, or special vocational rehabilitation programs resulting from a service-connected disability.

The New York State Vietnam Veterans Tuition Award Program provides educational financial assistance to qualified veterans and students serving in armed forces reserve units or the National Guard who are enrolled in full- or part-time in undergraduate degree programs.

**Enrollment**

## **Enrollment: Undergraduate Students**



Students who wish to enroll in the college for the purpose of earning a degree, diploma, or certificate must file a written application for matriculated status. Such application is not binding to a specific school or course of study. The college reserves the right to refuse matriculation for specific NYIT schools or majors. Transfer students desiring matriculation will be evaluated on the basis of prior coursework.

NYIT reserves the right to review a degree candidate's status at any time on the basis of performance and progress. Non-matriculated students may be admitted to individual courses if they meet the prerequisites for these courses. Students who initially enroll as non-matriculants may file for change of status with the NYIT Office of Admissions and are encouraged to apply for admission to the college. Students who do not have a Regents high school diploma or GED must first complete 24 credits as non-matriculated students, and if they are New York residents, file for a high school equivalency diploma with the state.

Unless an exemption is granted, new students must take NYIT's placement tests in English and math to be placed in the appropriate required courses. An additional reading placement test will be administered to those students who place into the developmental writing course. The results of this test will determine if the student, in addition to developmental writing, will be required to register for a college reading strategies course.

Transfer students are exempt from the English placement exam if they receive transfer credit for the first required college composition course. Transfer students are exempt from the math placement exam if they receive transfer credit for the first math course required in their major or if they are enrolled in a major that requires only "mathematics choice."

**Global**

## **NYIT Global Campuses and Programs**



Campuses and programs in the China, the Middle East, and Canada offer the same coursework as NYIT classes in New York, and degrees earned by students at NYIT's global campuses are the same as those earned by NYIT-Manhattan and NYIT-Old Westbury students. All classes are taught in English by NYIT faculty visiting from the United States or appointed locally. From time to time, distance learning courses are offered, where students and faculty from other NYIT campuses connect virtually to exchange ideas and benefit from a positive cross-cultural learning experience.

Because course curricula and program requirements are the same at all campuses, NYIT students can study and participate in global exchange programs offered at any NYIT campus. For more information on all NYIT global campuses, programs, and exchange opportunities, visit [nyit.edu/nyit\\_worldwide](http://nyit.edu/nyit_worldwide) or call 516.686.7409.

In addition to programs offered at its global campuses, NYIT offers several global programs through its Center for International Business, including an M.B.A. program in conjunction with Jiangxi University of Finance and Economics (JUFE) and a dual-degree master's program with Tongji University in China. For more information, visit [nyit.edu/cibs](http://nyit.edu/cibs).

### **Academic Programs at NYIT's International Campuses**

#### **Bahrain (Manama)**

NYIT's Bahrain campus is located in the cosmopolitan Adliya neighborhood, a major center of commerce and culture.

##### **Undergraduate Academic Programs**

- Business administration - concentrations in general management or finance
- Computer graphics
- Computer science
- Information technology and computer security
- Interior design

##### **Graduate Academic Programs**

- Business administration - concentrations in accounting, finance, general management, international business, management of information systems, marketing, or human resources
- Information, network, and computer security

#### **Canada (Vancouver)**

##### **Graduate Academic Programs**

- Business administration (graduate-level only) - general business, finance, management of information systems, or marketing

#### **China (Nanjing)**

NYIT's campus is part of the larger campus of Nanjing University of Posts and Telecommunications (NUPT)—offering NYIT-Nanjing students vibrant academic and co-curricular options.

##### **Undergraduate Academic Programs**

- Electrical and computer engineering
- Computer science
- Management with a focus on international business
- Communication arts

#### **Jordan (Amman)**

The undergraduate campus is on Amman's Airport Road, also known as the "road of universities," near other major colleges and universities and approximately 15 miles from Amman.

##### **Undergraduate Academic Programs**

- Business administration - management, finance, management of information systems, or marketing
- Computer graphics
- Information technology

##### **Graduate Academic Programs**

- Business administration - concentrations in management, marketing, management of information systems, international business, finance, or human resources
- Electrical and computer engineering
- Information, network, and computer security

#### **United Arab Emirates (Abu Dhabi)**

NYIT-Abu Dhabi is located in the center of the exciting, modern capital city of the United Arab Emirates (U.A.E.), where innovative and dynamic changes have contributed to the sustainable development of the region.

##### **Undergraduate Academic Programs**

- Business administration - options in general management
- Interior design

##### **Graduate Academic Programs**

- Business administration

# Undergraduate Core Curriculum

NYIT's **21st-Century Discovery Core Curriculum** was adopted in fall 2010. During the transition period from 2010 through the present, there will be courses offered under both the old and the new core curricula. This document is meant to make it easier to understand which new courses are replacing old courses, and what options our freshmen and current students have in fulfilling their graduation requirements.

## **New Freshman and Transfer Students – Summer/Fall 2010 and After**

Freshmen admitted in fall 2010 comprised the first class to go through NYIT's new Discovery Core Curriculum. The new core courses are designed in three stages:

1. Foundation Courses
2. Interdisciplinary Seminars
3. Mathematics and Additional Science Courses

### **1. Foundation Courses**

With the exception of the FCWR 300 series of professional communication courses, students will take most of their foundation courses in their first year of study. These courses begin with FC (foundations core) and include:

FCWR 101 or Writing I: Foundations of College Composition

FCWR 111

Writing I: Foundations of College Composition for International Students

FCWR 151

Writing II: Foundations of Research Writing

or

FCWR 161

Writing II: Foundations of Research Writing for International Students

FCSP 105    Speech Communication

FCIQ 101    Foundations of Inquiry

FCSC 101    Foundations of Scientific Process

Students entering after fall 2010 will take one more foundation course in their junior year. There are four options for the Foundations of Professional Communication course (FCWR 301, 302, 303, 304). A student's academic advisor will assist students in choosing the one that is right for them.

#### **Select one writing course (FCWR)**

FCWR 301 Communication for Business

FCWR 302 Communication for Health Care

FCWR 303 Communication for Arts and Design

FCWR 304 Communication for Technical Professions

### **2. Interdisciplinary Seminars**

Beginning with the sophomore year, students who have successfully completed the five first-year foundation courses take four interdisciplinary seminars from four different categories: a) literature, b) behavioral science, c) social science, and d) philosophy/ethics. These

courses all begin with IC (interdisciplinary core) and are followed by LT, BS, SS, PH respectively to indicate the areas the courses cover. There will be several of these seminars in each area to choose from, and you will select one from each category in your sophomore and junior years. Note that new courses will be created each year, so students should check the NYIT catalog and course schedules for complete listings.

**a. Select one literature course (ICLT). Students should check the NYIT catalog course descriptions and course schedules for complete listings. Two examples are provided here:**

ICLT 301 Contemporary American Immigrant Literature

ICLT 302 Strange Creations: Literature, Intelligent Technology, and Ethics

**b. Select one behavioral science course (ICBS). Students should check the NYIT catalog course descriptions and course schedules for complete listings. Two examples are provided here:**

ICBS 301 Cross Cultural Aspects of Dating, Courtship, and Mate Selection Seminar

ICBS 302 Intergroup Relations: Understanding, Prejudice, Stereotyping, and Discrimination

**c. Select one social science course (ICSS). Students should check the NYIT catalog course descriptions and course schedules for complete listings. Two examples are provided here:**

ICSS 301 Seminar in Global Environmental History

ICSS 303 The American Character: A Global Perspective

**d. Select one philosophy course (ICPH). Students should check the NYIT catalog and course schedules for complete listings. Two examples are provided here:**

ICPH 301 The Philosophy of Human Nature

ICPH 302 The Legacy of Socrates

### 3. Mathematics and Additional Science Courses

All students will be required to complete a minimum of three credits of science beyond the Foundations of Scientific Process course (FCSC 101) and a minimum of three credits of mathematics. Students can use the following prefixes to satisfy the second science requirements: BIOL, CHEM, PHYS.

Students should discuss these courses with their academic advisor.

When searching for new FC (foundation core) or IC (interdisciplinary core) courses with the online Search for Sections at NYITConnect, use the following subject abbreviations:

FCWR Foundations of Writing    ICLT Literature Core  
FCSP Foundations of Speech    ICBS Behavior Science Core  
FCIQ Foundations of Inquiry    ICSS Social Science Core  
FCSC Foundations of Sci Process ICPH Philosophy Ethics Core

#### NYIT Students - Prior to Fall 2010

As with all curricular requirements, students must complete the core curriculum that was in place when they were first admitted to NYIT or when they changed their majors (check the catalog of that year for details). All of the courses current students will need to complete their degrees will be offered over the next few years. However, old core courses are being phased out as new core courses are being phased in. Therefore, a specific old course needed by a student may not be available at a time that fits into his or her schedule. To accommodate those in this situation, we are allowing students entering NYIT prior to fall 2010 to take new courses as substitutions. Accordingly, we have prepared the table below that indicates which courses in the new core can be used as substitutes for old core courses.

Current Student

New Core Curriculum Course Equivalents

Core Curriculum Requirements

College Success Seminar: NYIT 101 College Success Seminar    None

English Composition:

WRIT 101 College Composition I and WRIT 151 College Composition II	FCWR 101 Writing I: Foundations of College Composition and FCWR 151 Writing II: Foundations of Research Writing
OR	OR FCWR 111 Writing I: Foundations of College Composition for International Students and FCWR 161 Writing II: Foundations of Research Writing for International Students
WRIT 111 College Composition I and WRIT 161 College Composition II	

SPCH 105 Basic Speech Communications      FCSP 105 Speech Communication

Group A Literature Options:

LITR 210 The Art of Poetry LITR 220 The Art of Drama LITR 230 The Art of Fiction LITR 240 The Art of Prose	Any ICLT 300 level course will satisfy this requirement.
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Group B Career Writing Options:

WRIT 310 Business Writing WRIT 316 Writing for the Technical Professions WRIT 320 Report Writing WRIT 325 Writing for Arts and Architecture WRIT 330 Writing for Communication Arts	Any FCWR 300 level course will satisfy this requirement (select one): FCWR 301 Communication for Business FCWR 302 Communication for Health Care FCWR 303 Communication for Arts and Design FCWR 304 Communication for Technical Professions
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Philosophy      Any ICPH 300 level course will satisfy this requirement.

History or Political Science      Any ICSS 300 level course will satisfy this requirement.

Behavioral Sciences      Any ICBS 300 level course will satisfy this requirement.

Economics      None

Physical Science      None

Life Science      None

Liberal Arts      All new core courses except FCSC 101

When searching for courses with the online Search for Sections at NYITConnect, please note the following:

If you select this subject and this number, then these courses will be displayed

WRIT	101	WRIT 101 and FCWR 101
WRIT	151	WRIT 151 and FCWR 151
WRIT	111	WRIT 111 and FCWR 111
WRIT	161	WRIT 161 and FCWR 161
WRIT	No number	All WRIT and FCWR

SPCH	105	FCSP 105
LITR	No number	All LITR and ICLT
PHIL	No number	All PHIL and ICPH
HIST	No number	All HIST and ICSS
PSCI	No number	All PSCI and ICSS
ANTH	No number	All ANTH and ICBS
CRIM	No number	All CRIM and ICBS
PSYC	No number	All PSYC and ICBS
SOCI	No number	All SOCI and ICBS

When searching for new FC or IC courses with the online Search for Sections at NYITConnect, use the following subject abbreviations:

FCWR Foundations of Writing	ICLT Literature Core
FCSP Foundations of Speech	ICBS Behavior Science Core
FCIQ Foundations of Inquiry	ICSS Social Science Core
FCSC Foundations of Sci Process	ICPH Philosophy Ethics Core

## Tuition

# Tuition and Fees

Tuition and fees are payable as specified below. Checks and money orders should be drawn to the order of NYIT for the exact amount of the tuition and fee payment. The privileges of the college are not available to the student until registration has been completed and tuition and fees paid.

The college offers eligible students a multi-payment plan for tuition and fees. Details on payment plans may be obtained at any bursar's office or at [nyit.edu/bursar](http://nyit.edu/bursar).

The tuition and fee information below applies primarily to full-time undergraduate students in New York. Tuition and fees for special programs, graduate students, and students at NYIT's global campuses can be found in the catalogs, brochures, or websites describing those programs.

## Tuition

### Full-time undergraduates (12 to 17 credits)

Fall term, 2012	\$14,010
Spring term, 2013	\$14,010
Total	\$28,020

### Combined Bachelor of Science/Doctor of Osteopathic Medicine

Fall term, 2012	\$14,010
Spring term, 2013	\$14,010
Total	\$28,020

### Part-time undergraduates (less than 12 credits)

Per credit	\$950
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Auditing an undergraduate course, per credit	\$950
Auditing a graduate course, per credit	\$990

### Graduate Students

Per credit - Graduate Students	\$990
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### Online campus (college fee not applicable)

Per credit (undergraduate)	\$950
Per credit (graduate)	\$990
Doctorate in Physical Therapy, per credit	\$990

Senior citizens (65 or older) are eligible to take undergraduate courses for the reduced tuition of \$635 per credit plus fees.  
 Vocational Independence Program per year (includes room, board & insurances) \$55,195

### Mandatory college and health insurance fees for undergraduate students

(Affords students a variety of educational services, such as: academic placement, registration, internet, student activities, recreation/athletics, parking at Old Westbury and Central Islip campuses, I.D. cards, and career development.)

College fee, part-time, per semester	\$400
College fee, full-time, per semester	\$460
College fee for full-time Health Professions; Architecture and Design; Engineering and Computing Sciences students, per semester	\$810
College fee for part-time (less than 12 credits) Health Professions, Architecture and Design, Engineering and Computing Sciences students, per semester	\$445
Mandatory health insurance premium for all residence hall students, per semester	\$861*
Mandatory health insurance premium for all international students, per semester	\$910*
Mandatory health insurance premium for residence hall students, new summer students	\$525*
Mandatory health insurance premium all international students, new summer students	\$550*
Mandatory accident insurance for full-time students, per semester	\$20*
Mandatory accident insurance for part-time students, per semester	\$5*
Mandatory accident insurance for full-time students, summer	\$12*
Mandatory accident insurance for part-time students, summer	\$2.40*

\* Rate includes an administrative fee retained by NYIT.

### Mandatory college and health insurance fees for graduate students

Mandatory health insurance premium for all residence hall students, per semester	\$861*
Mandatory health insurance premium for all international students, per semester	\$910*
Mandatory health insurance premium for residence hall students, new summer students	\$525*
Mandatory health insurance premium all international students, new summer students	\$550*
Mandatory accident insurance for full-time students, per semester	\$20*
Mandatory accident insurance for part-time students, per semester	\$5*
Mandatory accident insurance for full-time students, summer	\$12*
Mandatory accident insurance for part-time students, summer	\$2.40*

\* Rate includes an administrative fee retained by NYIT.

### Special Fees (Nonrefundable)

#### Late Payment Fee

For tuition payment due on:	
Aug. 1 - payment made after Aug. 1	\$275
Jan. 1 - payment made after Jan. 1	\$275
Late registration fee (all programs)	\$300**
** Returning students may register during registration periods up to the first scheduled meeting of classes for which they wish to register without penalty. Late registration fees will apply to all returning students thereafter.	
EduPlus Fee (first semester only)	\$1,000
Rematriculation fee	\$55
Challenge examination fee, per credit	\$195
Comprehensive examination fee (CLEP, DANTES), per course	\$60
Transcript (certified check, credit card, bank check, money order only; no personal checks)	\$10
Student evaluation (Occupational Education only)	\$50
Application fee	\$50
Comprehensive oral exam (M.B.A. course)	\$250
Maintaining matriculation, per semester (graduate students)	\$80
Prior learning evaluation fee (per credit)	\$195
Service charge for unpaid check or credit card returns	\$95
Credit transfer fee for approved courses taken at other colleges while matriculated at NYIT, per credit	\$85

### Old Westbury Residential Fees, Per Semester

Single	\$4,380
Double	\$3,660
Deposit (nonrefundable)	\$300
Damage deposit (refundable, if damages not assessed)	\$120
Early termination of lease	\$350

## Weekly Housing Fee for Vacations, Holiday Periods, and Summers—Old Westbury only

Per person, per week \$265

## Meal Plan, Per Semester

Old Westbury \$2,165

## Manhattan Residential Fees, Per Semester

### NYIT at the Riverside

Standard Single	\$7,655
Large Single	\$8,360
Small Double	\$5,465
Standard Double	\$5,855
Large Double	\$7,815
Triple	\$3,825

### Summer Monthly Rates:

Single	\$TBD
Standard Double	\$TBD
Large Double	\$TBD

Housing deposit	\$300
Damage deposit	\$200- \$500
Early termination of lease	\$350

### NYIT at the Manhattan School of Music (including meal plan):

Single	\$6,635
Double	\$6,320
Triple	\$6,005

Housing deposit	\$300
Damage deposit	\$200- \$500
Early termination of lease	\$350

## Schedule of Payments

For full-time students, including international students, the following schedule of payments is in effect. The amounts below include tuition and college fee only. Depending on status, students will also pay an accident or health insurance fee and may be required to pay dormitory, meal plan, and other fees. These additional fees are due on the dates in the schedule below. For students who register after the due date listed below, payment in full is expected at the time of registration.

### Fall 2012

#### All students

Aug. 1: 100% tuition and college fee \$14,470

#### Health Professions, Architecture and Design, Engineering and Computing Sciences

Aug. 1: 100% tuition and college fee \$14,820

#### Combined Bachelor of Science/Doctor of Osteopathic Medicine

Aug. 1: 100% tuition and college fee \$14,820

### Spring 2013

#### All students

Jan. 1: 100% tuition and college fee \$14,470

#### Health Professions, Architecture and Design, Engineering and Computing Sciences

Jan. 1: 100% tuition and college fee \$14,820

#### Undergraduate Enrollment in Combined Bachelor of Science/Doctor of Osteopathic Medicine

Jan. 1: 100% tuition and college fee \$14,820

**Intersession and Summer 2013:** 100% tuition and college fee is due at the time of registration.

All part-time undergraduate and graduate students shall pay all tuition and fees in accordance with the above referenced schedule.

NYIT reserves the right to withhold student records, including grade reports, degree verifications, transcripts and diplomas until all financial obligations (including fees, fines, and other charges) to the college have been satisfied.

Notwithstanding anything in this catalog, NYIT expressly reserves the right, whenever it deems it advisable, (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule, or modify any course, program of study, or degree, or any requirement in connection with any of the foregoing.

### **Cooperative Work-Study Programs**

The college's flexibility in arranging schedules for a student's individual needs allows for participation in cooperative work-study programs. Special arrangements are made in this area when appropriate. While on campus, in full attendance, the usual full-time fees apply. In periods spent off campus for approved internships, students receive appropriate credits as planned in advance and pay tuition fees on a per-credit basis.

### **Completion of Payments**

Students must conform to the payment policies of the controller's office and are not entitled to attend classes or laboratories until all fees have been paid or properly deferred by the Office of Financial Aid or the Office of the Bursar. Registrations are considered valid when all fees have been paid and no outstanding indebtedness to the college exists. Students experiencing temporary financial difficulty or who have demonstrated need are invited to seek counsel from the Office of Financial Aid.

### **Student Expenses**

Student expenses at NYIT vary with the student's academic program, schedule of classes, and whether the student commutes or lives in student housing. For full-time students, fixed costs are tuition and the college fee, which is based on the student's academic program.

Variable costs include such items as housing, transportation, meals on campus, books, and other personal expenses. The cost of meals on campus will vary. An average figure for meals is about \$400 per semester. This figure does not apply to residential students whose midday meal is covered by their meal plans. Books and personal expenses will depend on the student's major and individual taste in things such as food and leisure activities.

An average figure for this category is \$900 per semester. Transportation costs will vary with the distance from the college and the method of transportation and whether the student joins a car pool. The per-semester average cost of travel for commuting students is \$650. This category of expense would not apply to residential students. Students with unusual expenses or special budgetary problems should consult the Office of Financial Aid at the campus to which they apply.

### **Drop/Add Refund Policy**

The drop/add period for fall and spring is the first two weeks of the semester. Students may drop and add courses without financial penalty during this period as long as the drop does not result in a full withdrawal from courses for the term.

#### **Traditional Semester Fall and Spring Courses:**

1. Dropping at any time from the date of the student's registration through the last day of the second week of the semester - 100 percent refund on the tuition and the college fee.
2. Dropping at any time after the start of the third week of the semester - no refund.

#### **Summer Courses:**

1. Dropping at any time from the date of the student's registration to the day before the first scheduled day of the course -100 percent refund of the tuition and the college fee.
2. Dropping at any time during the first and second week of the course - 50 percent refund of tuition only.
3. Dropping at any time after the start of the third week of the course - no refund.

#### **Intersession:**

1. Dropping at any time from the date of the student's registration to the day before the first scheduled day of the course - 100 percent refund of the tuition and the college fee.
2. Dropping at any time effective the first day of the term - no refund.

Students who drop to zero credits are considered to have fully withdrawn from NYIT and are subject to tuition charges in accordance with the Withdrawal/Dismissal Refund Policy.

### **Withdrawal/Dismissal Refund Policy**

Students withdrawing from the college or course(s) are requested to complete a Withdrawal/Clearance Form, which is available online at [nyit.edu/registrar](http://nyit.edu/registrar), at the Student Solutions Center. Tuition liability will be based on the date of withdrawal determined and recorded on the withdrawal form. Requests for a refund or reduction of indebtedness received more than 12 months from the first scheduled day of the

semester or term in question will be denied. All fees are nonrefundable.

Non-attendance to classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute an official withdrawal and does not relieve the student of his or her financial obligation.

In the case of complete withdrawal or dismissal from the college, students who were awarded federal Title IV financial aid will be subject to proration on the awards in accordance with applicable federal regulations. The application of federal refund provisions may result in an outstanding balance owed to the college and/or the U.S. Department of Education. Details of the adjustment to federal Title IV financial aid awards will be provided to the student following the withdrawal process.

In the event of a full withdrawal or dismissal, the tuition liability is calculated, excluding all fees (except for the college fee if the withdrawal or dismissal occurs before the first scheduled day of the semester, cycle or course, as appropriate) and room deposits as follows:

#### **Traditional Semester Fall and Spring Courses:**

1. Withdrawal or dismissal at any time from the date of the student's registration to the day before the first scheduled day of the semester - 100 percent refund on the tuition and the college fee.
2. Withdrawal or dismissal at any time during the first week of the semester - 75 percent refund of tuition only.
3. Withdrawal or dismissal at any time during the second week of the semester - 50 percent refund of tuition only.
4. Withdrawal or dismissal at any time during the third week of the semester - 25 percent refund of tuition only.
5. Withdrawal or dismissal at any time after the start of the fourth week of the semester - no refund.

#### **Summer Course:**

1. Withdrawal or dismissal at any time from the date of the student's registration to the day before the first scheduled day of the course - 100 percent refund of the tuition and the college fee.
2. Withdrawal or dismissal at any time during the first and second week of the course - 50 percent refund of tuition only.
3. Withdrawal or dismissal at any time after the start of the third week of the course - no refund.

#### **Intersession:**

Withdrawal or dismissal at any time effective the first day of the term - no refund.

All approved refunds are issued in the name of the student and mailed to the student's permanent address. No transcripts, grade reports, or diplomas will be released to any student who owes tuition or fees or fines, including, parking and library fines, to the college at the time of the request. Upon payment of any outstanding indebtedness to NYIT, transcripts, diplomas or grade reports may be released.

If you have any questions regarding the above information, contact the Office of the Bursar at 516.686.7510 or [bursarow@nyit.edu](mailto:bursarow@nyit.edu).

### **Tuition Refund Insurance Plan for Medical and Mental Health Withdrawals**

Tuition is computed on the assumption that a student will remain throughout the academic year. Since a place in class has been reserved, tuition will only be refunded in accordance with the Withdrawal/Dismissal Refund Policy.

A student who suffers a serious illness or accident and needs to withdraw from NYIT prior to the completion of the term may encounter certain problems. In many instances, withdrawal from classes not only means the loss of time invested in studies, but also significant financial loss.

NYIT's Tuition Refund Plan offered by A.W.G. Dewar, Inc. is an elective insurance plan that provides coverage for tuition and mandatory fees as well as NYIT housing (room and board) costs if a medical or mental health withdrawal occurs. This plan will help to minimize a student's financial portion of this loss.

While NYIT provides partial refunds for withdrawals, these refunds are limited and effective only when the student withdraws early in a term. The Tuition Refund Plan significantly extends and enhances NYIT's published withdrawal policy. If a student withdraws because of injury/sickness or mental health reasons, the Tuition Refund Plan returns 100% or 60% of the insured term tuition/fees and NYIT housing costs and meal plans where applicable, when plan conditions are followed (this coverage does not apply if the student drops classes without completely withdrawing).

The Tuition Refund Plan is a voluntary form of insurance. To enroll online, visit [collegerefund.com](http://collegerefund.com), complete the application, and submit payment.

Students who elect not to enroll in this plan will be charged in accordance with the NYIT Withdrawal/Dismissal Refund Policy.

### **Collection Agency Fees**

If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, the student will be responsible for paying NYIT all of the costs associated with the collection of your delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33 percent of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50 percent of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York State law. The courts of New York shall have exclusive jurisdiction in these matters.

## Student Services



Complementing the academic mission of the college, the Office of Student Affairs directs co-curricular programs to promote community, personal development, creativity, and responsibility in a student-centered learning environment.

The Office of Student Affairs coordinates and supervises programs, services, and facilities on all campuses with the assistance of professional staff trained in all facets of student life, including career services, counseling, residential life, athletics, international student services, and cultural activities.

### Learn More

- [Career Services](#)
- [Student Employment](#)
- [First-Year Programs](#)
- [Counseling and Wellness](#)
- [Student Activities and Athletics](#)
- [Alumni Placement](#)

## Career Services

Academic programs at NYIT prepare students for entry into the job market or into graduate or professional schools. Programs offered by the Office of Career Services complement curriculum choices by providing personal career guidance, aptitude and interest tests, and training through a series of workshops that address self-assessment, career choices, employment opportunities, resume and portfolio preparation, interview skills, and successful job search techniques. Students have access to career resources and online tools, which provide practical direction and assistance in maintaining contact with organizations seeking trained personnel. Internet access provides the opportunity for online job searches and career preparation.

Business, government, not-for-profit, and industry representatives actively participate in on-campus recruitment activities, including industry panels, employer lunches and learning sessions, networking events, and annual career fairs conducted during the fall and spring semesters.

An array of experiential opportunities are developed and facilitated through the Office of Career Services. Internships, externships, volunteer, and service-learning placements are available for students to apply classroom learning to real-world settings in order to promote career development and civic engagement. The Office of Career Services supports experiential education through program development and student orientation, evaluations, and reflection.

Students who wish to work on campus must file an employment application and verify status for employment. Although international students are not eligible for federal aid, they can apply for college-funded student aid through the Office of Student Employment.

For more information, go to [nyit.edu/cs](http://nyit.edu/cs).

## Student Employment

Part-time employment directories of career-related experiences on and off campus are maintained by the Office of Student Employment. Students who possess appropriate skills and satisfactory academic standing, or who have met financial qualifications, are eligible to apply for on-campus aid or college work study positions.

The Office of Student Employment is coordinated through the Office of the Dean of Students on each NYIT campus to provide a variety of part-time on-campus and approved off-campus employment programs for students throughout their college years. These jobs enable students to enhance their academic experiences by applying learned skills and theories in a practical setting while earning income to assist with college expenses. Employment opportunities are available in many departments on campus, whether a program is college-funded or through the Federal College Work-Study Program.

The Office of Student Employment is a clearinghouse for all on-campus employment opportunities for students seeking jobs. Staff members assist students with their employment searches and match skills with position descriptions of available jobs. Position listings are available in each office as well as on NYIT's website.

To be eligible for employment, a student must be matriculated in good academic standing. For a number of campus jobs, students must have demonstrated financial need by filing a Free Application for Federal Student Aid form (FAFSA) with the Office of Financial Aid.

Students who wish to work on campus must file an employment application and verify status for employment. Although international students are not eligible for federal aid, they can apply for college-funded student employment on campus through the Office of Student Employment.

## First-Year Programs

NYIT's first-year programs are designed to improve the retention of new NYIT students. Recognizing that the first six weeks of college life are crucial to strengthening a student's ability to succeed at NYIT, the first-year program consists of strategies that focus on enhancing students academic skills, while addressing their need for early social and intellectual bonding with faculty, staff, and peers.

**Jump Start Advantage Program:** The Jump Start Advantage Program is geared toward first-year students who are eager to begin their college careers early. Students take courses in Foundations of Inquiry (FCIQ 101) with either Developmental Mathematics or Foundations of Speech Communications for a total of six or seven credits during a five-week summer term.

**Student Orientation Program:** NYIT's orientation program is conducted throughout the summer and continues in the fall in the form of the First-Year Experience (FYE) Mentor Program. Orientation aims to connect new students to the college environment and assist them in making associations necessary to succeed at NYIT. Students learn to identify campus resources, key members of the faculty and administration, and gain an introduction to involvement opportunities through campus organizations.

**First-Year Experience (FYE) Mentors Program:** The FYE Mentor Program is comprised of student leaders who are trained to assist first-year students as they transition into the NYIT community. Each new student will be assigned an FYE Mentor who will serve as a resource. FYE Mentors will meet with new students in person, individually as well as in groups and via email. They will also share information about curricular experiences and be responsible for planning and providing activities during the semester (academic, social, and community service) to help orient students to NYIT.

## Counseling Services and Wellness Promotion

Free confidential counseling services are provided by trained professional staff members to help students actively manage their environment. Counseling services are learning-based, short-term, and include personal and group activities focused on helping students to develop self-confidence, self-reliance, and self-identity, and to manage emotions and solve problems in their academic, vocational, personal, and social lives.

NYIT provides a holistic approach to wellness education, promoting individual and community wellness through programs and outreach activities. Special programs, workshops, and group sessions are offered for students experiencing difficulties with academic skills, test anxiety, interpersonal skill building, personal growth, substance abuse, relationships, wellness, human sexuality, and other personal concerns.

The NYIT Counseling and Wellness Center provides referral services to hospitals, clinics, and private practitioners when more specialized assistance is needed.

## Student Services

# Student Activities

NYIT campuses provide a developmental environment that promotes personal responsibility and leadership through involvement in cultural, educational, and social events outside the classroom. Most activities are initiated through student-run, extracurricular and academic organizations, including publications, radio stations, and groups with social, service, religious, and special-interest affiliations.

There is an Office of Student Activities on each NYIT campus to coordinate extracurricular activities and provide a liaison to student government organizations. Professional staff members advise student organizations, schedule campus facilities for student programs, assist in forming new clubs, and coordinate an orientation program for new students.

**Academic Clubs:** NYIT academic schools actively advise and support student-run organizations, most of which maintain national affiliation with professional societies. Involvement and membership include participation in special projects, benefits of affiliation with professional societies, and assisting the school and its students in furthering educational programs.

**Honor Societies:** International and national honor societies that recognize distinction in scholarship and achievement offer membership to academically gifted students. General honor societies recognize overall academic achievement. NYIT has chapters in two nationally recognized general honor societies:

1. **Golden Key International Honour Society** accepts full-time, fully matriculated students who have successfully completed at least 31 semester hours, with at least 12 of those semester hours at NYIT, and have demonstrated scholastic excellence by maintaining a 3.7 GPA or higher.
2. **Phi Eta Sigma National Freshman Honor Society** accepts full-time matriculated students who have earned a 3.5 GPA or higher during the fall or spring semesters of their first year at college.

Discipline-specific honor societies recognize high academic achievement among students majoring in particular subjects. NYIT has active chapters in a number of discipline-specific national honor societies; membership is open to upper-class and graduate students, and each is administered through their respective academic schools.

## Student Organizations

**Special-Interest Groups:** Each campus and its student government offer participation and membership in special-interest clubs, such as the International Student Association, Law Club, Women's Association, African Peoples Organization, Jewish Student Union, Hispanic Student Council, Role-Players/Gamers Association, and Theater Club.

**Social Organizations:** Fraternities and sororities play an active role in the student activities program at NYIT. Membership emphasis is placed on leadership, friendship, creativity, and responsibility through social and service projects.

**Religious Organizations:** Jewish Student Union, Christian Fellowship, Muslim, and Newman Clubs are active in planning religious, cultural, educational, social, and nonsectarian activities for students, faculty, and staff.

**Student Media:** *The Campus Slate* in Old Westbury and *The Chronicle* in Manhattan are among NYIT's student-funded and student-run newspapers.

**Campus Radio Stations:** NYIT maintains the student-operated WNYT radio station on the Old Westbury campus. Transmissions originate via commercial cable and may be heard directly in student lounges, meeting rooms, and cafeterias. Student staff members manage the station and assume the roles of disc jockeys, announcers, newscasters, newswriters, programmers, and business agents.

## Athletics and Recreation

All NYIT campuses offer sports and recreational programs for men and women, including intramural opportunities. Organized activities promote the concept of total development through competition. They provide students with opportunities to improve emotional and physiological qualities, and to develop skills in leadership, discipline, loyalty, and a sense of fair play. Intramural and recreational activities vary on each campus and include basketball, flag football, soccer, softball, table tennis, volleyball, tennis, and billiards.

The Old Westbury campus sponsors a competitive varsity intercollegiate athletic program. National Collegiate Athletic Association (NCAA) varsity teams compete in baseball, basketball (men's and women's), lacrosse (men's), soccer (men's and women's), cross country (men's and women's), softball, tennis (men's and women's), and volleyball. Varsity teams compete with colleges throughout New York and in neighboring eastern states under the auspices of the NCAA and the East Coast Conference. Baseball is an NCAA Division I sport and competes in the Great West Conference. All other varsity teams compete in Division II.

The overall GPA for NYIT's 12 varsity programs is 3.10. In addition, 179 student-athletes were named to the Athletic Directors Honor Roll during the 2011-2012 academic year (3.2 GPA or higher). All athletic programs engage in community service projects that foster social development by enabling student-athletes to bond with their internal and external communities. Programs include visiting neighboring

elementary schools to participate in educational programs, senior citizens visits, food drives, various walks for a cause, and a plethora of cleanup projects. Additionally, the Student-Athlete Advisory Committee (SAAC) sponsors a number of on-campus community awareness initiatives such as Night Out On the Bears, Dig Pink, and Play 4Kay (breast cancer awareness), Believe in Blue (prostate cancer awareness), and Make a Wish fundraising initiatives. In 2011-2012, the Bears volunteered 2,290 hours for community service and engagement projects. NYIT has made numerous appearances in NCAA playoffs in the sports of men's soccer, softball, men's basketball, women's volleyball, men's tennis, and baseball. The lacrosse program has captured four NCAA national championships (1997, 2003, 2005, and 2008).

## **Student Services**

# **Alumni Placement**

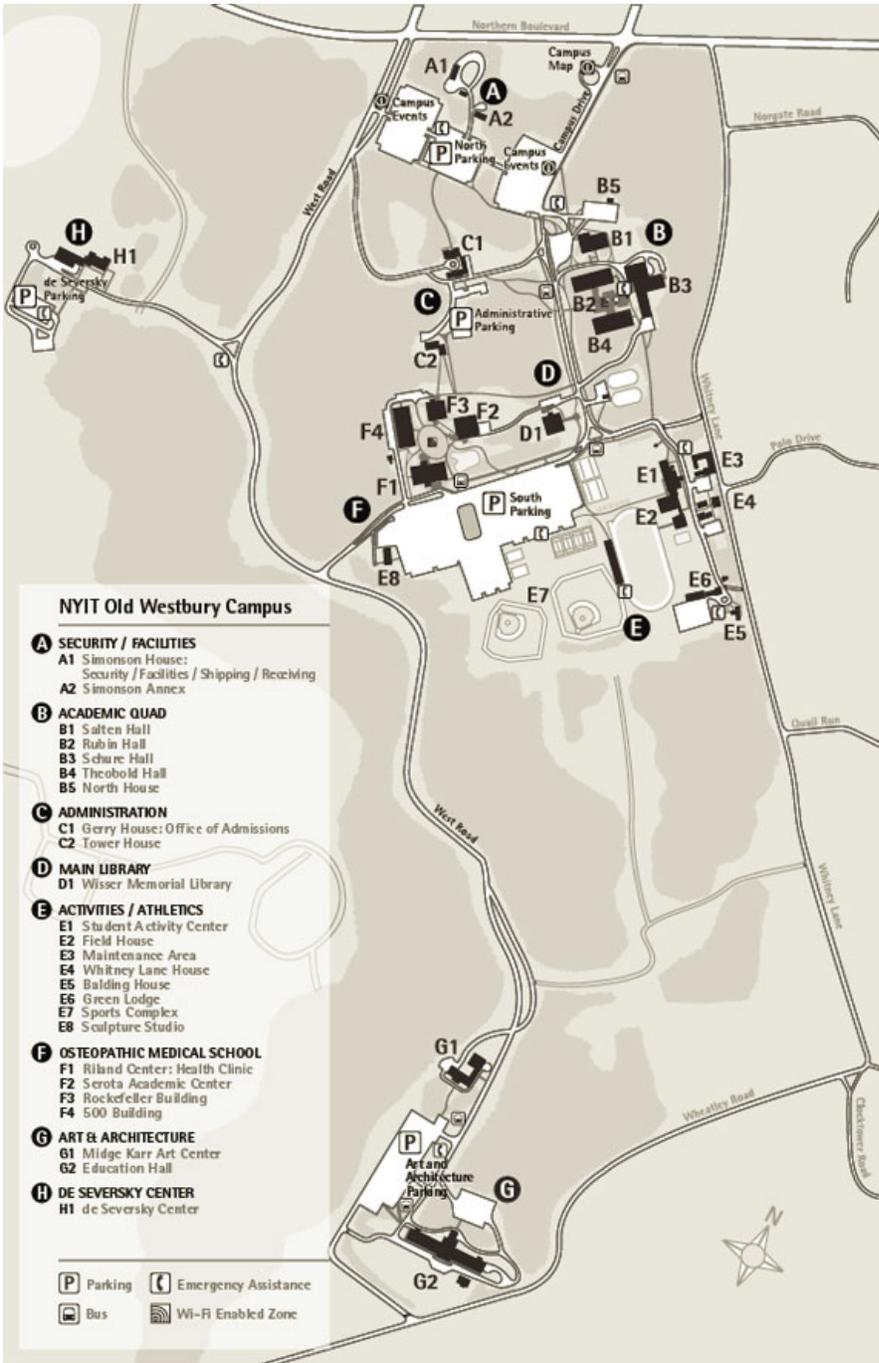
NYIT actively follows with great interest the careers of its graduates. Questionnaires are mailed to alumni, and the results are compared to the U.S. Department of Labor statistics and quarterly reports of the Placement Council. A high percentage of NYIT graduates have been determined to be gainfully employed in their chosen fields of academic study.

Graduate and professional school advisement and referrals, in conjunction with academic schools, are provided through the Office of Career Services. NYIT alumni attend postgraduate schools throughout the United States and successfully complete degree programs in every field of study.

## **General Information**

# **New York Campus Maps**

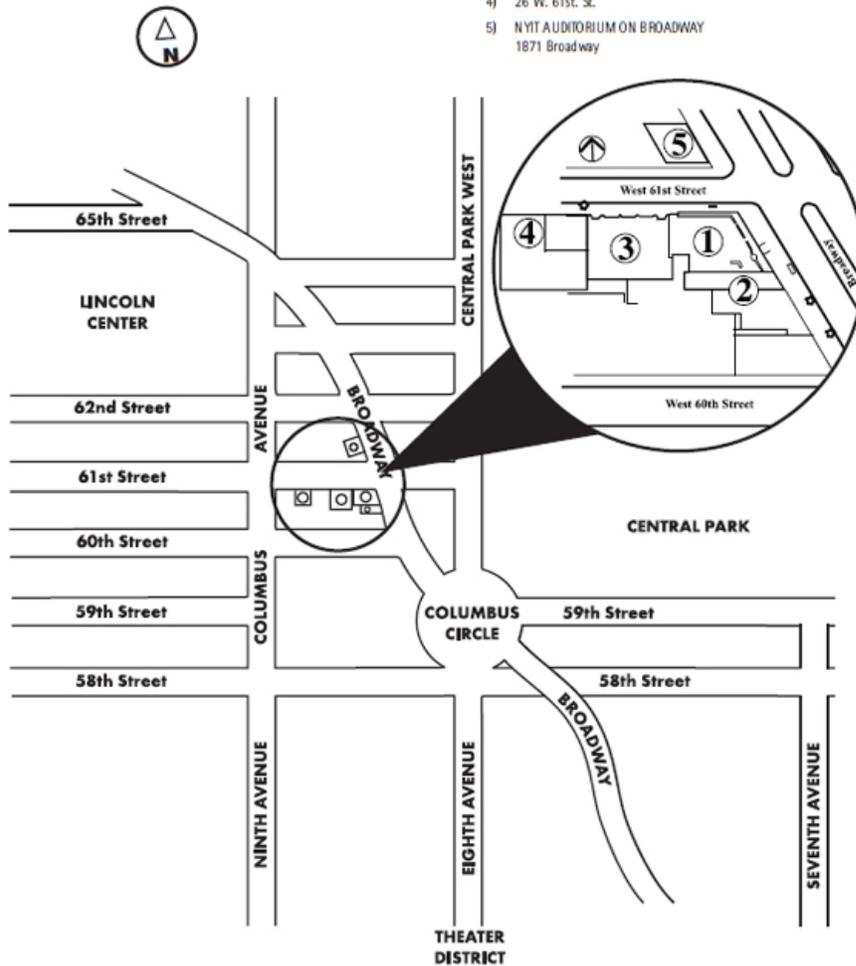
## **NYIT-Old Westbury Campus**



NYIT-Manhattan Campus

## Manhattan Campus Map

- 1) EDWARD GUILIANO GLOBAL CENTER  
1855 Broadway
- 2) STUDENT ACTIVITIES BUILDING (MCSA)  
1849 Broadway
- 3) NEW TECHNOLOGY BUILDING  
16 W. 61st St.
- 4) 26 W. 61st St.
- 5) NYIT AUDITORIUM ON BROADWAY  
1871 Broadway



Policies and Rules

## Policies and Rules

[Academic Policies »](#)

[Registration »](#)

[Other NYIT Policies »](#)

### Academic Standards

[Academic Standards: Undergraduate Students »](#)

[Academic Standards: Graduate Students »](#)

[Status Change »](#)

### Financial Aid

[Financial Aid: Undergraduate Students »](#)

[Financial Aid: Graduate Students »](#)

[Graduation »](#)

## Academic Policies

### Change of Program

Students are permitted to add and drop courses as well as sections during the change of program period after consulting with an advisor.

No change of program may be made after the second week of each semester (see academic calendar for dates). A change in courses (not sections) may affect the tuition charged and financial aid eligibility.

Undergraduate students should not register for graduate courses without permission because this may jeopardize their financial aid.

### Withdrawal from a Course

The decision to withdraw from a course is a serious matter and should be made only after consulting with the course instructor and faculty advisor. Be aware that withdrawing from a course may affect eligibility for financial aid.

To withdraw from a course, the student and the course instructor must complete a withdrawal form, and the instructor must submit it to the Office of the Registrar within 48 hours. A W grade cannot be assigned without submission of the withdrawal form to the registrar. Students cannot withdraw from classes during the final exam period.

The type of withdrawal grade assigned will be determined by the date of withdrawal and is outlined in the table schedule below. The withdrawal (W) grade will be assigned to students who officially withdraw from a class according to this schedule. The withdrawal failing (WF) grade may be assigned if the student is failing the course or stopped attending class without officially withdrawing. The W grade is not included in the computation of the GPA, but it may affect eligibility for financial aid. The WF is a failing grade; it is included in the computation of the GPA and may affect eligibility for financial aid.

Term	Date of Withdrawal	Withdrawal Grade
Fall and spring semesters	Third through eighth week of the semester	W
	After the eighth week of the semester	W or WF
Cycle A, B, C, D	Third through eighth class session	W
	After the eighth class session	W or WF
Summer I, II, and III	See academic calendar	
Intersession	Before second class session	W
	After second class session	W or WF

The Department of Nursing has additional rules governing course withdrawals. Read about them in the School of Health Professions, nursing section of this catalog for more information.

### Change of Curriculum or Campus

Changes of curriculum or campus are made only upon the recommendation of the dean and with approval of the registrar. No change of curriculum is effective without an evaluation of the student's credentials and approval by the new department. No change is complete until recorded by the registrar.

### Prerequisite and Co-requisite Courses

Many courses require prerequisite and/or co-requisite courses. A prerequisite course must be passed prior to taking the desired course, and a co-requisite course must be taken at the same time (or in some cases taken before). The chair or dean of the program that offers the course is able to waive these course requirements. Prerequisite and co-requisite requirements are listed in the course descriptions of this catalog. It is the student's responsibility to meet all necessary course prerequisites and co-requisites. If a student enrolls in a course but has not fulfilled the prerequisites or co-requisites for it, the department chair has the authority to administratively withdraw the student from course. The student will also be referred to the Office of Student Affairs, if he/she fails to comply and adhere to the administrative action taken by the academic department in regard to the course.

## Undergraduate Students Enrolled in Graduate Courses

An undergraduate student who elects to enroll in graduate coursework must obtain approval from both the student's academic department and the Office of the Registrar. Once permission has been granted, the course cannot subsequently be designated as a graduate course if/when the student officially enters a graduate program. In all cases, graduate-level coursework taken by an undergraduate student must lead to a degree in the enrolled program of study. Visit the Office of Financial Aid for more information about the impact on a student's financial aid.

Policies and Rules

## Registration Procedures and Policies

NYIT makes every effort to provide registration information prior to the beginning of each registration period, but each student is responsible for completing registration procedures. Students must register on the dates indicated on the college calendar. Registration procedures are the same for degree candidates and non-matriculated students. The schedule of tuition and fees appears in this catalog. Early registration within the designated period ensures the most flexible choice of program and eliminates early cancellation of enrolled course sections. A course may be canceled by NYIT for any reason, including insufficient enrollment.

Official registration in a course section is required to earn a grade for a class. Registration must be completed by the end of the change of program period (see academic calendar). Therefore, students who have not officially registered for a course section will not receive a grade retroactively. Students can not be officially registered until all tuition and fees are satisfied. Attendance is not permitted in any class without official registration for that class.

### Maintaining Matriculation

Students who are enrolled for a degree but who are not taking coursework during a regular semester are required to maintain matriculation by registering to "maintain matriculation" in their program. This will keep records active and will entitle students to faculty consultations and use of general facilities of the college. A maintenance of matriculation form is available through each program office.

- **More:** [Office of the Registrar on NYIT website](#)

Policies and Rules

## Other NYIT Policies

[Ownership of Student Work »](#)

[Computer Requirements \(Minimum\) »](#)

[Photo Release »](#)

[Religious Observances and Academic Requirements »](#)

[Recreation and Drug Policy »](#)

[Identification Cards »](#)

[Personal Information Protection Policy \(applies to students attending NYIT in British Columbia\) »](#)

[Accommodation Policy for Students with Disabilities »](#)

[Disabilities and Temporary Disabilities »](#)

[Notice of NYIT Policies and Procedures »](#)

[Parking Stickers »](#)

[NYIT Policies Affecting Students »](#)

[Student Educational Records - Annual Notice »](#)

[Directory Information »](#)

Policies and Rules

## Ownership of Student Work

All work presented or submitted in fulfillment of, or in conjunction with, a student's coursework is the property of NYIT, though the college may waive this right at its discretion. Students may request reproductions of their work for portfolios.

**Policies and Rules**

## **Computer Requirements (Minimum)**

All students attending NYIT are required to own or have access to a computer system with connectivity to the Internet and an installed and current version of Microsoft Office. Minimum specifications are a processor of at least 2GHz (PC or Mac), 2GB or more of RAM, 120GB or more of hard disk storage, and current versions of operating system and Internet browser software. Individual academic programs may require additional hardware or software. Academic departments have information specific to their requirements.

**Policies and Rules**

## **Photo Release**

Each student agrees that, once admitted to NYIT, the college has his/her permission to take photographs and videos of the student for publicity purposes during class, at class-related functions, on any NYIT campuses, and at all NYIT activities and events. The college shall be the exclusive owner and copyright holder of, and possess all right, title, and interest to, such photographs and videos.

Each member of the NYIT faculty, staff, and administration agrees that the college has permission to take photographs and videos of an employee for publicity purposes on any NYIT campuses and at all NYIT activities and events. NYIT shall be the exclusive owner and copyright holder of, and possess all right, title, and interest to, such photographs and videos.

**Policies and Rules**

## **Religious Observances and Academic Requirements**

No later than 15 days after the beginning of a semester, students must notify instructors in writing of classes they will not attend due to religious obligations and practices. No student who is otherwise qualified to participate in all educational activities required by an academic program will be expelled, refused admission, or otherwise penalized because of religious obligations and practices. NYIT will make available, at no extra fee, equivalent opportunities to make up examinations or study and work requirements that are missed due to an absence for religious observances.

**Policies and Rules**

## **Recreation and Drug Policy**

NYIT's Department of Intercollegiate Athletics and Recreation is committed to protecting the health and safety of its student-athletes and providing them with a program that emphasizes education, discipline, and prevention. Use of illegal drugs, alcohol and tobacco, and other performance enhancing substances is incompatible with the department's mission and in violation of National Collegiate Athletic Association (NCAA) rules. As a result, student-athletes will be subject to year-round, random drug testing by NYIT, administered independently of and entirely separate from the NCAA's drug testing program. Accordingly, at the beginning of each school year or upon entrance into an NYIT athletic program, each student-athlete will be required to sign a consent form and to cooperate fully in the drug testing program administered by the college. Refusal or failure of a student to comply with these procedures will result in his/her suspension from all intercollegiate athletic activities at NYIT.

## Identification Cards

All students are required to have an NYIT identification card. Students must bring proof of registration. The first ID card is free; the fee for replacement cards is: \$10 for commuting students and \$25 for residential students. For more information, visit the Office of Student Affairs.

## Personal Information Protection Policy

Part of NYIT's commitment to providing students with exceptional service involves the collection, use, and disclosure of some of their personal information. Protecting students' personal information is one of NYIT's highest priorities.

**NOTE: The Personal Information Protection Policy described in this section applies to students attending NYIT in British Columbia, Canada.**

While NYIT has always respected its students' privacy and safeguarded their personal information, the college has strengthened its commitment to protecting personal information as a result of British Columbia's Personal Information Protection Act (PIPA), which came into effect on Jan. 1, 2004. PIPA sets ground rules for how businesses and not-for-profit organizations in British Columbia may collect, use, and disclose personal information.

NYIT will inform students of why and how their personal information is collected, used, and disclosed; obtain their consent, when required; and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices NYIT follows to protect students' personal information. The college's privacy commitment includes ensuring the accuracy, confidentiality, and security of students' personal information and allowing them to request access to, and correction of, their personal information. [Read the complete policy on NYIT's website.](#)

## Accommodation Policy for Students with Disabilities

It is the policy of NYIT to provide reasonable accommodations for students with disabilities, such as learning disabilities, physical impairments, and other disabling conditions. Possible accommodations include, but are not limited to, test schedule modifications, class relocation, and possible assistance in the acquisition of necessary equipment.

Admission requirements for disabled students are the same as for all other students. The college does accept ACT and SAT scores given under special conditions (i.e., extended time or oral). Reasonable accommodations will be made upon proof both of disability and need for the accommodation. It must be understood that accommodations for disabilities are meant to facilitate educational opportunities. Admission to the college and accommodations do not guarantee success. Therefore, in addition to accommodations, the college encourages use of auxiliary services available to all students to maximize opportunities for success.

Students whose disabilities require accommodation must complete a Request for Accommodation form and an intake interview with a campus services coordinator prior to the academic term. A student can request accommodation at any point during the academic term. However, accommodations cannot be applied to past failures, only to future academic endeavors. Appropriate modifications of accommodations will be worked out on a case-by-case basis and will not necessarily incorporate all requested changes.

Students for whom auxiliary services have been approved (i.e., readers, interpreters, or note-takers) should arrange these services with a campus services coordinator. In addition to discussing appropriate educational modifications, the coordinator will serve as a liaison with other college faculty and administration on behalf of students with disabilities, including the Office of Human Resources for those students who are also employees and in need of accommodation in the workplace.

Students with disabilities are encouraged to take advantage of related services available to all students at the college:

- Use of the campus learning centers and listing of free tutorial services
- Individual, confidential counseling and advisement about their concerns
- Academic monitoring, career advisement, general study skills, time management, and goal-setting assistance
- Referral to qualified resources for diagnostic evaluation of learning disabilities at the student's expense

NYIT does not offer students with disabilities:

- Diagnostic evaluation for disabilities
- Special classes
- A reduced standard for academic performance
- Exemption to graduation requirements
- Credit for effort in place of demonstrated competence in the content
- Disabilities and temporary disabilities

**Policies and Rules**

## **Disabilities and Temporary Disabilities**

Students wishing to discuss the availability of services for the disabled or temporarily disabled, or who wish to identify barrier problems, should contact a campus services coordinator or a disabilities compliance coordinator. For more information on disability-related programs or services, visit [Office of Disability Services](#).

**Policies and Rules**

## **Notice of NYIT Policies and Procedures**

Policies and procedures in the NYIT catalog are binding on every student. NYIT reserves the right to change its policies and procedures, class schedules, and academic requirements at any time.

**Policies and Rules**

## **Parking Stickers**

Parking stickers are mandatory at the Old Westbury campus and Central Islip site. Old Westbury students must apply at the Buildings and Grounds Office at Simonson House. Students at Central Islip must apply at the Office of Campus Security. Stickers are free of charge.

**Policies and Rules**

## **NYIT Policies Affecting Students**

Students who accept enrollment at NYIT are responsible for knowledge of, and compliance with, all policies and rules affecting students, including but not limited to those in the student handbooks, traffic and parking regulations, and residence life, as a condition upon which their status at the college is contingent. Copies of all policies and rules affecting students are available on all NYIT campuses through the Offices of Student Affairs, Student Activities, and Counseling and Residential Life as well as online at [nyit.edu/financial\\_aid/consumer\\_information](http://nyit.edu/financial_aid/consumer_information).

**Policies and Rules**

# Student Educational Records - Annual Notice

The U.S. Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This law includes the following provisions:

1. The student has the right to inspect his/her educational records within 45 days after NYIT receives a request. Requests should be submitted to the registrar, who will arrange a reasonable time and place for the inspection.
2. The student may request the correction of inaccurate or misleading information. To do so, the student should submit the request in writing to the registrar, specifying why the information should be corrected.
3. The student may consent to the disclosure of educational records to someone else by submitting a signed and notarized statement identifying the records to be disclosed and the party to whom they should be disclosed. If records are photocopied, a reasonable charge must be paid in advance.
4. NYIT has the right to disclose information in educational records to faculty, staff, government, and accrediting agencies that need the information for their work; to appropriate parties in a health or safety emergency; when authorized by the student; and in response to legal process.
5. The results of a disciplinary proceeding may be disclosed to the person who filed the complaint.
6. If a student believes that NYIT has failed to comply with FERPA, he/she may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

**Policies and Rules**

## Directory Information

NYIT designates the following categories of student information as public or "directory" information pursuant to existing laws, and may disclose or release the information without written consent. Students must inform the college if they do not want this information disclosed by filing a written request at the registrar's office. Information includes:

- Name
- Major field of study
- Address
- Telephone number
- Email address
- Dates of attendance
- Participation in officially recognized activities and sports
- Height/weight (for athletic team members)
- Date/place of birth
- Degrees and awards received and dates awarded
- Most recent previous institution attended

NYIT also complies with the U.S. Solomon Amendment, which requires colleges and universities to provide the following information from student records, if requested by military recruiters: name, local address, telephone listing, age or date of birth, present level of education (such as freshman or sophomore), date of graduation, and major field of study.

**Policies and Rules**

## Academic Standards - Undergraduate Students

### Credit

Fall and spring semesters are 15 weeks long. The number of semester hours of credit earned for a course corresponds to the number of academic hours of instruction in a standard week. Two, or in some cases, three academic hours of laboratory or studio work in a standard week during a semester constitute one credit for most programs. Summer session classes are scheduled for an equivalent number of academic hours.

Semester hours of credit are granted for the grades A, A-, B+, B, B-, C+, C, C-, D+, D, or P.

### Grading

A student receives one of the following grades for each course taken during the semester:

Grade		Quality Points	Used in GPA Calculation
A	Excellent	4	Yes
A-		3.7	Yes
B+		3.3	Yes
B	Good	3	Yes
B-		2.7	Yes
C+		2.3	Yes
C	Satisfactory	2	Yes
C-		1.7	Yes
D+		1.3	Yes
D	Marginal, but passing	1	Yes
W	Withdrawal	0	No
I	Incomplete	0	No
F	Failure	0	Yes
PR	Progress, re-enroll	0	No
P	Passing grade	0	No
WF	Withdrawal, failing	0	Yes
AU	Audit	0	No
IF	Failure from an incomplete	0	Yes

The grade of PR is used only for developmental courses and intensive English as a second language courses for students who have made some progress, but who do not demonstrate satisfactory skills to pass those courses. Students are required to re-enroll in the courses in order to complete them.

### Quality Points

Quality points are awarded in accordance with the grade schedule above. For example, students who earn an A in a three-credit course accumulate four quality points per credit for a total of 12 quality points; a grade of B+ in a three-credit course would accumulate 3.3 quality points per credit for a total of 9.9 quality points; a grade of A in a two-credit course would accumulate four quality points per credit for a total of eight quality points. No quality points are awarded for an F. Similarly, no quality points are assigned for grades of W, WF, P, PR, AU, IF, or I.

### Incomplete Grades

The temporary grade of incomplete (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule below). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit.

The following policies shall guide the awarding and calculation of the I grade and the change of the I grade to an IF grade:

- The student must request additional time to complete a single project, report, or final examination.
- The grade of incomplete is to be assigned only to students who are otherwise passing the course at the end of the semester.
- The instructor has the right to refuse the request and may assign a final grade based solely on the work already completed.
- The grade of incomplete will change to the failing grade if the outstanding coursework is not completed in accordance with the schedule in effect at the time it was assigned, regardless of the average the student otherwise maintained in the class (see academic calendar for dates).
- A single short extension of the time period shall be granted only in exceptional circumstances by the vice president for academic affairs.
- The grade of incomplete will not be assigned to students with excessive absences, especially when those absences include the final sessions of the course, unless extenuating circumstances have been established.
- The incomplete grade is recorded by the registrar as "attempted credits," until the course is complete.
- The incomplete grade that changes to a failing grade will carry zero quality points.
- Students can advance if an incomplete grade is assigned to a prerequisite course for the term immediately following the assignment of

an I grade but cannot advance after an I grade changes to an IF.

- When the grade of incomplete is changed to an IF, the I grade shall remain on the record and the transcript so that it will read IF, thereby distinguishing it from the F and the WF grades.
- I grades may have an effect on the student's financial aid and/or student visa status. Students are encouraged to meet with the financial aid and/or international student advisor when requesting the I option.

### **Classification of Students by Credits**

Freshman	Less than 31 credits earned
Sophomore	31-62 credits earned
Junior	63-96 credits earned
Senior	More than 96 credits earned
Fifth-year architecture	More than 133 credits earned

Except for graduating seniors, students taking less than 12 credits during a semester will not be certified as full-time students.

All students in good standing may take a maximum of 18 credits per semester without special permission, with the exception of a student on the Dean's List who may take a maximum of 21 credits per semester. Students may exceed these credit maxima with permission of a dean.

\*Note: For some courses in the health professions programs, credit value differs from contact hours. See program descriptions.

### **Academic Standing**

At the conclusion of the fall and spring semesters, two averages are computed for each student to indicate the general level of academic standing.

The first is called the grade point average (GPA), which indicates the scholarship level for the semester. The second is called the cumulative grade point average (CGPA), which indicates the scholarship level for all work taken at the college.

The GPA is computed by adding all\* the quality points earned for the semester and then dividing by the number of credits for those courses graded with an A, A-, B+, B, B-C+, C, C-, D+, D, WF, IF, or F.

The CGPA, computed in a similar manner, represents all\* the quality points earned during all the semesters the student has attended NYIT, divided by the number of credits for those courses where the grade given is an A, A-, B+, B, B-C+, C, C-, D, D+, WF, IF, or F.

### **Repeating Courses**

Students who have earned a C-, D+, D, W, F, WF, IF, or PR in a course may retake the course for credit to earn a higher grade (see "Limitation on Repeating Courses" below). Only the higher grade will be used in computing the GPA and CGPA. The other grade(s) will remain on the student's record as a matter of information. Repeating courses may impact eligibility for financial aid. Students should consult with a financial aid advisor before registering for a repeated course.

### **Limitation on Repeating Courses**

A student may repeat a course in which a GPA-relevant grade is earned (C-, D+, D, F, WF, IF) a maximum of two times. Grades of W and PR do not count toward the maximum of two repeats. Should a student wish to repeat a course more than two times, the student must receive approval from his/her department chair and be referred to the Advising and Enrichment Center. Certain majors at NYIT have rules on repeating courses that are more restrictive than this one (see "Schools and Colleges" section). The more restrictive rule takes precedence.

\*Note: Students who have changed majors should be aware that only quality points from the first degree program that are applicable to the present degree program are included. Students receiving financial aid should consult a financial aid counselor prior to changing majors to identify any impact this change may have on their financial aid.

### **Dean's and Presidential Honor Lists**

A student who earns a place on the Dean's Honor List is a full-time matriculated student who has attained a minimum grade point average of 3.5 or higher in any semester in which he/she completed 12 or more credits without any incompletes (I), or a part-time matriculated student who has attained a minimum grade point average of 3.6 or higher in any semester in which he/she completed six or more credits without any incompletes (I). Students who meet the same standards and earn a 3.7 or above are placed on the Presidential Honor List. Notification of these awards is sent to students, and the appropriate honor is recorded on their transcripts.

### **Attendance**

A student is expected to attend each class session on a regular and punctual basis to obtain the educational benefits that each meeting affords.

Students shall be informed by their instructors whether latenesses or absences will be allowed during the semester. Instructors shall inform students of the consequences following excessive absences and/or latenesses.

In the event of a student's absence from a test, the instructor will generally determine whether the student will be allowed to make up the work.

The privilege of taking a make-up examination is generally not extended beyond one semester from the original date of examination. Make-

up examinations are under the jurisdiction of the appropriate academic dean.

The Department of Nursing has additional rules governing course, lab, and clinical attendance. See information in this catalog and the nursing student handbook.

### **Scholastic Discipline**

The continued registration of any student is dependent upon regular attendance, proper conduct, and achievement of passing grades. Any one of the following is regarded as sufficient cause for dismissal: irregular attendance, neglect of work, conduct deemed by the college not consistent with general good order, or failure to comply with the college's rules and regulations. The college reserves the right to terminate a student's enrollment at any time.

Every student has the right to petition the NYIT Admissions and Academic Standards Committee for redress of actions affecting academic standing.

### **Academic Integrity**

Plagiarism is the appropriation of all or part of someone else's works (such as and not limited to writing, coding, programs, images, etc.) and offering it as one's own. Cheating is using false pretenses, tricks, devices, artifices, or deception to obtain credit on an examination or in a college course.

If a faculty member determines that a student has committed academic dishonesty by plagiarizing, cheating or in any other manner, the faculty member may 1) fail the student for that paper, assignment, project, and/or exam 2) fail the student for the course 3) file a formal charge of misconduct pursuant to the Student Code of Conduct Academic Probation and Suspension.

Each student enrolled in a course at NYIT agrees that, by taking such course, he/she consents to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism. Each student also agrees that all papers submitted to any such service may be included as a source document in the service's database, solely for the purpose of detecting plagiarism of such papers.

### **Probation/Dismissal Policy**

A student must achieve a minimum cumulative GPA of 2.0 to graduate. A minimum cumulative GPA of 1.7 as a freshman, 1.9 as a sophomore, and 2.0 as a junior or senior must be achieved to maintain satisfactory academic status at the college.

Probation I: The first time a student's cumulative GPA falls below the minimum required, the student shall be placed on Probation I for his/her next regular semester. The student will receive an email from the Office of the Registrar outlining available academic support services and requiring the student to meet with an advisor from the Advising and Enrichment Center.

Probation II: When a student is on Probation I and his/her cumulative GPA falls below the minimum required for two sequential (not necessarily contiguous) regular semesters, the student shall be placed on Probation II for his/her next regular semester. The student will receive an email from the Office of the Registrar outlining available academic support services and requiring the student to meet with an advisor from the Advising and Enrichment Center. A student on Probation II status cannot register for more than 12 credits until he/she is removed from probation.

Dismissal: When a student's cumulative GPA falls below the minimum required for three sequential (not necessarily contiguous) regular semesters, the student will be dismissed from the college.

Dismissal is defined as ineligible to pursue credit-bearing courses at NYIT for a period of two academic years or until a minimum GPA of 2.0 is earned for the most recent 24 credits taken at another accredited U.S. institution of higher education.

The decision of dismissal shall be automatically appealed to the Committee on Academic Probation and Dismissal, which may uphold the dismissal decision or may recommend reversal of the dismissal decision and impose additional conditions for continuing registration. Students are limited to one appeal per semester, and the committee's decision is binding and final.

## **Policies and Rules**

## **Status Change**

### **Change of Matriculation**

Students who are not matriculated in a degree, diploma, or certificate program are limited in the total number of credit-bearing courses they may take. Graduate students may not take more than nine credits, and undergraduates may not take more than 24 credits without matriculating.

Students who have been attending graduate courses under conditional status and who have completed the first four graduate courses with a quality point average of 3.0 or better may apply to the director of the program for a change of status to fully matriculated. Non-degree students and/or students in graduate certificate programs who wish to pursue a degree program must make a formal request for admission and matriculation to the Office of Graduate Admissions. Any required documents not previously submitted must also be received.

### **Courses at Another College**

Matriculated students in good academic standing who are currently enrolled at NYIT may take courses at another accredited institution for credit. Since not all courses will be accepted for credit toward a degree, students must complete the Permission to Take Courses at Another College form, which is available at the Office of the Registrar, and abide by NYIT's residency requirements (see section regarding transfer credits). A course may be taken at another college only when it is unavailable at NYIT during the specific semester. Upon completing the course, students have the responsibility for furnishing the registrar with official transcripts used to enter credit in their records. An official transcript must be received at NYIT no later than one month after the course is completed. A grade of C- or better is required for credit. Permit course grades will not impact a student's GPA. Students on probation may not take courses at another college. Students with 70 cumulative credits (including transfer credit and credits in progress at NYIT) must take permit courses at a senior-level institution.

Teacher education candidates who are given permission to take an education course at another college may be required to submit additional documentation demonstrating achievement of specific knowledge or skills related to the course not taken at NYIT. This documentation may include keystone assignments, lesson plans, field experience logs, essays, or student work samples.

### **Withdrawal Procedure/Withdrawals from a Course**

The decision to withdraw from a course is a serious matter and should be made only after consulting with an instructor and faculty advisor. Be aware that withdrawing from a course may affect eligibility for financial aid. For details, visit [nyit.edu/finaid](http://nyit.edu/finaid).

To withdraw from a course, students must fill out a withdrawal form and have the course instructor sign and submit it to the Office of the Registrar.

Students can withdraw between the fourth and eighth weeks of the semester (between the fourth and eighth class meetings for cycle courses) and receive a grade of W. The W grade is not included in the computation of the cumulative GPA, but it may affect financial aid eligibility.

### **Withdrawing from a Course After the Eighth Week (or the class meeting for cycle classes)**

Students may withdraw from a course after the deadline but are subject to receiving a WF grade if they are failing the course. WF is a failing grade and is included in the computation of the cumulative GPA. It is treated like an F grade. Students passing the course will receive a grade of W. Courses dropped during the first three weeks (class meetings for cycle classes) will be deleted from the students' record.

### **Withdrawal from the College**

Students who wish to withdraw from the college may initiate an official withdrawal by contacting the Office of the Registrar and obtaining a withdrawal form.

Depending on the circumstances, the student's withdrawal date will be recorded as the date he/she began the withdrawal process or the date he/she notified the college of intent to withdraw. Tuition and financial aid refunds, if any, will be based on the withdrawal date. For an explanation of what happens to a student's financial aid when they withdraw from the college, visit the Office of the Registrar or view the Office of Financial Aid's web page at [nyit.edu/finaid](http://nyit.edu/finaid).

In the case of complete withdrawal from the college, students who were awarded federal Title IV financial aid will be subject to proration of the awards in accordance with applicable federal regulations. The application of federal refund provisions may result in an outstanding balance owed to the college and/or the U.S. Department of Education. Details of the adjustment to federal Title IV financial aid awards will be provided to the student following the withdrawal process.

If a student withdraws with a balance due on his/her account, no transcript, information, or employment references will be furnished until the account is cleared.

### **Military Leave**

NYIT recognizes that students who are also in the armed forces reserve are subject to call-up for active duty. It is NYIT policy to make every effort to support and assist students who are in this situation. Students who have been called for active duty must present a copy of their duty assignment orders to the registrar and may select one or more of the following options:

1. **Withdrawal from all courses:** Students may withdraw from all of their courses and receive a full tuition refund regardless of the number of weeks that have expired in the term. They will receive a W for all their courses regardless of their current class averages. The student must file a Withdrawal from the College form with the Office of the Registrar. Upon return from active duty, the student shall be readmitted without paying the re matriculation fee.
2. **Withdrawal from individual courses:** Students may withdraw from one or more of their courses and receive a W for a grade regardless of the number of weeks that have expired in the term or of their current class averages. They may be entitled to a tuition refund depending upon the number of credits they have withdrawn compared to the number of credits they have not withdrawn. To do this, the student must file a Withdrawal from a Course form with their instructor, who will submit this form to the registrar. The student is responsible for both the grades and the tuition for the courses in which he/she remains enrolled.
3. **Transfer to online courses:** Students may transfer one or more of their lecture courses from on-campus sections to online sections if appropriate instructors and course materials are available. There will not be an additional fee charged.
4. **Incomplete grades:** Students may request an incomplete grade from their instructors in one or more courses. Instructors are not required to grant the grade of incomplete but are encouraged to give due consideration to the student in such circumstances. If an incomplete grade has been assigned, the student must complete the course requirements within two complete semesters following deactivation from duty (an additional semester extension with approval by the dean and the vice president for academic affairs or designee may also be given).

Students who elect to withdraw from one or more courses should first consult with a campus financial aid adviser. Additionally, students can view the reserve/guard financial aid resource page on the National Association of Student Financial Aid Administrators (NASFAA) web site at [nasfaa.org](http://nasfaa.org).

All students who wish to be considered candidates for graduation must file an application for graduation with the registrar by the date indicated on the academic calendar. Applications may be completed online at [nyit.edu](http://nyit.edu); go to [MyNYIT](#) and select NYITConnect. Students are

required to complete all program requirements to be eligible for graduation. See the graduation section of this catalog for guidelines used to evaluate students for graduation. Please note that some programs have specific requirements, which supersede these guidelines.

## Auditing Courses

A student may register to audit a course after obtaining written permission from the appropriate dean. A previously audited course may be taken for credit at a later date but may not be challenged. A student who registers for a course on an audit basis cannot elect to change over to a credit basis after the session has started. Similarly, a credit course cannot be changed over to an audit course. All the usual tuition and fees must be paid for audited courses.

## Financial Aid

# Financial Aid: Undergraduate Students

NYIT is committed to helping students afford the opportunity for a valuable education. In order for the college to determine eligibility for any type of financial aid, all students (except international students) must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Financial aid is provided through college, state, and federal funds from 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 NYIT.

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. These awards are not granted retroactively and are subject to the availability of funds.

Financial aid awards are not guaranteed and subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation.

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

## Federal Application Requirements and Procedures

Students who wish to apply for scholarships and/or student loans are required to complete the FAFSA. The college code to be used on the [FAFSA](http://www.fafsa.gov) for NYIT is 002782. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). For maximum consideration for all types of financial aid, students must file their FAFSA applications by the March 1 priority date at [www.fafsa.gov](http://www.fafsa.gov).

## Requirements for Determination of Independent

### Student Status for Purposes of Federal Student Aid

For any Title IV federal financial aid, an independent student 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
- Graduate or professional student
- Married student
- 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

Students who do not meet the federal definition of an "independent student" and who have extenuating circumstances may apply as an independent student. In such cases, NYIT will require additional certification and documentation to consider students independent for purposes of institutional or federal financial aid. Acceptance of status as an independent student does not guarantee an applicant additional assistance that is sufficient to meet the cost of education.

NYIT reserves the right to revise its financial aid programs. All programs are subject to change due to modifications in government or college policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Disclosures pdf before deciding to accept or reject their financial aid. View the disclosures at [http://www.nyit.edu/images/uploads/Financial\\_Aid\\_Disclosures.pdf](http://www.nyit.edu/images/uploads/Financial_Aid_Disclosures.pdf).

## NYIT Undergraduate Scholarships and Grants

Through the generosity of trustees, alumni, faculty, staff and friends, NYIT provides academic scholarships and grants on the basis of academic achievement, high scholastic potential, and demonstrated need and/or ability.

All scholarships and grants are renewable each semester and based on funding availability. Students must satisfactorily complete 12 credits each semester with no failing or incomplete grades to be eligible for the awards for the upcoming semester. Students must also maintain the

minimum cumulative GPA each semester as required by the scholarship and/or grant requirements effective at the time of admission to NYIT. Scholarships and grants are for tuition only and divided equally between fall and spring semesters. They are not applicable to any summer session attendance. Limited scholarships and grants may be available based on funding for part-time study. Students should contact the Office of Financial Aid for more information on the availability of scholarships and grants.

Eligibility for NYIT institutional scholarships, assistantships, and grants are limited to students whose campus location is Manhattan, Old Westbury, or online. To qualify, a student:

- must be enrolled full time in undergraduate coursework.
- must maintain continuous enrollment.
- must maintain a minimum cumulative GPA, as required for specific scholarships.
- must file their [FAFSA](#) application by the March 1 priority date at [www.fafsa.gov](http://www.fafsa.gov).
- is not permitted to receive more than one NYIT scholarship. If a student is eligible for more than one NYIT scholarship, the one with the highest dollar value will be awarded. For inquiries, contact the Office of Financial Aid.
- will only be eligible for a scholarship for a maximum of eight full-time semesters of continuous enrollment, unless enrolled in an approved five-year program, or is a transfer student.
- will only be eligible for an undergraduate scholarship if enrolled full time (12 credits or more) in courses applicable to his/her undergraduate program.

Transfer students may receive NYIT transfer scholarships to complete the balance of their academic programs as defined by the Office of the Registrar. Transfer scholarships are not to exceed a maximum of three years or six semesters of continuous full-time enrollment, unless enrolled in an approved five-year program. All renewal criteria must be met.

Students who qualify for special group discounted tuition packages may not qualify for other NYIT scholarships. In addition, students may only qualify for one discounted tuition program at a time.

Students may receive a prorated scholarship, if they are enrolled for less than 12 credits in their final semester of enrollment provided all other scholarship renewal criteria are met.

Following is a list of the various undergraduate scholarships offered by NYIT.

## **First-Year Student Scholarships**

### **First-Year Freshmen**

Eligible students entering their first year at NYIT may qualify for a scholarship based on a calculation from SAT or ACT scores and high school GPA. Students will receive an annual award. Scholarships are based on continued funding and will be renewed each semester, provided that the student enrolls full time and maintains sufficient levels of performance and the cumulative GPA requirement specific to his/her scholarship. Additional details may be obtained from the Office of Admissions. Eligibility for all NYIT institutional scholarships and grants are limited to students whose campus location is Manhattan, Old Westbury, or online.

### **President's Scholarship**

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA of at least 3.3

### **The Theodore K. Steele Memorial Scholarship Program**

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA of at least 3.1

### **NYIT Scholarship**

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA of at least 3.0

### **NYIT Academic Achievement Scholarship**

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA of at least 2.9

### **Transfer Student Scholarship**

Limited scholarships are available to graduates of accredited two-year colleges and transfer students from four-year colleges who completed a minimum of 24 credits from the prior school and who wish to complete their bachelor's degree at NYIT. Students readmitted to NYIT are not eligible for this scholarship. The minimum required cumulative GPA ranges from 2.0 to 3.1 and award amounts vary accordingly. Transfer scholarships will be granted for a maximum of three years or six semesters of continuous full-time enrollment unless the student is enrolled in an approved five-year program. All renewal criteria must be met.

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA as stated in the awarded scholarship letter

## **Continuing Student Scholarships**

### **NYIT Academic Scholarship**

NYIT has established an academic scholarship program to recognize full-time undergraduate students who have demonstrated their

commitment to the college and have achieved academic success after earning 60 credits or more at NYIT. The scholarship is designed specifically for students who were not awarded any other NYIT scholarship upon being admitted. Students who qualified for a Scholar Incentive Award in a prior semester are ineligible for this award. Earned credits must be applicable to the enrolled degree program of study.

These awards will be granted each semester and based on full-time attendance in the previous term and a cumulative GPA of 3.0 per semester for 60 or more credits earned at NYIT. Students cannot receive two NYIT merit-based academic scholarships concurrently. In the event that a student qualifies for more than one scholarship, the one with the highest dollar value will be awarded. Students who have earned a minimum cumulative GPA of 3.5 during a semester will receive a higher scholarship amount.

NYIT academic scholarships will be awarded to eligible students for a maximum of two years or four semesters of continuous enrollment. Award amounts and criteria can be viewed at [http://www.nyit.edu/financial\\_aid/scholarships/nyit](http://www.nyit.edu/financial_aid/scholarships/nyit).

Renewal Criteria:

- Must complete at least 12 credits per semester with no failing or incomplete grades
- Must maintain a cumulative GPA as stated in the awarded scholarship letter

### **Scholar Incentive Awards**

NYIT has established Scholar Incentive Awards to recognize full-time undergraduate students who have demonstrated their commitment to the college and have achieved academic success after earning 30-59 credits at NYIT. This scholarship is designed specifically for students who were not awarded any other NYIT scholarship upon enrollment. Earned credits must be applicable to the student's degree program of study. The minimum award amount is \$3,000; the maximum is \$4,000 per academic year.

Awards will be granted each semester and based on full-time attendance in the previous term and a cumulative GPA of 3.0 per semester for 30-59 credits earned at NYIT. Students who have earned a minimum cumulative GPA of 3.5 in a semester will receive a higher scholarship amount. Student must complete at least 12 credits per semester with no failing or incomplete grades. Students cannot receive two NYIT merit-based academic scholarships concurrently. In the event that a student qualifies for more than one scholarship, the one with the highest dollar value will be awarded.

Scholar Incentive Awards will be given to eligible students for a maximum of three years or six semesters of continuous enrollment in a four-year program. Award amounts and criteria can be viewed at [http://www.nyit.edu/financial\\_aid/scholarships/nyit](http://www.nyit.edu/financial_aid/scholarships/nyit).

### **Combined Program Scholarship**

There are several scholarships for students entering the professional or graduate phase of their combined program. Because these are specialized scholarships, students should contact the Office of Admissions to explore appropriate scholarship opportunities. Students enrolled in a combined undergraduate/graduate program are considered undergraduate for their first three years of study (90 credits) for the purposes of awarding federal student aid. Upon satisfactory completion of 90 undergraduate credits, students become eligible to receive federal student loans at the graduate level. Students who have been awarded an undergraduate academic scholarship and continue to meet renewal criteria will receive the scholarship while enrolled in the undergraduate portion of the program only. After transition to the graduate level (91+ credits), students may be eligible for a variety of special scholarship programs depending on their enrolled program of study, cumulative GPA, or other factors.

### **Dr. Martin Luther King, Jr. Scholarship**

In memory of Dr. Martin Luther King, Jr. and in recognition of the beliefs that he espoused, the Dr. Martin Luther King, Jr. Scholarship Program was established at NYIT. The scholarship is awarded through NYIT's Arthur O. Eve Higher Education Opportunity Program (HEOP) and serves as a living testimony to Dr. King's leadership in the historic struggle for the rights of minority groups in the United States and beyond. The program is designed to attract minority students and alumni of outstanding character, achievement, and leadership potential. Qualified scholarship recipients are required to have high levels of academic achievement and low family incomes.

Eligibility for this award is limited to students whose campus location is either Manhattan, Old Westbury, or online.

For more information, call the HEOP Office at 212.261.1545.

### **Brett Kaufman Memorial Alumni Scholarship**

In memory of former NYIT Alumni Federation President Brett Kaufman, this scholarship is available to students who are related to an NYIT graduate or sponsored by an NYIT graduate. The candidate must demonstrate a commitment to community involvement by submitting an essay titled, "The Importance of Volunteerism." Recommendation letters are required from a volunteer organization and references from professional, personal and academic acquaintances must be submitted, when applicable. Finalists will be interviewed by the Alumni Scholarship Committee, which makes a recommendation to NYIT for the award. This scholarship is offered to undergraduate and graduate students. It is applied in two equal semesters (fall and spring) for a maximum of \$3,000 per year for graduate students and \$5,500 per year for undergraduate students. The scholarship covers fall and spring tuition only—intersession and summer terms are not included. Students must be enrolled full time, which means 12 credits each semester for undergraduates and 9 credits each semester for graduate students. A minimum cumulative GPA of 2.75 is required for undergraduate students and 3.0 for graduate students. Students must file all necessary financial aid forms (such as FAFSA) for each year of enrollment. Awards are subject to the availability of funds.

The Brett Kaufman Memorial Alumni Scholarship is renewable each academic year, as determined by the Office of the Registrar. Students must reapply each year. For more information or to request an application, contact the Office of Alumni Relations at 516.686.7800 or email [alumni@nyit.edu](mailto:alumni@nyit.edu). View scholarship criteria at [nyit.edu/financial\\_aid/scholarships/nyit](http://nyit.edu/financial_aid/scholarships/nyit).

## **All Students**

### **NYIT Grant**

NYIT has made a limited number of grants available based on financial need. For maximum consideration, students must file their FAFSA form by the March 1 priority date at [www.fafsa.gov](http://www.fafsa.gov). Amounts vary annually depending on the student's financial need and the availability of funds. Students must be making satisfactory academic progress toward their degrees, be enrolled full time at the point of disbursement for the semester awarded, and show financial need as evidenced by their FAFSA.

Eligibility for NYIT institutional scholarships and grants is limited to students whose campus location is Manhattan, Old Westbury, or online. Award criteria can be viewed at [nyit.edu/financial\\_aid/scholarships/nyit](http://nyit.edu/financial_aid/scholarships/nyit).

Additional sources of assistance may be available through outside organizations or other state agencies. Visit [nyit.edu/financial\\_aid/scholarships](http://nyit.edu/financial_aid/scholarships) for more information about private scholarships and online scholarship search engines.

#### **Service to School Grants-In-Aid**

Service to School Grants-In-Aid are awarded in recognition of demonstrated ability in athletics or other unique areas that serve the institution. Awards vary based on need. Service to School Grants-In-Aid are awarded and renewed based on a minimum semester cumulative GPA of 2.0, Satisfactory Academic Progress (SAP), and continued demonstration of need.

Awards are not guaranteed and subject to any revisions in federal, state, and institutional policies. Awards are also subject to the availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation. Students must meet SAP requirements at all times to maintain eligibility for financial aid, scholarships, and grants.

- The Athletic Service to School Award (Athletic Award) is made in accordance with, and subject to, the rules and regulations of NYIT, the National Collegiate Athletic Association (NCAA), and the East Coast Conference (ECC) for all sports including the Great West Conference (applicable for baseball only).
- Students must officially apply and be accepted into NYIT and eligible under all NCAA freshman eligibility and/or transfer requirements. Acceptance of this offer does not ensure or guarantee acceptance into NYIT. This offer will be invalid if students fail to gain acceptance into NYIT.

NYIT reserves the right to review its scholarship programs each year and to make changes as necessary.

**Financial Aid**

## **Federal Grants: Undergraduate Students**

#### **Federal Pell Grant**

This grant is for undergraduate, matriculated students who are enrolled in at least one credit and meet the financial need guidelines of the program. The Federal Pell Grant is directed toward students who have not received their first bachelor's degree or who are enrolled in certain postbaccalaureate programs that lead to teacher certification or licensure. Students will receive the results of their Free Application for Federal Student Aid (FAFSA) directly from the Federal Processing Center. Shortly thereafter, the NYIT Office of Financial Aid receives the same information electronically. Awards are based on the Expected Family Contribution as determined by a federal calculation, the cost of education, the number of credits attempted in a given semester, and the federal appropriation for the program. To maintain eligibility for the Federal Pell Grant, students must apply annually, continue to qualify according to financial need guidelines, and maintain the minimum satisfactory academic progress standards as established by NYIT. Students may not receive a Federal Pell Grant from more than one institution at a time.

#### **Lifetime Pell Eligibility**

The U.S. Department of Education has established new regulations reducing the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (nine years or its equivalent) to 12 full-time semesters (six years or its equivalent). This change is effective with the 2012-2013 Award Year and applies to all students eligible for Federal Pell Grants.

#### **Federal Supplementary Educational Opportunity Grant (FSEOG)**

The FSEOG program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education and is available to students who are eligible for Federal Pell Grants. Federal funds are limited for this program; only applicants who demonstrate the greatest financial need are considered for FSEOG. These funds are awarded by the Office of Financial Aid in amounts ranging from \$100 to \$4,000 per year. Students must file a FAFSA as part of the application process for an FSEOG. Eligibility is determined annually based on results from the FAFSA, and students must maintain satisfactory academic progress toward an undergraduate degree.

**Financial Aid**

## **Work-Study and State Grants and Other State Aid: Undergraduate Students**

#### **Federal College Work-Study Program (CWSP):**

NYIT offers the federally sponsored College Work-Study Program. Students should complete the Free Application for Federal Student Aid (FAFSA) by the March 1 priority date at [www.fafsa.gov](http://www.fafsa.gov) and indicate a desire to participate in the College Work Study Program. The Office of Financial Aid will determine a student's eligibility based on demonstrated financial need and availability of federal funds. If the student is eligible and would like to participate in the College Work-Study Program, they must accept the offer of assistance and contact the Office of Student Employment. If a student fails to contact the Office of Student Employment by the first week in October for the fall semester, or the first week in February for the spring semester, there is a risk that the college work study grant may be canceled. 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 CWS indicated on the financial aid package is not deducted from the student's bill, but rather reflects the amount of money the student is eligible to earn under the program. It is the student's responsibility to obtain a job through the Office of Student Employment. Renewal is dependent upon continued demonstration of financial need, availability of federal funds and maintenance of the minimum academic standards established by NYIT. Students are required to file the FAFSA each year for continued determination of eligibility.

### **State Grants and Other State Aid**

#### **New York State Tuition Assistance Program (TAP) –**

The following information is taken from the Higher Education Services Corporation (HESC) website at [www.hesc.ny.gov](http://www.hesc.ny.gov). The definition of full-time and part-time study may be different for students enrolled at NYIT and some graduate programs may not be considered eligible for state grants and other state aid. Please contact the Office of Financial Aid for specific program eligibility requirements.

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin study, an annual TAP award can be up to \$5,000. Because TAP is a grant, it does not have to be paid back.

To be eligible for TAP, you must:

- Be a United States citizen or eligible noncitizen
- Be a legal resident of New York State
- Study at an approved postsecondary institution in New York State
- Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the New York State Education Department (must be fulfilled before the end of the drop/add period)
- Be enrolled as a full-time student taking 12 or more credits per semester
- Be matriculated in an approved program of study and be in good academic standing
- Have declared a major no later than within 30 days from end of the add/drop period: in the first term of your sophomore year in an approved two-year program; or in the first term of your junior year in an approved four-year program
- Have at least a cumulative "C" average after receipt of two annual payments
- Be charged at least \$200 tuition per year
- Not be in default on a student loan guaranteed by HESC or on any repayment of state awards
- Meet income eligibility limitations:
  - \$80,000 for dependent undergraduate students or independent students who are married and have tax dependents, or independent students who are unmarried and have tax dependents;
  - \$40,000 for married independent undergraduate students who have no other tax dependents;
  - \$10,000 for unmarried independent undergraduate students with no tax dependents.

**Tap Certification Process:** Each semester the Office of the Registrar must certify the TAP award based on eligibility guidelines listed above. TAP certification begins after the end of the drop/add period and continues throughout the academic year.

#### **What Determines the Amount of the TAP Award?**

The award amount is determined by:

- Academic year in which first payment of TAP or any state award is received
- Type of postsecondary institution and the tuition charge
- Combined family New York State taxable income and Federal, State or local pension income, if applicable.
- Financial status (dependent or independent)
- Other family members enrolled in college

#### **How to maintain eligibility for TAP**

To remain eligible for New York State student financial assistance, you must remain in good academic standing. Two elements make up good academic standing: making satisfactory academic progress toward a degree and pursuing the program of study. See "Satisfactory Academic Progress for TAP" and "Four and Five year Baccalaureate programs" at [www.hesc.ny.gov](http://www.hesc.ny.gov).

#### **How to apply for TAP**

To apply for TAP, you and your parents must first get your Federal Student Personal Identification Numbers (PIN) and complete and submit the FAFSA application.

- If you are a qualifying New York State resident, you should apply for TAP online using the link on the FAFSA Submission Confirmation page, or by going to [www.hesc.ny.gov](http://www.hesc.ny.gov).
- The application deadline for TAP is June 30 of the academic year for which the aid is sought.

#### **New York State Aid for Part-Time Study (APTS);**

This New York state grant program provides aid amounts up to \$2,000 per year (\$1,000 per semester) for eligible part-time students (3-11 credit hours per semester). Students must be enrolled for the entire 15 weeks of the semester for which they are seeking APTS. They must also be matriculated, maintain good academic standing, meet specified income limits, be a U.S. citizen or eligible noncitizen, be a resident of New York State, not have exhausted TAP eligibility for full-time study and have a tuition charge of at least \$100 per year. Funding is limited and students are strongly urged to apply early and submit the application ([www.nyit.edu/images/uploads/admissions/FApts04\\_student.pdf](http://www.nyit.edu/images/uploads/admissions/FApts04_student.pdf)) and all necessary requested documentation to the NYIT Office of Financial Aid as soon as requested.

New York State Part-Time TAP To be eligible for part-time TAP students must have been first-time freshmen in the 2006-07 academic year or thereafter, have earned 12 credits or more in each of two consecutive semesters and maintain a "C" average. Additionally, students must be registered for 6-11 credits to qualify for Part Time TAP. Part-Time TAP is not the same as Aid for Part-Time Study and both **may not be awarded in the same semester.**

#### **NY State Veterans Tuition Awards**

Veterans Tuition Awards (VTA) are awards for full-time study and part-time study for eligible veterans matriculated in an approved program at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

NOTE: Students previously approved for this award must apply for payment each year. Those students who are attending an approved undergraduate or graduate program may apply for payment for the current academic year by completing the Free Application for Federal Student Aid (FAFSA) and then linking to the TAP on the Web application.

Students attending a vocational school only do not have to file the FAFSA or TAP on the Web application.

See How to Apply for Payment below for additional details.

### **Award Amounts**

- For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) in an approved program at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.
- For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) in an approved program at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

### **Duplicative Benefits**

The combined tuition benefits available to a student cannot exceed the student's total tuition costs. Tuition payments received by a student under the Post-9/11 GI Bill (Chapter 33 veteran benefits) and Yellow Ribbon program are considered duplicative of any VTA and/or TAP award. Students receiving tuition assistance through these programs may, and in most cases will have their State VTA and/or TAP payment reduced or denied due to these other benefits. However, payments received under the Montgomery GI bill do not duplicate the purpose of the VTA and/or TAP.

**Note:** Students attending high tuition schools may be eligible to receive both the Federal and State benefits. Additionally, students whose "Percentage of Maximum Benefit Payable" under the Post - 9/11 GI Bill (Chapter 33 veteran benefits) Program is less than 100% and students continuing to receive benefits under the Montgomery GI Bill may also receive both Federal and State benefits.

### **Duration**

#### **Full-time Study**

- Approved Undergraduate Degree-Granting Programs - Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- Approved Graduate Degree-Granting Programs - Awards are available for up to six semesters (three years) of graduate study.
- Approved Vocational Training Programs - Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

#### **Part-time Study**

- Approved Undergraduate Degree-Granting Programs - Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.
- Approved Graduate Degree-Granting Programs - Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.
- Approved Vocational Training Programs - Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Education Department Office of College and University Evaluation.

### **Eligible Veterans**

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between December 22, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

Students must also:

- Establish eligibility by applying to HESC.
- Be New York State residents.
- Be US Citizens or eligible noncitizens.
- Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for all undergraduate or graduate study.
- Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- Meet good academic standing requirements
- Be charged at least \$200 tuition per year
- Not be in default on a federal or State made student loan or on any repayment of state awards

### **How to Establish Eligibility**

Complete the New York State Veterans Tuition Award Supplement or contact HESC. Questions regarding eligible service should be directed

to the HESC Scholarship Unit at 888.697.4372.

### **How to Apply for Payment**

Once you have established your eligibility, you must apply for payment. While you need only establish your eligibility once, you must apply for payment each year.

Apply for payment as follows:

- Undergraduate and Graduate Full-time & Part-time Study - Apply for payment by doing one of the following:
  1. Apply online by completing the Free Application for Federal Student Aid (FAFSA) — the form used by most colleges, universities and vocational schools for awarding federal student aid and most state and college aid — and then linking to the TAP on the Web application, or for veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application.
  2. For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application. To receive a copy of the application, please call 888-697-4372.
- Vocational Training Program - Complete only the Veterans Tuition Award Supplement.

All applications must be completed by June 30 of the academic year for which an award is sought.

**New York State Aid to Native Americans:** This is grant money available for members, or children of members, of a New York State tribe who are New York State residents. Students must be full-time and may be awarded grants of up to \$2,000 annually (\$1,000 per semester). Part-time awards are approximately \$85 per credit hour.

Students must apply for the grant each semester and be mindful of deadlines. Specific eligibility criteria and application information can be found by contacting:

Native American Education Unit  
New York State Education Department  
Room 374 EBA  
Albany, NY 12234  
518.474.0537

### **Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCESS – VR) (Formerly VESID)**

The mission of Adult Career Continuing Education Services – Vocational Rehabilitation (ACCESS-VR) Program is to promote educational equity and excellence for students with disabilities while ensuring that they receive the rights and protection to which they are entitled, assure appropriate continuity between the child and adult services systems, and provide the highest quality vocational, rehabilitation and independent living services to all eligible persons as quickly as those services are required to enable them to work and live independent, self-directed lives. For further information, contact 1.800.222.JOBS (5627) or visit [vesid.nysed.gov](http://vesid.nysed.gov)

## **Financial Aid**

# **Loans: Undergraduate Students**

### **Federal Perkins Loans**

This is a fixed-rate, low-interest loan from the federal government that is provided by NYIT. Eligibility is based on financial need as determined by federal calculations from the Free Application for Federal Student Aid (FAFSA). Students who demonstrate financial need after all resources are taken into account may be considered for a Perkins Loan. Legislated loan limits are up to \$5,500 for each year of undergraduate study (undergraduate aggregate limit is \$27,500). Repayment begins nine months after the borrower leaves school or drops below half-time attendance. The interest rate is fixed at 5%. For first-time loans disbursed after Oct. 1, 1992, the borrower will make minimum monthly payments of \$40. Annual awarding of Perkins Loans is based on early application, continued demonstration of financial need, availability of federal funds, and maintenance of minimum academic standards.

### **Federal Direct Stafford Loans**

To determine eligibility for a Federal Direct Stafford Loan, a student must file a FAFSA. Based on enrollment status and information listed on the FAFSA, an amount and type of Federal Direct Stafford Loan will be provided. Students will borrow from the federal government through the William D. Ford Direct Loan Program. The federal government will pay interest that accrues on the subsidized Stafford Loan during eligible periods of deferment. For holders of subsidized Stafford Loans first disbursed on or after July 1, 2012, the federal government will not pay the interest that accrues during the grace period. Interest subsidies will continue during school and other eligible deferment periods. The federal government does not pay interest on unsubsidized Stafford Loans. Students have the option to pay interest on the unsubsidized portion of a loan while in school or let interest accrue until repayment begins. Applicants must be enrolled in at least half-time attendance (minimum six credits per semester) to be eligible for Stafford Loans and to maintain enrollment deferment status.

First-year undergraduate students (0-30 completed credits) may borrow up to \$3,500. Second-year students (31-62 completed credits) may borrow up to \$4,500. Students who have completed two years of study (63 or more completed credits) may borrow up to \$5,500. As of July 1, 2008, undergraduate students are eligible for an additional \$2,000 in unsubsidized Stafford Loans. The aggregate undergraduate Stafford Loan limit is \$57,500 for independent students and \$31,000 for dependent students, of which only \$23,000 can be subsidized. The total combined undergraduate and graduate Stafford Loan aggregate limit is \$138,500, of which no more than \$65,500 can be subsidized. Through the possible combination of subsidized and unsubsidized Stafford Loans, every student meeting all academic requirements should be eligible to participate in the Federal Direct Stafford Loan Program. Deferred interest payments on unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender. Information about the William D. Ford Direct Loan Program can be found at NYIT's Office of Financial Aid and [studentloans.gov](http://studentloans.gov).

All students applying for the Stafford Loan must complete and submit a FAFSA. Under federal regulations, no student can be considered for a Stafford Loan if the Office of Financial Aid does not have a valid FAFSA on file before the loan application is processed. 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 perform an eligibility file review for every student applying for the 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 cost of education, 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. Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

Students borrowing for the first time after Oct. 1, 1992 will be required to repay the Stafford Loan (subsidized and unsubsidized) at a variable interest rate that can change annually. This rate will not exceed 8.25%. Effective for Stafford Loans first disbursed on or after July 1, 2006, their interest rate will be fixed. Stafford Loan interest rates may differ in the future based on subsidized or unsubsidized status. Students who received loans prior to the aforementioned date and who still have balances outstanding on the loans will continue with the interest rate in effect at the time of their original loans. Borrowers may be charged an origination/insurance fee and/or default fee. Information about the William D. Ford Direct Loans can be found at NYIT's Office of Financial Aid and at [www.studentloans.gov](http://www.studentloans.gov). For loan limits, rates and fees, visit [nyit.edu/financial\\_aid/loans/limits](http://nyit.edu/financial_aid/loans/limits).

#### **Borrower Based Academic Years and Federal Loans - "Seasonal Loans"**

Seasonal Loans are available upon request for students who wish to receive federal financial aid for summer study.

Students who are taking six or more credits during the summer session may request to be awarded aid for the summer term. The Office of Financial Aid will determine the students' eligibility for federal and/or private loans for this period of enrollment. Unless a student is graduating or changing enrollment status, he/she will be awarded aid for two terms at a time, either summer/fall or spring/summer.

In order to award aid to the student, the Office of Financial Aid needs a valid FAFSA on file for the appropriate academic year as well as a completed Seasonal Loan Request Form. The Office of Financial Aid will use this form to determine the cost of attendance and budget for the terms being packaged. Students must complete the form in full, otherwise it will not be processed.

Students should understand that Stafford Loans taken during summer sessions still count toward their aggregate loan limits and may result in them using up eligibility more quickly than students with a traditional two-semester year (fall/spring). Students should also be aware that most scholarships and grants are only offered during the fall and spring semesters.

The Seasonal Loan Request Form can be downloaded at [www.nyit.edu/images/uploads/Seasonal-Loans-Request-Form-2012.pdf](http://www.nyit.edu/images/uploads/Seasonal-Loans-Request-Form-2012.pdf). We strongly recommend students to speak with a counselor when filling out the form as they may have questions pertinent to a loan application.

#### **Federal Parent Loans for Undergraduate Students (PLUS)**

Creditworthy parents of dependent undergraduate students may borrow up to the full cost of their child's cost of attendance minus any other aid received by the student. Repayment begins 60 days after the second disbursement is made and can be deferred for up to four years by contacting the Direct Loan Servicing Center Borrower Services at 800.848.0979. Effective for PLUS Loans first disbursed on or after July 1, 2008, the PLUS loan rate is 7.9% fixed through the Federal Direct Loan Program. Information about the William D. Ford Federal Direct Loan Program can be found at [studentloans.gov](http://studentloans.gov) and at NYIT's Office of Financial Aid. Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. An origination/insurance fee may be deducted from the principal. Dependent undergraduate students whose parents do not have a favorable credit history may reapply with a creditworthy endorser. For students whose parents have been denied the PLUS loan (based on credit), eligibility for an additional unsubsidized Stafford Loan may apply (described under the subheading for Federal Direct Stafford Loans).

#### **Private Loans**

NYIT 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 helpful advice to all students on resources that best suit financing their educational needs. Additional information can be found at [nyit.edu/financial\\_aid/loans/alternatives](http://nyit.edu/financial_aid/loans/alternatives) and [nyit.edu/financial\\_aid/loans/private\\_loan\\_tila\\_disclosure](http://nyit.edu/financial_aid/loans/private_loan_tila_disclosure).

All loan paperwork is available online at [nyit.edu/financial\\_aid/forms](http://nyit.edu/financial_aid/forms).

**Financial Aid**

## **Institutional Programs: Financial Aid and Undergraduate Students**

#### **Study Abroad Programs**

NYIT's study abroad programs offer exciting and effective ways to learn about the rapidly changing world and offer students opportunities to experience different cultures. NYIT has several study abroad programs administered by various academic departments that enable students to earn credits toward an academic degree. Many students choose the summer programs, which have been developed over the years by NYIT's schools. Students who plan to study abroad must contact their respective academic department for details about program enrollment. Students from other colleges and universities may be eligible to participate in NYIT's study abroad programs. If non-NYIT students want to use federal aid, a completed Consortium Agreement must be on file at NYIT. For more information, contact the Office of Financial Aid. Students can determine eligibility by contacting the appropriate program director or coordinator.

#### **Financial Aid for Study Abroad Programs**

The cost of attendance for the program will be provided by the study abroad program coordinator. Actual costs will depend on current airfares, exchange rates, and other factors. NYIT students participating in study abroad programs for NYIT credits toward their approved degree program may be eligible for financial aid, including grants (during a fall or spring semester) and loans. Students must complete a FAFSA, a Study Abroad Form, and a Seasonal Loan Request Form (if interested in federal or private loans). Eligible veterans should visit [www.va.gov](http://www.va.gov), and state aid recipients should visit their state aid departments to determine if VA benefits or state aid can be used for study abroad programs. All forms must be completed within established deadlines set by the Office of Financial Aid. For summer sessions I and III, all documents must be received no later than May 1. For summer session II, all documents must be received no later than June 1. The Study Abroad and Seasonal Loan Request forms are available in the Office of Financial Aid or via download from [www.nyit.edu](http://www.nyit.edu).

For more details, contact:

New York Institute of Technology  
Office of Financial Aid  
Northern Boulevard  
Old Westbury, NY 11568-8000  
Phone: 516.686.7680  
Fax: 516.686.7997 or 888.809.0136

#### **Financial Aid for Consortium Agreements**

NYIT students who want to attend other institutions in the United States or abroad for a semester may be able to use federal financial aid under a consortium agreement. Students must be approved by their respective academic department prior to attending the semester(s). Students must contact the Office of Financial Aid to complete the Consortium Agreement and to provide documentation of the cost of attendance, course registration, contact information at the other school, and their NYIT academic department's approval at least four weeks prior to the start of the semester(s). Student must also submit the completed Permission to Enroll Form.

#### **Financial Aid for Contractual Agreements**

NYIT students who want to attend other non-Title IV eligible institutions in the United States or abroad for a semester may be able to use federal financial aid under a contractual agreement. Students must be approved by their respective academic department prior to attending the semester(s). Student must contact the Office of Financial Aid to complete the Contractual Agreement and to provide documentation of the cost of attendance, course registration, contact information at the other school, and their NYIT academic department's approval at least four weeks prior to the start of the semester(s).

The regulations of the U.S. Department of Education govern Title IV student eligibility and eligible amounts. Based on federal regulations, no more than 25% of an educational program can be done under a contractual agreement. [Ref: Vol. 2 - School Eligibility and Operations, FSA Handbook 2011-2012, Chapter 7 (34 CFR 668.5)]. Satisfaction of this requirement requires documentation from the respective academic department.

#### **Cooperative Tuition Award**

The Cooperative Tuition Certificate is an award that recognizes cooperating professionals/clinical instructors for mentoring NYIT students. By accepting an NYIT student into their tutelage, the cooperating professionals/clinical instructors receive tuition remission award certificates.

Use of the Cooperative Tuition Award is subject to the following guidelines and no more than 12 credits may be redeemed per student, per academic program:

- Redeemable for tuition only.
- Non-monetary value is based on the per-credit charge as of the date of issuance.
- No more than 12 credits of tuition remission may be redeemed per student, per program.
- No more than six credits of tuition remission may be redeemed per student, per semester.
- Bearer cannot be a student teacher.
- Award expires one year from date of issuance.
- Award may be transferred one time and must be accompanied by a Transfer Form as supplied by the academic department.
- The award may not be used for payment of a prior semester's charges.

#### **Vocational Independence Program (VIP)**

Students enrolled in NYIT's Vocational Independence Program may be eligible to receive federal student aid in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or the Federal Work Study Program. All students who wish to be considered for federal student aid must complete a FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov) with the NYIT school code as 002782.

Students and parents with questions about the financial aid application process are advised to contact the Office of Financial Aid at 516.686.7680.

**Financial Aid**

## **Veterans Benefits**

Veterans may qualify for additional benefits, including the Yellow Ribbon Program (described below). For more information, contact the following agencies:

- U.S. Department of Veterans Affairs (VA), [www.va.gov](http://www.va.gov)
- GI Bill, [www.gibill.va.gov](http://www.gibill.va.gov)
- Office of the Registrar at NYIT's Old Westbury campus, email: [registrar@nyit.edu](mailto:registrar@nyit.edu)

#### **Yellow Ribbon GI Education Enhancement Program**

NYIT is proud to be a part of the Yellow Ribbon GI Education Enhancement Program for the 2012-2013 school year. The program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and allows degree-granting institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed either the \$17,500 cap for private institutions or the resident tuition and fees for a public institution. The participating educational institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Students must be eligible for the Post-9/11 GI Bill at the 100% rate to be considered for the Yellow Ribbon Program. Eligible students fit the criteria as follows:

- Served an aggregate period of active duty after Sept. 10, 2001 of at least 36 months.
- Was honorably discharged from active duty for a service-related disability and served 30 continuous days after Sept. 10, 2001.
- Is a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on his/her service under the eligibility criteria listed above.

Students who wish to be considered should complete and submit an application form available online at [www.gibill.va.gov](http://www.gibill.va.gov). The VA will inform students via written notification with an explanation of its decision on program eligibility. If approved, students will receive a Certificate of Eligibility confirming their service meets the requirements of the Yellow Ribbon Program. All Certificates of Eligibility should be presented to the Office of the Registrar for NYIT's records. The Certificate of Eligibility does not guarantee Yellow Ribbon funding as the availability of funds for NYIT's Yellow Ribbon Program is limited. Selection of students is determined on a first-come, first-serve basis by the college's veteran certifying officer. For more information on selection criteria for NYIT's Yellow Ribbon Program, contact the Office of the Registrar at 516.686.7580 or [registrar@nyit.edu](mailto:registrar@nyit.edu).

#### **Transfer of Post-9/11 GI-Bill Benefits to Dependents**

The transferability option under the Post-9/11 GI Bill allows service members to transfer unused benefits to their spouses or dependent children. The U.S. Department of Defense determines whether or not veterans can transfer benefits to family members. Eligible candidates are members of the Armed Forces (active duty or selected reserve, officer or enlisted) on or after Aug. 1, 2009, qualify for the Post-9/11 GI Bill, and:

1. Have at least 6 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval and agree to serve four additional years in the armed forces from the date of election.
2. Have at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval, are precluded by either standard policy (service or Department of Defense) or statute from committing to four additional years, and agree to serve for the maximum amount of time allowed by such policy or statute.
3. Are or will become eligible for retirement during the period from Aug. 1, 2009 to July 31, 2012 and agree to serve an additional period of service noted in bulleted points a to d (see list below). Service members are considered eligible for retirement if they have completed 20 years of active federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on Aug. 1, 2013; on or after this date, all members must comply with items 1 and 2.
  - a. For individuals eligible for retirement on Aug. 1, 2009, no additional service is required.
  - b. For individuals eligible for retirement after Aug. 1, 2009 and before Aug. 1, 2010, one year of additional service is required.
  - c. For individuals eligible for retirement on or after Aug. 1, 2010 and before Aug. 1, 2011, two years of additional service is required.
  - d. For individuals eligible for retirement on or after Aug. 1, 2011 and before Aug. 1, 2012, three years of additional service is required.
4. Such transfer must be requested and approved while the member is in the Armed Forces.

#### **Eligible Dependents**

An individual approved to transfer an entitlement to educational assistance under this section may transfer his/her entitlement to:

- A spouse
- One or more children
- Any combination of spouse and children
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer in order to receive transferred educational benefits.

A child's subsequent marriage will not affect his/her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

#### **Nature of Transfer**

An eligible service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless the U.S. Departments of Defense or Homeland Security limit the number of months an individual may transfer). The use of transferred educational benefits by family members is subject to:

Spouse:

- May start to use the benefit immediately.
- May use the benefit while the member remains in the Armed Forces or after separation from active duty.
- Is not eligible for the monthly housing allowance while the member is serving on active duty.
- Can use the benefit for up to 15 years after the service member's last separation from active duty.

Child:

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate) or reached 18 years of age.
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

## Title IV Student Withdrawal Policy: Undergraduate Students

### Objective

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

- 1) Date of the institution's determination that a student withdrew;
- 2) Student's withdrawal date; and
- 3) 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

When a recipient of Title IV grant(s) and/or loan(s) withdraws from NYIT during a payment period 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 NYIT must take to ensure compliance with federal regulations.

### Policy

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

Reference: [2012-2013 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 2012- 2013 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, NYIT will use this date of notification as follows:

- In the event that a student begins NYIT'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 NYIT 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 NYIT'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 NYIT 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 NYIT, 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, NYIT 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

NYIT may always note 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 NYIT'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, 2012- 2013 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 or begins the withdrawal process, whichever is later.

### Date of Official Notification Not Provided

This is the date that NYIT learns the student has ceased attendance. NYIT 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 NYIT, the college must determine the withdrawal date no later than 30 days after the end of the earliest:

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

Reference: [2012- 2013 Student Financial Aid Handbook, Volume 5: Chapter 1 Withdrawals and Return of Title IV Funds](#).

### **Rescission of Withdrawal**

NYIT may allow a student to rescind an official notification to withdraw by having him/her file a written statement that he/she is continuing to participate in academic activities and intends to complete the enrollment period. If the student subsequently ceases to attend the institution prior to the end of the payment period, the rescission is negated, and the withdrawal date will be the last date of attendance at an academic activity. If the student subsequently withdraws (without ever returning to college) after rescinding an intent to withdraw, the rescission is negated, and the withdrawal date will revert back to the date of the first official notification.

### **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%.

### **Withdrawal from Cycle Classes**

A Cycle Class is defined as a course in a program that does not span the entire length of the payment period or the period of enrollment. A student who registers for a Cycle Class and then ceases to attend or fails to begin attendance is considered withdrawn, if he/she is not attending any other classes and is not registered for a Cycle Class to begin at a later date within the enrollment period. A student is not considered to have withdrawn if the college obtains written confirmation at the time of withdrawal that he/she will attend a Cycle Class to begin later in the same period of enrollment. This confirmation must be obtained at the time of withdrawal, even if the student has already registered for subsequent courses.

### **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, NYIT 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, NYIT 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 NYIT 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 NYIT sent the notification.

Upon receipt of a timely response from the student or parent, NYIT 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, NYIT will not disburse any of the funds. NYIT 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 NYIT 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 NYIT 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, NYIT will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised of making arrangements for repayment.

#### **Payment Period or Enrollment Period**

Withdrawals and the return of Title IV funds will be based on a payment period for all standard term programs. Non-term program payments will be based on an enrollment period.

For a payment period or period of enrollment in which courses in the program are offered in modules:

- A student is not considered to have withdrawn if the institution obtains written confirmation at the time of withdrawal of an anticipated return date to a module to begin later in the same payment period or period of enrollment.
- A student may change the date of return to a module that begins later in the same payment period or period of enrollment, provided that he/she does so in writing prior to the previously confirmed return date.
- If an institution obtains written confirmation of future attendance, but the student does not return as scheduled, he/she is considered to have withdrawn from the payment period or period of enrollment.
- A student's withdrawal date and the total number of calendar days in the payment period or period of enrollment will be treated as if he/she had not provided written confirmation of a future date of attendance (original withdrawal date).
- If a student withdraws from a program offered in modules during a payment period or period of enrollment and re-enters the same program prior to the end of the period, he/she is eligible to receive Title IV, HEA program funds for which he/she was eligible prior to withdrawal. This includes funds returned by the institution or student, provided the student's enrollment status continues to support the full amount of those funds.

#### **Documentation**

NYIT 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.

#### **Financial Aid**

## **Satisfactory Academic Progress (SAP) Policy: Undergraduate Students**

#### **Financial Aid Rules Regarding Academic Progress and Satisfactory Standards for Financial Aid Eligibility**

This policy becomes effective with grades earned in the summer 2011 semester and for all subsequent semesters. The policy complies with updated federal regulations (CFR 668.34) effective as of July 1, 2011.

#### **Introduction**

To receive Title IV federal financial aid and institutional funds administered by the NYIT Office of Financial Aid, students must maintain measurable Satisfactory Academic Progress (SAP) toward degree program completion. Federal regulations require evaluation of qualitative and quantitative measures, as well as completion of the degree objective within 150% of the normal published time frame.

NOTE: This SAP policy is separate and distinct from both the Academic Probation and Suspension policy administered by the Office of the Registrar and the SAP policy of the New York State Tuition Assistance Program (TAP).

All enrollment periods, including those for which a student did not receive financial aid, are included in the measurement of Satisfactory Academic Progress. The student's entire academic history will be considered when determining SAP status. This includes all transfer credits on the NYIT transcript. Incompletes (I) and Withdrawals (W) count as attempted credits but not earned credits. Withdrawn Failing (WF) and Failing (F) count as attempted and earned credits.

Students who do not meet the standards of Satisfactory Academic Progress will not be eligible for federal or institutional financial aid until they have successfully appealed their Unsatisfactory Academic Progress (UAP) status and can regain eligibility by meeting the standards of NYIT's SAP policy or by following a prescribed academic plan as determined by an academic school designee.

#### **Guidelines for Academic Progress**

For financial aid purposes, an aid year at NYIT consists of summer, fall, and spring enrollment periods. Summer begins the year, and spring concludes it. Students attending intersessions (short-term courses between the fall and spring semesters) will have those courses evaluated with spring semester progress. The measurement of Satisfactory Academic Progress is calculated at the end of each enrollment period (semester) during an aid year and status is effective with the next enrollment period (semester).

If a student changes majors or academic programs, all attempted and earned credits will be included in the qualitative, quantitative, and normal time frame measurements (no more than 150%), with the exception of those stated elsewhere in this policy.

#### **Qualitative Standard**

The qualitative component measures the quality of a student's academic progress by his/her cumulative GPA.

#### **Undergraduate Standard**

- First-year, first-time college students must have a minimum cumulative GPA of 1.8 by the end of each of the first two semesters and a cumulative GPA of 2.0 for each enrollment period thereafter.\*
- All other undergraduate students must maintain a cumulative GPA of 2.0 at the end of each enrollment period.\*

#### **Graduate Standard**

- Must maintain a cumulative GPA of 3.0 at all times.

\*Athletic Award eligibility will continue to be governed by a signed Athletic Agreement. All other Title IV and institutional aid for athletes will be governed by the NYIT Office of Financial Aid's Satisfactory Academic Progress policy.

The required cumulative GPA is based on the total number of attempted and earned credits, including the grades of "F" (Failure) and "WF"

(Withdrawn Failure). Grades of "I" (Incomplete) and "W" (Withdrawn) are not factored into a student's cumulative GPA.

#### **Pace – (formerly referred to as the Quantitative Standard)**

Students must meet a quantitative standard of academic progress measured as a completion rate percentage. They must successfully complete 67% of all attempted credits to graduate within 150% of the normal timeframe. This calculation is made as follows:

**Successfully Completed Credits/Attempted Credits = Completion Rate (result rounded to the closest whole number, i.e.,  $18 / 27 = 66.67\%$  or rounded to 67%)**

For the purposes of measuring Pace, the grades of Incomplete (I), Withdrawn (W), Withdrawn Failure (WF) and Failure (F) count as attempted credits but not as successfully completed credits. Accepted transfer credits are also included in this calculation, both as attempted and earned credits.

#### **Maximum Time Frame for Degree Completion**

Students must obtain a degree within 150% of the normal time frame for degree completion. For example:

- For a baccalaureate program requiring 130 credits, a student must obtain a degree within 195 attempted credits ( $130 \times 1.50 = 195$ ).
- For an associate degree program of 60 credits, a student must obtain a degree within 90 attempted credits ( $60 \times 1.50 = 90$ ).
- For a graduate program requiring 36 credits, a student must obtain a degree within 54 attempted credits ( $36 \times 1.50 = 54$ ).
- The maximum time frame is based upon the student-degree classification in NYIT's academic records.

#### **Effects of Remedial, ESL, and Repeated Courses**

Remedial and/or ESL coursework does not count toward degree requirements. However, they are counted as both attempted and earned credits.

Grades of "D" or better in repeated courses will be counted as credits earned only once. All course repeats will count as credits attempted and be used in the quantitative and maximum time frame components of the SAP policy.

#### **Consequences of Failure to Meet Satisfactory Academic Progress**

**Financial Aid Warning:** This status is assigned to a student who fails to make Satisfactory Academic Progress at the end of an enrollment period. A student who fails to meet SAP (excluding maximum time frame) at the end of an enrollment period is no longer eligible for financial aid. However, for the first term of ineligibility, a student is automatically placed in a Financial Aid Warning status, not to exceed one enrollment period.

- During the warning period, a student may receive financial aid despite the determination that he/she is not meeting SAP standards.
- A student must meet SAP standards by the end of the warning period. If not, financial aid eligibility will be suspended until a student regains SAP or files an appeal.
- For denied appeals, a student must pay for all enrollment periods after the warning period through personal or private funds. A student will regain eligibility when SAP standards are met.

**Financial Aid Probation:** This status is assigned to a student who fails to make Satisfactory Academic Progress, has successfully appealed, and can meet minimum SAP standards by the end of an enrollment period. This student has had eligibility for aid reinstated and can receive financial aid for one enrollment period.

For students who have successfully appealed but cannot meet minimum SAP standards by the end of one enrollment period, an individual academic plan may be developed in conjunction with an academic school designee. These students will be evaluated and must demonstrate progress each period, as required, in a maximum of two enrollment periods (beyond the "warning" term).

#### **Appeal Process**

Extenuating circumstances may occur during an enrollment period and impact a student's ability to meet SAP standards, including:

- Personal injury or illness
- Death of an immediate family member
- Other unexpected extenuating circumstances beyond a student's control

In all cases, the circumstances must be sufficiently documented.

If extenuating circumstances occur and a student wishes to appeal his/her status, a Satisfactory Academic Progress Appeal Form must be submitted to the Office of Financial Aid. A student must meet with the appropriate academic school designee to discuss and document the appeal. The academic school designee will recommend whether the student's eligibility should be reinstated.

- The appeal must include appropriate documentation of the circumstances that led to it and how a student will demonstrate successful academic progress at the next evaluation.
- If a student is able to meet the SAP policy standards within one enrollment period, the Satisfactory Academic Progress Appeal Form and its documentation will be submitted to the Office of Financial Aid. The SAP Appeals Committee will review the appeal and make a final determination.
- If a student will require more than one enrollment period to become compliant with SAP policy standards, an academic plan may be developed by the academic school designee, specifying the coursework and grades necessary to become compliant each period within a maximum of two enrollment periods.
- The SAP Appeals Committee will review progress at the end of each enrollment period. If a student is not meeting the terms of an academic plan, financial aid eligibility will be suspended until he/she regains SAP.
- An academic plan to meet SAP policy standards must not exceed two additional enrollment periods.
- Students will be granted up to two appeals during their entire academic program.
- As a result of a change of major or academic program change, a student may not complete a degree objective within 150% of the normal time frame. If this occurs and a student wishes to appeal the suspension of financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted with an academic plan approved by an academic school designee that identifies remaining coursework and a projected graduation date. Extensions of the maximum time frame may not exceed two additional enrollment terms. Extensions of time frame will not be granted to students who have less than the required cumulative GPA or less than a 67% completion rate at the time of appeal.
- Incomplete appeal forms will not be reviewed.

Final decisions will be made by the SAP Appeals Committee. Evaluations and decisions are based on the documented information provided, the circumstances leading to the appeal, and the academic plan, if required. Students will be notified of the committee's decision by regular mail and email, and the decision of the SAP Appeals Committee is final.

If an appeal is denied, a student is no longer eligible to receive financial aid from NYIT until he/she becomes compliant with SAP policy standards.

**Tuition Assistance Program (TAP) Satisfactory Academic Progress**

NYIT is responsible for implementing standards for Satisfactory Academic Progress to maintain eligibility for New York State's Tuition Assistance Program (TAP).

The standards that apply to TAP and other New York state awards require recipients to maintain a steady rate of progress toward a degree and to earn a prescribed academic average. Standards affect all students who receive TAP and other New York state awards. Additional information on Satisfactory Academic Progress may be found at the Office of Registrar and the Student Solutions Center. Additionally, the chart below demonstrates minimum requirements and can also be found at [http://www.hesc.ny.gov/content.nsf/SFC/Student\\_TAP\\_Coach\\_Satisfactory\\_Academic\\_Progress](http://www.hesc.ny.gov/content.nsf/SFC/Student_TAP_Coach_Satisfactory_Academic_Progress).

**Program: Baccalaureate Semester Based Program Chart (New Standards in Proposed Budget) - applies to nonremedial students first receiving aid in 2010-11 and thereafter.**

	6pt	12pt	18pt	24pt	30pt	36pt	42pt	48pt	54pt	60pt
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
<b>A Student Must Have Accrued at Least This Many Credits</b>	0	6	15	27	39	51	66	81	96	111
<b>With At Least This Grade Point Average (GPA)</b>	0	1.5	1.8	1.8	2	2	2	2	2	2

\*\* (The 9th and 10th payments are for approved five-year program students only.)

**Program: Baccalaureate Semester Based Program Chart (2006 Standards) - applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.**

	6pt	12pt	18pt	24pt	30pt	36pt	42pt	48pt	54pt	60pt
Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
<b>A Student Must Have Accrued at Least This Many Credits*</b>	0	3	9	21	33	45	60	75	90	105
<b>With at Least This Grade Point Average (GPA)</b>	0	1.1	1.2	1.3	2	2	2	2	2	2

\*\* (The 9th and 10th payments are for approved five-year program students only.)

**Program: Associate Degree Semester Based Program Chart (New Standards in Proposed Budget) - applies to nonremedial students first receiving aid in 2010-11 and thereafter.**

Calendar: Semester

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th
<b>A Student Must Have Accrued at Least This Many Credits</b>	0	6	15	27	39	51
<b>With At Least This Grade Point Average (GPA)</b>	0	1.3	1.5	1.8	2	2

**Program: Associate Degree Semester Based Program Chart (2006 Standards) - applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.**

Calendar: Semester

<b>Before Being Certified for This Payment</b>	1st	2nd	3rd	4th	5th	6th
<b>A Student Must Have Accrued at Least This Many Credits</b>	0	3	9	18	30	45
<b>With At Least This Grade Point Average (GPA)</b>	0	0.5	0.75	1.3	2	2

#### **TAP Waivers**

A one-time waiver may be granted to the recipient of state financial assistance who fails to maintain Pursuit of Program or make Satisfactory Academic Progress. A student must initiate the request for the waiver through NYIT's Counseling and Wellness Services and must be able to document one of three reasons for the request: death in a student's family, serious illness of a student, or other mitigating circumstances beyond a student's control. Approval of the waiver is not automatic. After a careful review of documentation, a student will be notified by email as to whether the one-time waiver will be granted.

For more detailed and complete information on the waiver and other requirements, review the Commissioner's Guidelines at [http://www.hesc.ny.gov/content.nsf/CA/Appendix\\_C\\_Commissioners\\_Guidelines\\_on\\_Good\\_Academic\\_Standing\\_CAverage\\_Requirement\\_Questions\\_and\\_Ans](http://www.hesc.ny.gov/content.nsf/CA/Appendix_C_Commissioners_Guidelines_on_Good_Academic_Standing_CAverage_Requirement_Questions_and_Ans)

## **Financial Aid**

# **Additional Financial Aid Policies for Undergraduate Students**

#### **High School Diploma**

NYIT reserves the right to evaluate a high school diploma presented by a student. NYIT may, at any time, request a copy of a high school transcript to validate a high school diploma. Applicants no longer have the option of receiving federal student aid as non-high school graduates, by passing an approved test, or completing college credits. A high school diploma or recognized equivalent is required to receive federal student aid.

#### **Transfer Students**

All students transferring from other institutions will have their credits evaluated by the Office of Admissions prior to admittance to NYIT. 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.

#### **Combined Degree Programs - Federal Aid Eligibility**

Federal Reference; 2011-2012 FSA Handbook Vol. 3, Chapter 6, Calculating Awards and Packaging, <http://ifap.ed.gov/fsahandbook/attachments/1112FSAHbkVol3Master.pdf>

Students enrolled in a combined undergraduate/graduate program are considered undergraduate for the first three years of study (90 credits) for the purposes of awarding federal student aid. Upon satisfactory completion of 90 undergraduate credits, they become eligible to receive federal student loans at the graduate level. Students who have been awarded an undergraduate academic scholarship and continue to meet renewal criteria will receive the scholarship while enrolled in the undergraduate portion of the program only. After transition to the graduate level (91+ credits), students may be eligible for a variety of special scholarship programs depending on the enrolled program of study, cumulative GPA, and other factors. For more information, view the section on "Combined Program Scholarships."

#### **NYIT Combined Programs**

- B.S./D.O. - Doctor of Osteopathy
- B.S./M.S.P.A. - Physician's Assistant
- B.S./M.S.P.T. - Physical Therapy
- B.S./M.S.O.T. - Occupational Therapy
- B.S./D.P.T. - Doctor of Physical Therapy
- B.S./M.B.A. - Accounting
- B.F.A./M.A. - Communication Arts

#### **Undergraduate Students Enrolled in Graduate Courses**

Federal Reference; 2011-2012 FSA Handbook Vol. 3, Chapter 6, Calculating Awards and Packaging

A student in an undergraduate degree program is not eligible for graduate loans based on taking graduate coursework as a part of the undergraduate program. An undergraduate student who elects to enroll in graduate coursework must obtain approval from both his/her academic department and the Office of the Registrar. Once permission is granted, the course cannot be subsequently designated as a graduate course if/when a student officially enters a graduate program. Additionally, student financial aid cannot be used twice to pay for the same coursework (except as required by law for failed coursework). For example, student financial aid cannot be used to pay for a course designated as undergraduate coursework, then again for the same coursework designated as graduate level. In all cases, the coursework taken must lead to a degree in the enrolled program of study.

\*Please be aware that financial aid is awarded based on a student's enrollment status and degree/course agreement for the declared program of study.

## Preparatory Coursework

Federal Reference: 2011-2012 FSA Handbook Vol. 1 Student Eligibility

A student may apply for a Stafford and/or unsubsidized Stafford Loan for coursework the college has documented as necessary for him/her to enroll in an eligible program. Courses must be part of an eligible program otherwise offered by the college, though a student does not have to be in that program. If enrolled at least half time in these prerequisite courses, a student is eligible for loans for one consecutive 12-month period beginning on the first day of the loan period. If the period of preparatory courses spans more than one academic year, a student may be eligible to receive multiple loans.

Graduate students may borrow up to \$5,500 of Stafford Loans and up to \$7,000 in unsubsidized Stafford Loans if they are preparing to enter a graduate degree program.

To be eligible for loans under this exception, a student must be taking prerequisite classes for full admission into a graduate program. If a student is only taking them to raise his/her GPA in order to be admitted, he/she would not qualify. The ability to borrow funds requires that a student has not reached undergraduate loan limits for subsidized and unsubsidized Stafford Loans.

## Policy

Eligibility for a federal student loan may be granted to a student for up to one calendar year if he/she is enrolled in coursework required to meet prerequisites for admission into a degree program.

## Financial Aid for New York Students Attending Nanjing Campus

NYIT encourages students at its New York campuses to study abroad at its campus in Nanjing, China. All approved credits earned at NYIT-Nanjing are counted toward a student's degree program.

The cost of a semester in Nanjing is the same as the cost of NYIT tuition in New York for a semester, plus the mandatory college fee. Students are also required to purchase health insurance (in addition to the program fee). The current cost of a semester at NYIT-Nanjing includes full-time tuition (12-17 credits), charges and fees, roundtrip economy airfare from New York to Nanjing, full accommodations, meal allowance, and a cultural program.

Title IV federal student aid is not applicable for students attending NYIT-Nanjing at this time. NYIT institutional grants and scholarships and the Semester at Nanjing Award (SANA) are currently available to qualified students. Grants and scholarship amounts cannot exceed the cost of attendance for the program. Eligible veterans and New York state residents should visit [www.va.gov](http://www.va.gov) and [www.hesc.com](http://www.hesc.com) to determine if VA benefits or state aid can be used to study in Nanjing. To cover the cost of one semester or a full academic year, a student may also apply for an alternative loan. All institutional charges will be satisfied first with available grants and then private loan funds, if any. A student must make necessary arrangements with the Office of the Bursar if he/she is receiving a refund check to pay for other expenses in Nanjing. NYIT scholarships, grants, assistantships, and the SANA are limited to students whose campus location is in Manhattan or Old Westbury.

## Eligibility Criteria for the Semester at Nanjing Award (SANA)

Students must:

1. Have completed and earned a minimum of 30 credits, including accepted transfer credits.
2. Have a cumulative GPA of 2.5.
3. Be in good academic standing and must enroll for a full-time courseload in Nanjing (minimum of 12 credits) before any funds are posted. The courses must be approved by the NYIT Center for Global Exchange.
4. Meet the cumulative GPA and other eligibility criteria as per the NYIT undergraduate catalog to be eligible to receive institutional funds.
5. Show satisfactory academic progress for the renewal of NYIT Institutional grants and scholarships.

## 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. Grades of D or better in repeated courses will be counted as earned credits. 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 laws regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances:

- 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.

## Repeated Coursework: New York State Tuition Assistance Program Regulations (TAP)

Students cannot receive TAP funds for repeated courses and courses for which transfer credit was awarded except under the following circumstances:

- The repeated course was previously failed or withdrawn (credit was not earned for the course).
- The repeated course was passed, but the grade did not satisfy the program requirement.

There are three programs that NYIT offers for which minimum grades are required and courses can be repeated, including:

- Nursing
- Life Sciences/Physical Therapy
- Physician Assistant Studies

Students in these programs may have one time to repeat a course in which they received a grade of C or below. Please refer to the course section in this catalog to determine individual courses with minimum grade requirements for these programs.

# Graduation

## Requirements for Graduation

All students who wish to be considered as candidates for graduation must file an application for graduation with the registrar by the date indicated on the academic calendar. Applications can be completed online at [nyit.edu](http://nyit.edu); go to [MyNYIT](#) and select NYITConnect. Students must complete all program requirements to be eligible for graduation. The following graduation guidelines will be used to evaluate students for graduation. Please note some programs have specific requirements that supersede these guidelines.

## Graduation Evaluation Guidelines

1. NYIT academic programs are registered by the New York State Education Department (NYSED), Office of Higher Education. Academic degrees for undergraduate, graduate, and professional programs, as well as advanced diplomas and certificates/advanced certificates, may be conferred on matriculated students upon the successful completion of all program requirements.
2. NYIT academic program requirements are uniform at all NYIT locations and can only be changed with the approval of the NYIT Academic Senate, and if necessary, with approval of NYSED.
3. NYIT students are responsible for ensuring that all degree requirements listed in the catalog in effect on the date of their admission/readmission are fulfilled. Errors on degree maps or degree audit advisement records do not constitute a basis for waiving degree requirements. Discrepancies in documents will be addressed by the academic dean responsible for the program.
4. NYIT faculty will review students' academic records and recommend them for graduation by signing and submitting a degree audit evaluation to the Office of the Registrar. An audit of the academic records of students recommended for graduation will be conducted by the Office of the Registrar, which will notify the deans, department chairs, and students of the outcomes.
5. The criteria used to evaluate students for graduation are uniform at all campus locations and are as follows:
  - a. NYIT students will be matriculated in an academic program, have all transfer credits posted to their academic record, and have all admissions and prerequisite requirements satisfied. Students will be evaluated for graduation using the program requirements in effect at the time of their most recent admission/readmission into the program. Students readmitted after a break of five years or less (undergraduates must be within 30 credits of degree completion) may request approval to follow the program requirements in place at the time of their most recent admission/readmission. The academic dean responsible for the program will decide in this matter. Students readmitted after a break of more than five years (undergraduates must be within 30 credits of degree completion) may request approval to follow the program requirements in place at the time of their most recent admission/readmission. The vice president of academic affairs (or designee) will decide in this matter. In all cases, NYSED regulations will guide these decisions.
  - b. For most programs, the undergraduate cumulative GPA will be a minimum of 2.0 and the graduate cumulative GPA will be a minimum of 3.0. Some programs require a higher minimum cumulative GPA. These minimum cumulative GPA requirements cannot be waived, and NYIT does not round the cumulative GPA.
  - c. All undergraduate courses in which the grades of A - D (inclusive of + and - grades), F, WF, IF, and graduate courses with grades of A - C (inclusive of + grades) and F, WF, and IF will be used in the computation of the cumulative GPA unless a course is "major modified"\* or complies with the NYIT repeat policy.
  - d. All required and elective undergraduate courses (or approved course substitutions) must be completed with a minimum grade of D or P. Graduate courses (or approved course substitutions) must be completed with a minimum grade of C or P. Courses that have specific grade requirements will be considered completed only when the required grade is achieved. Prior to graduation, all pending grades assigned after 2002 must be completed.
  - e. In order to be eligible for graduation, undergraduate students must complete a minimum of 30 credits toward their NYIT degree. A minimum of 15 credits in the major must be taken at NYIT. At least nine credits must be advanced level courses (300 or higher) in the major field of study. Graduate students will satisfy the residency requirements specific to the academic program.
  - f. Upon satisfactory completion of program requirements, students will be awarded a certificate or degree only for the program in which he/she is matriculated. A second certificate or degree will not be awarded for programs whose requirements are a subset of the program in which the student is matriculated. A second certificate or degree can be awarded after all program requirements for the second certificate or degree are satisfied or as specified in the NYIT catalog.
6. Modifications to program requirements are managed as follows:
  - a. The number of credits required for academic programs is specified in the NYIT catalog. A maximum of two elective credits can be waived by the dean or designee responsible for the program. However, the total number of credits required to graduate will not be less than required by NYSED.
  - b. General education course core requirements cannot be waived. Course substitutions within the core requirements may be approved by the dean or designee for the discipline responsible for the core requirement.
  - c. Major course requirements cannot be waived. Course substitutions for major courses and program electives can be approved by the dean or designee responsible for the academic program.
  - d. The number of course substitutions are limited to three to avoid changing the focus of the program. More than three substitutions require

approval of the dean responsible for the program.

e. Retroactive graduation will be considered only if all program requirements have been completed and course substitutions approved as of that date. The dean of the program will consider the request and make a recommendation to the provost and vice president for academic affairs, who will decide in the matter.

\* Major modified courses are not included in the computation of the cumulative GPA but remain on the academic transcript. Major modified courses must be approved by a chair/dean.

### Degrees with Distinction

A graduating student who has attained a cumulative GPA of at least 3.7 receives the baccalaureate degree summa cum laude; at least 3.5, magna cum laude; and at least 3.2, cum laude. These distinctions are noted on students' diplomas as well as on their transcripts.

Students must complete 55 percent of all coursework at NYIT. If 55 percent of the work was not taken at NYIT, grades for only those courses accepted as transfer credits from previous colleges will be computed into the cumulative GPA. Students must first receive at least a 3.2 GPA at NYIT before transfer credits are included in the cumulative average. Fifty-five percent of all college course grades must be in the form of letter grades from either NYIT or a former college. Students who do not have at least 55 percent of their credits in courses for which letter grades have been given are not considered for honors.

### Requirements for a Second Bachelor's Degree

Students who already hold a bachelor's degree may earn a second bachelor's degree by satisfying the following requirements:

1. Upon application to the Office of Admissions, the student should be directed to seek formal advisement from the department. With this advisement on record, the student may proceed and be reviewed for acceptance into the program.
2. A cumulative GPA of at least 2.0 must be earned in the courses taken at NYIT for the second degree.
3. Work toward a second degree must be completed in a major or program distinctly different from the major or program of the first degree.
4. A student must complete all core requirements of an NYIT bachelor's degree. The work in the major area of concentration must be completed in accordance with the requirements listed in the applicable catalog.
5. A minimum of 36 credits over and above any used to satisfy the requirements of the first bachelor's degree must be completed at NYIT. A minimum of 18 of these 36 credits must be in the new major field of concentration. Students must be aware that completing a new major field of concentration may require significantly more than 36 credits. Students may not retake courses previously completed toward the first degree.

Students should have an approved degree map on file showing an academic plan at the start of their studies.

### Policies and Rules

## Calendar for Completing Incomplete Grades

### Completion Dates for Incomplete Grades

Incomplete grade earned for:		Must be completed by end of:		
2011FA	Fall 2011	2012X3	Summer Session III 2012	08/31/12
2011Q1Z	Fall 2011 Middle East	2012X3	Summer Session III 2012	08/31/12
2012C	Cycle C 2012	2012X3	Summer Session III 2012	08/31/12
2012D	Cycle D 2012	2012A	Cycle A 2012	10/25/12
2012SP	Spring 2012	2012FA	Fall 2012	12/22/12
2012Q3Z	Spring 2012 Middle East	2012FA	Fall 2012	12/22/12
2012X1	Summer Session I 2012	2012B	Cycle B 2012	12/22/12
2012X2	Summer Session II 2012	2012B	Cycle B 2012	12/22/12
2012X3	Summer Session III 2012	2012B	Cycle B 2012	12/22/12
2012X1Z	Summer Session I 2012 Middle East	2012FA	Fall 2012	12/22/12
2012X2Z	Summer Session II 2012 Middle East	2012FA	Fall 2012	12/22/12
2012A	Cycle A 2012	2013C	Cycle C 2013	03/14/13
2012B	Cycle B 2012	2013D	Cycle D 2013	05/16/13
2013IN	Intersession 2013	2013D	Cycle D 2013	05/16/13
2012FA	Fall 2012	2013X3	Summer Session III 2013	08/30/13
2012Q1Z	Fall 2012 Middle East	2013X3	Summer Session III 2013	08/30/13
2013C	Cycle C 2013	2013X3	Summer Session III 2013	08/30/13
2013D	Cycle D 2013	2013A	Cycle A 2013	10/24/13
2013SP	Spring 2013	2013FA	Fall 2013	12/21/13
2013Q3Z	Spring 2013 Middle East	2013FA	Fall 2013	12/21/13
2013X1	Summer Session I 2013	2013B	Cycle B 2013	12/21/13
2013X2	Summer Session II 2013	2013B	Cycle B 2013	12/21/13
2013X3	Summer Session III 2013	2013B	Cycle B 2013	12/21/13

2013X1Z	Summer Session I 2013 Middle East	2013FA	Fall 2013	12/21/13
2013X2Z	Summer Session II 2013 Middle East	2013FA	Fall 2013	12/21/13

**Policies and Rules**

## Higher Education General Information Survey (HEGIS)

NYIT's courses of study are registered by the New York State Education Department, Office of Higher Education and the Professions (address and phone listed below), under the Higher Education General Information Survey (HEGIS). View the HEGIS Code Directory on this page.

New York State Education Department  
Office of Higher Education and the Professions  
Cultural Education Center  
Room 5B28  
Albany, N.Y. 12230  
Phone: 518.474.2121

### HEGIS Code Directory

Program	Degree	HEGIS Code No.	CIP	Campus*
Accounting	B.S./M.B.A.	5002.00	52.0301	1, 2
Professional Accounting	B.S./M.B.A.	0502.00	52.0301	1, 2
Professional Accounting	M.B.A.	0502.00	52.0301	1, 2
Adolescence Education: MATH	M.S.	1701.01	13.1311	1, 2
Adolescence Education: Science	M.S.	1999.20	40.9999	1, 2
Advertising	B.S.	0604.00	9.0903	2
Alcohol and Substance Abuse Counseling	ACERT	2104.10	51.1501	1, 2
Architectural Technology	A.A.S.	5602.00	4.0201	1, 2
Architectural Technology	B.S.	0299.00	4.0901	1, 2
Architecture	B ARCH	0202.00	4.0201	1, 2
Urban and Regional Design	M ARCH	0205.00	4.0301	1
Behavioral Science	B.S.	2201.00	45.1101	1, 2
Business Administration	A.A.S.	5004.00	52.0201	1, 2
Business Administration-Finance	B.S.	0504.00	52.0801	1, 2
Business Administration - International Business	B.S.	0513.00	52.1101	1, 2
Business Administration - Management	B.S.	0506.00	52.0201	1, 2
Business Administration - Marketing	B.S.	0509.00	52.1401	1, 2
Business: Accounting	ADV CRT	0502.00	52.0301	1, 2
Business - Finance	ADV CRT	0504.00	52.0801	1, 2
Business - International Business	ADV CRT	0513.00	52.1101	1, 2
Business - Management Information Systems	ADV CRT	0599.00	52.9999	1, 2
Business - Marketing	ADV CRT	0509.00	52.1801	1, 2
Childhood Education	M.S.	0802.00	13.1202	1, 2
Clinical Nutrition - Clinical Option	M.S.	0424.00	30.1901	1
Clinical Nutrition - Management Option	M.S.	0424.00	30.1901	1
Comm Arts - TV-Radio Programming & Production	B.F.A.	0603.00	9.0701	1, 2

Comm Arts - TV-Radio Programming & Production	B.F.A./M.A.	0603.00	9.0701	1, 2
Communication Arts	A.A.S.	5008.00	10.0202	1, 2
Communication Arts	BFA/MA	0605.00	10.0202	1, 2
Communication Arts	M.A.	0605.00	10.0202	1, 2
Computer Graphics	M.F.A.	1009.00	50.0402	1, 2
Computer Science	B.S.	0701.00	11.0101	1, 2
Computer Science	M.S.	0701.00	11.0101	1, 2
Counseling	M.S.	0826.01	13.1101	1, 2
Criminal Justice	B.S.	2105.00	43.0199	1
Distance Learning	ADV CRT	0799.00	13.9999	1, 2
Electrical and Computer Engineering	BS	0909.00	14.1001	1, 2
Electrical and Computer Engineering	M.S.	0909.00	14.1001	1
Electrical Technology	A.A.S.	5310.00	15.0303	1, 2
Electronics and Information Security	B.S.	0799.00	11.9999	2
Emerging Technologies for Trainers	ACERT	0799.00	11.0801	1
Employee and Labor Relations	ADV CRT	0516.00	52.1099	1, 2
Energy Management	B.S./M.S.	0599.00	15.0503	1
Energy Management	M.S.	0599.00	15.0503	1
Energy Technology	ADV CRT	0925.00	15.9999	1, 2
Engineering Management	B.S.	0913.00	15.1501	1, 2
English	B.A.	1501.00	23.0101	1, 2
Environmental Management	ADV CRT	0599.00	52.9999	1
Environmental Technology	M.S.	0420.00	15.0599	1, 2
Executive M.B.A.	M.B.A.	0506.00	52.0201	1, 2
Facilities Management	ADV CRT	0599.00	52.9999	1, 2
Fine Arts	B.F.A.	1001.00	50.0499	1, 2
Global Health	CERT	1214.00	51.2201	1
Graphic Design	B.F.A.	1009.00	50.0402	1, 2
Health Sciences	B.S.	1201.00	51.9999	2
Hospitality Management	B.P.S.	0508.00	52.0909	1, 2
Human Resources Management	ADV CRT	0515.00	52.9999	1, 2
Human Resources Management and Labor Relations	M.S.	0516.00	52.1002	1, 2
Information Technology	B.S.	0702.00	11.0103	1, 2
Information, Network & Computer Security	M.S.	0799.00	11.0101	1, 2
Infrastructure Security Management	ADV CRT	2199.00	43.0112	1
Instructional Tech - ED Tech Specialist	M.S.	0799.00	13.9999	1, 2
Instructional Tech - Professional Trainer	M.S.	0799.00	13.9999	1, 2
Instructional Technology	M.S.	0799.00 0802.00 0823.00	13.9999	1, 2
Interdisciplinary Studies	B.A.	4999.00	30.9999	1
Interdisciplinary Studies	B.P.S.	4999.00	30.9999	1, 2
Interdisciplinary Studies	B.S.	4999.00	30.9999	1, 2
Interior Design	B.F.A.	1009.00	50.0408	1
Life Sciences	B.S.	0401.00		1, 2

Life Sciences/Occupational Therapy	B.S./M.S.	1299.00 1208.00	51.9999	1
Life Sciences/Osteopathic Medicine	B.S./D.O.	0401.00 1210.00	26.0101	1
Life Sciences/Physician Assistant Studies	B.S./M.S.	1201.00 1299.1	51.0912	1
Life Sciences/Physical Therapy	B.S./M.S.	1201.00 1212.00	51.2308	1
Life Sciences/Physical Therapy	B.S./D.P.T.	1201.00 1212.00	51.2308	1
Management	M.B.A.	0506.00	52.0201	1, 2
Mechanical Engineering	B.S.	0910.00	14.1901	1
Mechanical Engineering	B.S./M.S.	0910.00	14.1901	1
Mental Health Counseling	M.S.	2104.10	51.1505	1, 2
Neuromusculoskeletal Sciences	M.S.	1207.00	51.1401	1
Nursing	B.S.	1203.00	51.3801	1, 2
Nursing	B.S.	1203.10	51.3801	1, 2
Occupational Therapy	M.S.	1208.00	51.2306	1
Osteopathic Medicine	D.O.	1210.00	51.1901	1
Physical Therapy	M.S.	1212.00	51.2308	1
Physical Therapy	D.P.T.	1212.00	51.2308	1
Physician Assistant Studies	M.S.	1299.10	51.0912	1
Political Science	B.S.	2207.00	45.1001	1, 2
Psychology	B.S.	2001.00	42.0101	1, 2
School District Leadership and Technology	ADV CRT	0827.00	13.0401	1, 2
School Leadership and Technology	ADV DPL	0828.00	13.0404	1
S.T.E.M. Education	ADV CRT	0899.00	13.9999	1
Teaching 21st Century Skills	ADV CRT	0799.00	11.9999	1, 2
Technical Writing	CERT	5008.00	9.0101	1, 2
Telecommunications Technology	A.A.S.	5310.00	15.0303	1, 2
Telecommunications Tech - Verizon	A.A.S.	5310.00	15.0303	2
Telecommunications Network Management	B.S.	0599.00	15.9999	1, 2
Virtual Education	ACERT	899.00	13.9999	1, 2

\***Campuses:** Old Westbury=1, Manhattan=2

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. All of the above programs are registered according to the indicated Higher Education General Information Survey (HEGIS) code.

## Policies and Rules

## Honors and Awards

NYIT recognizes outstanding scholarship, service, and leadership. Through the interest of various individuals and organizations, the following awards and honors are conferred for distinctive student achievement:

### **Dorothy Schure Memorial Award**

In memory of Dorothy Schure, a founder and member of the Board of Trustees of NYIT, annual cash awards are granted to students whose extracurricular activities reflect concern, support, and dedication to the college community at large.

### **Leonard J. Knuth Trustees' Award**

To the full-time student graduating with the highest scholastic average in the class with 55 percent or more credits taken at NYIT.

### **Evan Rubin Memorial Award**

Conferred at school recognition ceremonies each year on the student who is viewed as having manifested the greatest concern for other individuals within the NYIT community.

**Honors Program Certificate**

Awarded to students in the honors program who have met or exceeded all requirements of the program.

**Honors Program Award for Excellence**

Presented to the student(s) in the honors program who have earned the highest cumulative GPA.

**Special Program Award - HEOP**

Awarded to Higher Education Opportunity Program participants who have demonstrated exceptional educational achievements.

**Architecture and Design**

**Alpha Rho Chi Medal National Professional Fraternity of Architecture Award**

Presented to a senior for leadership, willing service to the college, and promise of professional merit through attitude and personality.

**American Institute of Architects Henry Adams Medal and Certificate**

A medal of achievement and a certificate of achievement to outstanding architecture students.

**Architectural Chairs' Award**

Awarded by the School of Architecture and Design chairpersons at each campus to the graduate who has achieved distinction in architectural design.

**Maria A. Bentel Memorial Thesis Travel Grant**

Awarded by a review committee composed of the dean, thesis coordinator, a senior faculty member, and one other full-time faculty member to a female fourth-year student in the Bachelor of Architecture program for travel related to a proposed thesis project. Selection is based on the review of a written proposal, the student's academic record, and a portfolio. Named in memory of the first female tenured architecture faculty member at NYIT.

**Michael T. Berthold Energy Conservation Award**

Awarded to a graduating senior in the Bachelor of Science in Architectural Technology or Bachelor of Architecture program who has demonstrated ecologically sensitive and environmentally sound architectural designs or community planning.

**Certificate for Architectural Design, Gold and Silver Certificates**

Awarded by the architecture faculty design committee to graduating five-year students in architecture based on a five-year exhaustive review of high excellence.

**Certificate for Achievement in Architectural Technology, Gold and Silver Certificates**

Awarded by the architecture faculty to graduates who have achieved a high scholastic record in architectural technology.

**Certificate for Achievement in Architecture, Gold and Silver Certificates**

Awarded by architecture faculty to graduates who have achieved a high scholastic record in the Bachelor of Architecture program.

**Salvatore Coco Memorial Design Fellowship Award**

Presented to a third-year architecture design student for outstanding achievement in design.

**Salvatore Coco Memorial Design Fellowship Citation**

Given to an outstanding architecture student enrolled in the evening program.

**Dean's Award for Design Excellence**

Awarded by the dean of the School of Architecture and Design to graduating seniors who have achieved excellence in the architecture and interior design programs.

**John Emmi Memorial Award**

Presented to an interior design graduate in Old Westbury with a high academic standing who has excelled in interior design. Named in memory of a former student.

**Leonard Horowitz Award**

Awarded to an interior design graduate at the Old Westbury campus who has excelled in the discipline of interior design. Named in memory of a former student.

**Interior Design Award**

Conferred by architecture and design faculty for excellence in interior design.

**Interior Design Faculty Award**

Conferred by architecture and design faculty for outstanding achievement in interior design.

**Gary Hess Memorial Scholarship**

Established in memory of the many contributions of the late Professor Gary Hess. Funds from this traveling scholarship are awarded to deserving students who have demonstrated superior academic achievement in the School of Architecture and Design, and who will be participating in NYIT's travel abroad program.

**Robert Jensen Memorial Award**

Presented by faculty to a graduating student in architecture for exceptional abilities in one or more fields of study: architectural history, architectural theory and criticism, historic preservation, and/or craft-based architectural design.

**Melvin Lerner Memorial Award**

Presented to an interior design graduate in Old Westbury for excellence in leadership, service to the college, and promise of professional merit through performance and personality.

**The New York Council of the Society of American Registered Architects Award**

Awarded to a senior student in the Bachelor of Architecture program who has given worthy service to the school and to other students in friendship, assistance, and constructive attitude.

**The New York Society of Architects Matthew W. Del Gaudio Award**

Presented for excellence in total design to a graduating student in each of the architectural schools in the state.

**Outstanding Service to the Department Award**

Conferred by interior design faculty for outstanding service to the department.

**Arthur J. Pettorino Memorial Award**

Presented to a graduating student in the architectural technology program who is selected by faculty members in recognition of outstanding achievement in the study of architectural technology.

**Gina Pisano Ricci Award**

Awarded to a female graduate in the architecture program who has shown outstanding ability and leadership, willingness to serve, and promise of professional achievement.

**Special Faculty Award for Service and Involvement**

Conferred by faculty on a graduating student in the architecture program at the Old Westbury and Manhattan campuses who has generously served the student body and thereby improved the quality of life within the School of Architecture and Design.

**John Tam Memorial Award**

Presented to an interior design graduate in Old Westbury who has excelled in the program. Named in memory of a former student.

**Arts and Sciences****Certificate for Art Faculty Award**

Conferred by the fine arts faculty on a graduating senior who has shown distinction and promise in the field of fine arts.

**Computer Graphics Faculty Award**

Conferred by the fine arts faculty on a graduating senior for outstanding achievement in computer graphics.

**Graphic Design Faculty Award**

Conferred by the fine arts faculty for outstanding achievement in graphic design.

**Animation Faculty Award**

Conferred by the fine arts faculty for outstanding achievement in an animation project.

**Web Design Faculty Award**

Conferred by the fine arts faculty for outstanding achievement in a web design project.

**Fine Arts Department Chairperson Award**

Conferred by the fine arts department to a student with the highest academic record in the major.

**Faculty Award for Best Web Design Project**

Awarded to a student who has completed the best web design project as judged by a committee of fine arts faculty.

**The Marvin Horowitz Sculpture Award**

Awarded to a student who excels in the discipline of digital sculpture.

**The Valdis Kupris Painting Award**

Awarded to a student who excels in the discipline of digital painting.

**The Cornelius Scholl Photography Award**

Awarded to a student who excels in the discipline of digital photography.

**Interdisciplinary Studies Award**

Awarded to graduating seniors in recognition of outstanding scholarship and overall achievement.

**Dr. Chung S. Lee Memorial Scholarship**

Intended for majors in political science and established in memory of Professor Chung S. Lee.

**Faculty Award for Literature Studies**

Conferred by faculty members in the Department of English at NYIT-Manhattan to a graduating senior for outstanding performance in the study of literature.

**The Brigid Dawson Memorial Award for Excellence in English Language Studies**

Conferred by the Department of English at NYIT-Manhattan on a graduating senior, for whom English is a second language, for excellence in English.

**Ann McLaughlin Award**

Recognizes outstanding scholarship in English by a graduating senior. Named in honor of a former staff member of the Department of English.

**Social Sciences Award**

Given to a graduating senior who has demonstrated excellence in a degree program of social sciences.

**Society for Technical Communication (New York Chapter) Scholarship Awards**

Cash awards based on an annual competition given to undergraduate students showing excellence and achievement in technical writing.

**Technical Writing Award**

Conferred by the technical writing faculty for excellence in the subject.

**Behavioral Sciences Psychology Awards**

Conferred by behavioral sciences faculty on a graduate from each campus in recognition of demonstrated scholarly achievement and potential outstanding contribution to the behavioral science of psychology.

**Criminal Justice Award**

Conferred by behavioral sciences faculty on a graduate from each campus in recognition of demonstrated scholarly achievement and potential outstanding contribution to the behavioral science of criminal justice.

**Sociology Award**

Conferred by behavioral sciences faculty on a graduate from each campus in recognition of demonstrated scholarly achievement and potential outstanding contribution to the behavioral science of sociology.

**Psychology Chairperson's Award**

Conferred by the chairperson of the Department of Behavioral Sciences on the graduating student who has demonstrated significant perseverance in the pursuit of success in psychology.

**Criminal Justice Chairperson's Award**

Conferred by the chairperson of the Department of Behavioral Sciences on the graduating senior who has demonstrated significant perseverance in the pursuit of success in criminal justice.

**Dean's Award for Academic Excellence in Mental Health Counseling**

Presented to a graduate of the mental health counseling program who has demonstrated excellent academic achievement, earned a superior rating on the course portfolio, and received a strong faculty recommendation.

**Michael Wubnig Memorial Scholarship Award**

Awarded to an outstanding graduating senior in behavioral sciences enrolled in the mental health counseling program.

**Advertising Copy Award**

Presented to graduating seniors majoring in advertising at the Old Westbury and Manhattan campuses who have demonstrated outstanding skills in advertising writing.

**Advertising Design Award**

Awarded to graduating seniors majoring in advertising at the Old Westbury and Manhattan campuses who have excelled in advertising design.

**Advertising Leadership Award**

Awarded to graduating seniors majoring in advertising at the Old Westbury and Manhattan campuses who have demonstrated outstanding leadership in management of professional and academic advertising projects.

**Advertising Presentation Award**

Conferred on graduating seniors majoring in advertising at the Old Westbury and Manhattan campuses who have demonstrated the most outstanding presentation skills.

**John J. Theobald Graduate Achievement Award in Communication Arts**

Conferred on a deserving student in the master's program based on scholarship and outstanding contributions to the college and/or the outside community.

**William M. Altman Award**

Presented to a communication arts graduate in Old Westbury with high academic standing and all-around excellence. Named in memory of a former faculty member.

**J. Jack Brown Memorial Award**

Awarded to a graduating student in communication arts in Old Westbury who has chosen film as a specialization and has excelled in the field. Named in memory of the father of a communication arts staff member.

**Neal Martin Cohen Memorial Award**

Presented to a communication arts graduate in Old Westbury who has done outstanding work in the field of broadcasting. Named in memory of a former faculty member.

**Communication Arts Award**

Conferred on graduating students at the Old Westbury and Manhattan campuses for a high academic average in communication arts.

**Regina Greene Service Award**

Awarded to a graduating student in communication arts who has shown unusual dedication and service to the program. Named in honor of a dedicated former staff member who served the Department of Communication Arts for more than a quarter century.

**Charles J. Kambourian Advertising Achievement Award**

This award, named in honor of the first chair of the advertising program, is conferred on a graduating senior whose work shows great promise in the field.

**The John R. Mazey Memorial Award**

Conferred on a graduating senior in communication arts from the Old Westbury and Manhattan campuses for an outstanding professional advertising project.

**Media Production Award**

Conferred on a graduating senior in advertising for an outstanding professional advertising project.

**Philip Miele Memorial Award**

Presented to a graduating student for excellence in public relations and/or advertising. Named in memory of a former chairman and faculty member.

**Lee Morrison Memorial Award**

Awarded to graduating students in communication arts at the Old Westbury and Manhattan campuses for overall excellence in the field of radio. Named in memory of a former faculty member.

**New York Chapter of the National Academy of Television Arts and Science Award**

Awarded to students in communication arts who excel and show promise in the field of television.

**Frank Spreeman Memorial Award**

Awarded to a communication arts graduate at the Old Westbury campus with high academic standing who has done outstanding work in the field of public relations. Named in memory of a beloved family member of the Department of Communication Arts.

**Edith Wigutow Memorial Award**

Presented to a graduating student in communication arts at the Manhattan campus for scholarship and all-around excellence.

**Life Sciences B.S./D.O. Award**

Awarded to a student for outstanding scholarship in the B.S./D.O. program.

**B.S./D.O. Service Award**

Presented to a student for outstanding service to the student body and improvement of college life at NYIT.

**B.S./D.O. Pre-Clinical Education Award**

Awarded to the most outstanding B.S./D.O. student in his/her first year of medical school.

**Biomedical Society Award**

Awarded by officers of the Biomedical Society to a life sciences graduate for outstanding service.

**Life Sciences Award**

Awarded for outstanding scholarship in the field of life sciences to graduating seniors from the Old Westbury and Manhattan campuses.

**Life Sciences Service Award**

Awarded for outstanding service to the discipline of life sciences at the Old Westbury and Manhattan campuses.

**Michael Brian Unger Award**

Presented in memory of a youthful victim of cancer to a graduating student whose scholarly achievement in the life sciences denotes an outstanding graduate with a promising future.

**David G. Salten Award**

Awarded by the NYIT Alumni Federation for excellence in the natural sciences. Chosen by the life sciences faculty.

**Annual Physics Prize**

Awarded for outstanding scholarship, character, and dedication to the field of physics.

**Eugene Odin Memorial Award**

Presented to the graduate who has achieved the greatest efficiency and progress in mathematics. Named in memory of a former faculty member.

**Harvey Pollack Scholarship Award**

Awarded to deserving NYIT students whose studies are in the field of physics. Named in memory of a former member of faculty and staff.

**Eugene J. Mitacek Award for Excellence in Chemistry**

Awarded to a student who has received an A letter grade in General Chemistry, General Chemistry II, Organic Chemistry I, Organic Chemistry II, and Biochemistry.

**Education**

In addition to the specific honors and awards noted in the information listed below, candidates in the School of Education who have achieved a high academic average in one of the master's degree programs may be eligible for the Dean's Award. One Dean's Award is presented each year to a student at each campus location.

**Career and Technical Education Award**

Awarded to the graduate and certified teacher of career and technical education subjects who has achieved a high-quality GPA in business and marketing education, health occupations, trade subjects, or technical subjects.

**Award for Excellence in Technology Teacher Education**

Presented to the outstanding graduate and certified teacher who has achieved a high-quality GPA.

**Award for Excellence in Undergraduate Childhood Education**

Awarded to the graduate who has demonstrated significant growth in professional responsibility and competence, and has manifested effective sensitivity in teaching.

**Award for Excellence in Adolescence Education**

Awarded to the graduate who has demonstrated great growth in professional responsibility and competence, and manifested effective sensitivity in teaching.

**John J. Theobald Achievement Award in Graduate Childhood Education**

Conferred on a deserving student in the Master of Science in Childhood Education program based on scholarship and outstanding contribution to the college and/or community.

**Dean's Award for Excellence in Instructional Technology - Off-Campus Students**

Conferred on off-campus students in instructional technology who have shown superior accomplishment in teaching, scholarship, and the integration of technology in instruction.

**John J. Theobald Graduate Achievement Award in Instructional Technology**

Conferred on a deserving student in the Master of Science in Instructional Technology program based on scholarship and outstanding contribution to the college and/or community.

**Award for Excellence in a Professional Field Project - UFT/Teachers' Centers**

Conferred on a deserving student for excellence in preparation of a professional thesis/project related to instructional technology and childhood or adolescence education.

**Award for Excellence in Professional Training**

Presented to a deserving graduate for outstanding performance in the field of training and learning technology.

**Dean's Award for Academic Excellence in Educational Leadership and Technology**

Bestowed on a graduate of the educational leadership and technology program who has demonstrated superior academic achievement by earning a 4.0 GPA, a superior rating on the course portfolio, and a strong faculty recommendation.

**Faculty Award for Educational Leadership**

Given to a graduate of the educational leadership and technology program in recognition of superior leadership during an internship and within a cohort. The recipient illustrates the spirit of "team leader," has earned a GPA of 3.75 or higher, and has received superior recommendations from cooperating administrators during an internship.

**Technology Leader Award**

Given to a graduate of the educational leadership and technology program in recognition of superior expertise in the use and integration of technology in educational administration, teaching, and learning. The recipient has demonstrated this expertise through exemplary work in the application of technology in coursework and practice, and has taken a leadership role in the use of technology within a cohort or internship setting.

**Dean's Award for Academic Excellence in School Counseling**

Presented to a graduate of the school counseling program who has demonstrated excellent academic achievement, earned a superior rating on the course portfolio, and received a strong faculty recommendation.

**John J. Theobald Graduate Achievement Award for Counseling Leadership**

Presented to a graduate of the school counseling or mental health counseling program in recognition of outstanding leadership within the cohort and in the field. The recipient illustrates the spirit of leader-advocate, demonstrates excellence in academic work, and has received superior recommendations from cooperating professionals during an internship.

**Engineering and Computing Sciences****American Institute of Aeronautics and Astronautics Outstanding Student Award**

Presented to a graduating student who has made a great contribution toward the operations of the student branch of the AIAA.

**American Society of Mechanical Engineers Award**

Awarded in recognition of outstanding academic achievement in the mechanical engineering major throughout a four-year program.

**Andrew Farber Memorial Award**

Awarded to the full-time electrical engineering undergraduate who has achieved excellence in the field throughout the four-year program.

**Bachelor of Science in Electrical and Computer Engineering Technology Faculty Award**

Awarded to the graduate at each campus who has attained superior scholastic achievement and participation in the program.

**Computer Science Faculty Award**

Awarded to the graduating senior at each campus for creativity, ability, and service in the discipline of computer science.

**Dean's Award**

Presented to the graduating student who has achieved a high academic average in the Bachelor of Science in Computer Science.

**Electrical and Computer Engineering Award**

Awarded to the graduating student at each campus for creativity, ability, and service in the discipline of electrical and computer engineering.

**Electrical and Computer Engineering Faculty Award**

Awarded by Old Westbury faculty to the graduate who has attained superior scholastic achievement and participation in the discipline of electrical and computer engineering.

**The Gottlieb Koenig Achievement Award**

Presented to a graduating senior with a high academic average in mechanical engineering and a record of service to the college and/or the outside community.

**Louis Liss Memorial Award**

Awarded to the upper-class student of electrical engineering who has shown creative ability and ingenuity in the field.

**N.A. Karr Award**

Presented to graduating students in computer science at each of the campuses who have high scholastic averages and records of service to the campus community.

**Samuel Shapiro Scholarship Award**

Awarded to the graduate of the School of Engineering and Computing Sciences deemed most worthy in his/her pursuit of graduate studies.

**School of Engineering and Computing Sciences Telecommunications Award**

Awarded to the graduate who demonstrates academic excellence in the program.

## **Health Professions**

### **John J. Theobald Graduate Achievement Award in Physical Therapy**

Conferred on a deserving student in the physical therapy program and is based on scholarship and outstanding contribution to the college and/or the outside community.

### **Physical Therapy Research Award**

Conferred by physical therapy faculty on the graduating student who demonstrates scholarship in the design, development, and execution of an original research project.

### **Physical Therapy Academic Performance Award**

Conferred by physical therapy faculty on the graduating student with the highest overall GPA.

### **Physical Therapy Clinical Education Performance Award**

Conferred by physical therapy faculty on the graduating student who received the highest performance rating by his/her clinical supervisor.

### **Physical Therapy Leadership Award**

Conferred by physical therapy faculty on the graduating student whose outstanding extracurricular activities reflect dedication both to students and faculty in the physical therapy program and to the NYIT community at large.

### **Physical Therapy Professional Award**

Conferred by physical therapy faculty on the graduating student who has demonstrated career development consistent with the highest standard of the profession.

### **Physical Therapy Chairperson's Award**

Conferred by physical therapy faculty on the graduating student who demonstrated significant perseverance in the pursuit of physical therapy.

### **John J. Theobald Graduate Achievement Award in Clinical Nutrition**

Conferred on a deserving student in the master's program and is based on scholarship and outstanding contribution to the college and/or the outside community (only one award may be selected for each master's degree).

### **The Clinical Dietetic Award**

Awarded for outstanding ability in clinical practice within the field of clinical nutrition.

### **The Clinical Nutrition Service Award**

Awarded for outstanding service to the student body and improvement of college life at NYIT.

### **The Clinical Nutrition Vanessa Cappellino Memorial Award for Research**

Awarded to keep alive the memory of Vanessa Cappellino, a nutrition student whose zest for life and joy in research was deep and enduring. To be awarded to the winner of the Annual Nutrition Research Design Competition.

### **Excelsior Award in Nursing**

Conferred by nursing faculty on the graduating student with the highest overall GPA.

### **Nursing Leadership Award**

Conferred by nursing faculty on the graduating student who has demonstrated service to students and faculty of the nursing program and to the NYIT community at large.

### **Madeline M. Leininger Award in Nursing**

Conferred by nursing faculty on the graduating student who best exemplifies the application of transcultural nursing principles to the challenge of nursing practice in a global society.

### **Nursing Chair's Award**

Conferred by the chairperson of the Department of Nursing on the graduating student who has demonstrated significant perseverance in the pursuit of success in nursing.

### **Florence Nightingale Award in Nursing**

Conferred by faculty of the Department of Nursing on the graduating student who best embodies the spirit of nursing.

### **Occupational Therapy Academic Performance Award**

Awarded for outstanding academic performance in the occupational therapy program. Presented to the student with the highest overall GPA.

### **Occupational Therapy Fieldwork Performance Award**

Awarded to the student who received the highest fieldwork rating from a clinical supervisor.

### **Occupational Therapy Leadership Award**

Awarded to the student whose extracurricular performance reflects dedication both to the college community at large and to the students and faculty of the occupational therapy program.

### **Hermine Plotnick Award in Occupational Therapy**

Awarded to the outstanding all-around student whose extracurricular, classroom, laboratory, and clinical performance provide a model for balance in occupation.

### **Occupational Therapy Professional Development Award**

Awarded to the student who has demonstrated career development consistent with the highest standards of the profession.

### **Occupational Therapy Group Research Award**

Awarded for outstanding scholarship in design, development, and execution of an original research project.

**Outstanding Academic Performance In Physician Assistant Studies**

Awarded by the chair and faculty of the Department of Physician Assistant Studies to the student with the highest cumulative GPA in the didactic phase of the program.

**Outstanding Clinical Performance In Physician Assistant Studies**

Awarded by the chair and faculty of the Department of Physician Assistant Studies to the student with the highest cumulative GPA in the clinical year.

**Physician Assistant Studies Outstanding Service Award**

Awarded by the chair and faculty of the Department of Physician Assistant Studies to students who have provided exceptional service to the program, college, and community.

**Physician Assistant Studies Leadership Award**

Awarded by the chair and faculty of the Department of Physician Assistant Studies to the student who has shown outstanding leadership while in the physician assistant program.

**Physician Assistant Studies Research Award**

Awarded by the chair of the Department of Physician Assistant Studies in recognition of outstanding research.

**Dean's Award for Excellence in Mental Health Counseling**

Conferred by the dean of the School of Health Professions on a graduate of the mental health counseling program who has demonstrated excellent academic achievement, earned a superior rating on the course portfolio, and received a strong faculty recommendation.

**John J. Theobald Graduate Achievement Award for Mental Health Counseling Leadership**

Conferred on a graduate of the mental health counseling program in recognition of outstanding leadership in the cohort and the field. The recipient embodies the spirit of leader-advocate, has demonstrated excellence in academic work, and has received recommendations from cooperating professionals during an internship.

**Management****Nat Deerson Scholarship Award**

Conferred on a graduating student from the Old Westbury campus for academic excellence in one of the management degree programs who has a sincere desire to pursue a career in law.

**Delta Mu Delta National Honor Society Award**

Conferred by Alpha Xi, the NYIT chapter of the national business honor society, in recognition of outstanding scholarship in business.

**Finance, Accounting and Management Association Award**

Awarded to the student who has excelled in extracurricular activities related to the business program.

**New York CPA Society Award**

Awarded to the student graduating with a high academic average in accounting who shows promise in the public accounting profession.

**School of Management Award**

Conferred on graduating students who have achieved the highest averages in the majors offered by the discipline: accounting, business administration, management, marketing, MIS, and finance.

**Benjamin and Ethel Silverstein Award**

Conferred to a graduating student in recognition of outstanding achievement in finance.

**Wall Street Journal Achievement Award**

Awarded to a graduating student who has achieved excellence in business studies.

**Chefs' Award**

Conferred by chefs in the discipline to a graduating student for excellence in production throughout the degree program.

**Dean's Award**

Conferred on a graduating student who has demonstrated academic and career excellence through major improvements as a student and as a member of the industry, and/or who has publications related to hotel, oenology, institutional or restaurant administration that have brought credit to the student, the school, and the college.

**Director's Award**

Conferred by the director and chefs to the graduate who best exemplifies management skills in the discipline.

**Hotel Faculty Award**

Conferred by faculty of the Department of Hospitality Management on the student who has demonstrated continued service and concern and support of the school, the college, and the industry.

**Society of Hosteurs Club Award**

Presented to a graduating senior who has made a significant contribution to the Society of Hosteurs Club.

**Student Colleague Award**

Conferred by students on a colleague who best exemplifies teamwork and consistency in the program.

**Whitsons Scholarship**

A cash award given to the culinarian contest winner.

**Student Services****Athletic Achievement Award**

Conferred for demonstrated outstanding team spirit, sportsmanship, and playing ability.

**Richard Gabay Memorial Award**

Presented by the Old Westbury Student Government Association for demonstrated outstanding leadership in extracurricular activities.

**P.W. Gentile Award for Sportsmanship**

Conferred for demonstrated outstanding athletic ability and sportsmanship.

**Frank R. Jaklitsch Memorial Award**

Presented by the Office of Student Services in Central Islip for demonstrated outstanding leadership in extracurricular activities.

**Dr. Martin Luther King, Jr. Award**

Presented for outstanding contribution to the minority community at NYIT. Named in honor of Dr. Martin Luther King, Jr. in recognition of his charismatic leadership in the cause of civil rights and peace.

**NYIT Alumni Award**

Conferred to graduating students from each campus who have contributed outstanding service to the college.

**Estelle Ormont Award**

Presented for outstanding extracurricular activities and/or special efforts related to the student's field of interest.

**Residential Life Service Award**

Presented to the graduating student who has provided outstanding leadership, sincere dedication, and meritorious service in the area of residential life.

**Israel Louis Schure Award**

Conferred for outstanding performance in extracurricular leadership.

**Jules H. Singer Memorial Award**

Presented to a student who has made outstanding contributions to the intellectual and cultural climate of the college.

**Student Services Award**

Presented to a graduating student at each campus for outstanding service to the college.

**Osteopathic Medicine Senior Student Awards for Service and Academic Achievement****AMWA's Janet M. Glasgow Memorial Award**

Presented to the female receiving top honors in her class.

**Mark A. Andrews, Ph.D. Award**

Presented for excellence in physiology.

**Biophysical Society Student Research Achievement Award****Board of Governor's Award**

Conferred for excellence in osteopathic manipulation.

**The Council of Deans' Achievement Award**

Awarded for overall academic excellence.

**Council of Student Council President's Student D.O. of the Year Award****Dean's Award**

Conferred for service to NYIT's College of Osteopathic Medicine.

**Roy DeBeer, D.O. Award**

Conferred for excellence in gastroenterology.

**Philip F. Fleisher, D.O. Memorial Award**

Conferred for excellence in cardiology.

**Steven Galler, D.O., Alan Scheinbach, D.O., and Steven Grainer, D.O. Award**

Conferred for excellence in internal medicine.

**Robert E. Mancini, Ph.D., D.O. Award**

Conferred for excellence in medical pharmacology.

**Gates Pharmaceutical Award**

Conferred for outstanding achievement in the study of medicine.

**Mary E. Hitchcock, D.O. Memorial Award**

Conferred for commitment to osteopathic principles.

**Robert E. Mancini, Ph.D., D.O. Award**

Conferred for excellence in clinical toxicology.

**Philip Marcus, M.D. Award**

Conferred for excellence in pulmonary medicine.

**Mark Marmora, D.O. Memorial Award**

Conferred for excellence in teaching osteopathic manipulative medicine and sponsored by Schering Pharmaceutical.

**The McNeil Pharmaceutical Award**

Conferred for excellence in family practice.

**Medical Society of New York State Award**  
Conferred for community service.

**Esther and Max Nagler Fund Award**  
Conferred for excellence in pathology.

**College of Osteopathic Medicine Alumni Association Award**

**NYSOMS Award**  
Conferred for interest in organizational affairs.

**Award for Excellence in Obstetrics/Gynecology**

**Award for Excellence in Pediatrics**

**Samuel Plotnick, D.D.S., M.P.H. Award**  
Conferred for community medicine.

**Excellence in Psychiatry Award**

**Thomas A. Scandalis, D.O. Award**  
Conferred for excellence in sports medicine.

**Society for Academic Emergency Medicine Award**

**Shepard Splain, D.O. Award**  
Conferred for excellence in surgery.

**St. Barnabas Award**  
Conferred for excellence in radiology.

**Student National Medical Association Dedicated Service Award**

**Donna Jones Maritsugu Award**  
Presented to a supportive spouse.

**Schools and Colleges**

## **Schools and Colleges**

[School of Architecture & Design »](#)

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**School of Architecture and Design**

## **School of Architecture and Design**



## Degrees Offered

The School of Architecture and Design offers degrees in architecture and interior design. Four architecture degrees are offered: an Associate in Applied Science in Architectural Technology Degree (A.A.S.), a Bachelor of Science in Architectural Technology (B.S.A.T.), a Bachelor of Architecture (B.Arch.), and a Master of Architecture in Urban and Regional Design. The B.Arch. degree is recognized as a first professional degree and is fully accredited by the National Architectural Accrediting Board (N.A.A.B.). The master's program offers a "post-professional degree." The school also offers a Bachelor of Fine Arts in Interior Design (B.F.A.), which is a professional degree accredited by the Council for Interior Design Accreditation (C.I.D.A.).

## About the School of Architecture and Design

Architecture, since ancient times, has been considered the mother of all the arts. In a manner much the same as in the other visual arts, the act of making architecture requires the use of the eye, the mind, and the hand. Above all, architecture demands passion, precision, and intelligence without which no act of creation can occur. Unlike the other arts, architecture has a functional task: the creation of built environments for human activity. In doing this, architecture becomes the inevitable expression of human values. Through the design process and the production of a built environment, architecture not only addresses issues of form and space making, it addresses the interrelated physical, social, political, economic, and cultural values prevailing in a particular place and time.

Design is an intellectual exercise and an art form, and serves as the primary focus of the academic program at the NYIT's School of Architecture and Design. The school maintains that this emphasis on design within the curricula best prepares students for effective participation in the profession and for rendering service to the public. With this being said, the intentions of the program for every student are summarized as follows:

1. To stimulate artistic sensitivity, creative power, and personal self-confidence.
2. To strengthen intellectual ability as it is applied to the making of solutions to architectural problems.
3. To acquire the technical skills needed for the practice of architecture and the related design fields.

Architecture today operates in a fast-changing and complex milieu. The emergence of computer technology, and the rapid paced change in building construction imposes tremendous pressures on design pedagogy. Architecture must meet the demands made for energy conservation. Vast changes in contemporary society, such as the disintegration of social, geographic, and communication barriers, impose additional challenges. Prescriptive philosophies, once embraced by architecture schools, are now questioned for their relevance and effectiveness. In response to this, the School of Architecture and Design holds that each student must develop his or her own approach to design, based upon the sound intellectual and technical foundations offered at NYIT.

Diverse course offerings allow students to explore the interrelationships and specializations occurring in the architecture and interior design fields. Students may define their own career paths and goals based on the knowledge acquired in the classroom. After the first foundation year, students may select either majors in architecture or interior design.

Computer technology is having a profound effect, not only on the planning and design of the built environment, but also on actual construction practices. Consistent with the changes occurring in the other professions, computers are drastically changing the way that architecture as an art and as a profession is practiced. The curriculum at the School of Architecture and Design, in step with the objectives of NYIT, is committed to keeping up with change and anticipating the future. Computer use is introduced early in the program. As they progress in their studies, students are provided the opportunity to master computer-aided design. Several student-access computer labs feature up-to-date computer software and are available to all students enrolled in the program.

Interior design as an art and a profession has greatly changed. In the past, it was understood primarily as the act of decorating an existing space. It has evolved into a profession that is far broader and encompassing. Today's interior designers are trained to enhance the quality of working and living environments. This includes not only aesthetics but functionality, efficiency, and safety. Many interior designers today are part of larger design teams including architects, engineers, consultants, contractors, and others all working in tandem to create exciting environments. Their work professionally allies and interrelates with architecture and architectural technology.

The integration of coursework between the interior design program and the architecture program at the School of Architecture and Design facilitates a collaboration between interior design and architecture students that will serve graduates well when they enter the workplace. All undergraduate students in the School of Architecture and Design are required to complete two semesters of design fundamentals AAID 101 and 102, two semesters of visualization AAID 140 and 240, and one semester of history and theory AAID 160 prior to advancing in their respective discipline-related design studio sequences.

# Architecture



All students admitted to the architecture program enter the Bachelor of Science in Architecture Technology (B.S.A.T.) program and undertake a two-year common core curriculum. This curriculum includes design studios and architectural history courses, as well as liberal arts courses such as English composition, math, physics, behavioral science, economics, fine arts, and social science. Direct admission into the first year of this curriculum requires a minimum combined SAT score of 1000. Students failing to meet the requirement are permitted to matriculate with an undeclared degree status in the School of Architecture and Design and undertake selected courses that foster the exploration of architecture and provide the student the opportunity to demonstrate academic success in a college setting. Completion of the first semester with a minimum cumulative grade average of 2.5 allows the undeclared major access to the B.S.A.T. program.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a six-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may consist of a preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

## **New York Institute of Technology, School of Architecture and Design offers the following NAAB accredited programs: B.Arch. (160 undergraduate credits).**

Next Accreditation visit for B. Arch Program: 2017

After successful completion of the two-year common core curriculum, students may either continue in the four-year B.S.A.T. program, which is accredited by New York State and may lead to New York State licensure, or apply for admission into the five-year B.Arch. program, which provides the successful candidate with a first professional degree accredited by the National Architectural Accrediting Board. The N.A.A.B. certified B.Arch. degree may lead to New York State licensure plus reciprocal licensure in all states except California. Admission to the B.Arch. program requires the submission of a representative portfolio of individual student design work, called the Foundation Portfolio, which is reviewed by a committee of faculty members. Following the acceptance of the Foundation Portfolio by the review committee, the student candidate may apply for admission to the Bachelor of Architecture program. At the time of application, the student must demonstrate a cumulative grade average of 2.75 for all courses undertaken at NYIT or 3.00 for courses undertaken in architecture exclusively. Candidates for admission into the B.Arch. program must submit their Foundation Portfolios for review prior to enrollment in Design V or Arch. 401. Students must be accepted in the B. Arch Program prior to enrolling Design VI, ARCH 402.

Beginning in 2011, candidates for admission into the B.Arch Program must submit their Foundation Portfolios for review upon completion of ARCH 202. Students must be accepted in the B.Arch Program, which requires both portfolio acceptance and a grade point average of 2.75 prior to enrolling in ARCH 301.

With the Bachelor of Architecture degree, the successful student may proceed with the sequence of internship and the professional steps that lead to licensure as well as eligibility for certification from the National Council of Architectural Registration Boards (NCARB). The Bachelor of Science in Architectural Technology is a non-professional degree offering that permits the successful student to gain a license to practice architecture in the State of New York but does not make the degree holder eligible for NCARB certification. Should the successful Bachelor of Science in Architecture Technology graduate later seek to gain a first professional degree in architecture, he or she could pursue a first professional Bachelor of Architecture degree or a first professional Master of Architecture degree.

Those students who choose to undertake the B.S.A.T. program may wish to consider the opportunity to concentrate their studies in construction management. Upper-level courses in areas such as contract management, construction supervision, and real estate fundamentals make up the offer of the B.S.A.T. with a concentration in construction management.

Two semesters of Design Fundamentals, the first-year design studios, introduce the student to the basic principals of three-dimensional design

through a series of composition, planning, and introductory design problems. In the second year, progressively more demanding problems, in addition to significant building design analysis exercises, are undertaken. The student accepted into the Bachelor of Architecture program is required to complete Design III through Design VIII, or an additional six semesters of design studios. In the third year, students are required to solve architectural problems involving small but increasingly more complex building programs. Urban and community design and building design programs requiring inventive structural systems are emphasized in the fourth year. In the fifth and final year of the five-year program, students undertake a terminal thesis project, individually chosen, which serves to demonstrate a cumulative grasp of all of the factors that influence the design of a complex work of architecture.

In the fourth and final year of the Bachelor of Science in Architecture Technology curriculum, the student is required to complete a capstone Project Integration Studio where all aspects of a building design and architectural technology are fully explored and integrated into one comprehensive exercise.

Although the design studios form the core of the experience at the School of Architecture and Design, complementary avenues of study and inquiry operate as essential aspects of the program and the training of students. Courses in architectural history introduce the student to the history of the built domain from the earliest times to the present. Methods of historical building design analysis and interpretation are introduced to the student through the study of great architectural monuments, as well as through the study of cities. Architectural history is introduced not only as a chronology of building development, but as a body of knowledge, an anthology, that serves as a tool in the design process. In addition to the survey courses, the school offers history seminars in areas such as architectural theory, the history of building technology, and the history of urban planning. A coordinated sequence of drawing and computer courses provide students with the skill to visualize and document design ideas starting with an introductory course focusing on hand drawing and the use of art media and concluding with a course on advanced digital visualization and rendering.

The NYIT School of Architecture and Design program is widely respected by the professional community for its course offerings in areas of building technology. Technical competence is cultivated by exposure to an array of course offerings that cover all aspects of building materials, structural systems, and mechanical and electrical systems. The management of the construction process is covered by comprehensive upper level courses that focus on the procedures of professional practice and construction supervision as well as contemporary use of computers in the construction industry. The technology faculty, as active members of the construction community, bring real-world experience to the coursework and maintain an up-to-date bridge between the curriculum and changes in professional practice. The Associate in Applied Science degree in Architectural Technology is also offered.

### Additional Information

Transfer students must complete at least 30 credits with a 2.75 cumulative grade average in all coursework or a 3.0 cumulative average in architecture courses before applying for admission to the Bachelor of Architecture (B.Arch.). A portfolio review by school design faculty is required for all transfer students seeking transfer credit for design coursework.

All work completed in fulfillment of course requirements or in conjunction with a student's coursework shall be the property of the School of Architecture and Design. The School may waive this right at its discretion. Students reserve the right to gain access to materials for the purpose of making copies and reproductions.

The School of Architecture exercises a policy of student redistribution in design studio sections that meet at the same scheduled time period in order to promote a diversity in the learning experience. Redistribution is based on the student's prior experience with design faculty members and their previous academic performance.

### Summer Study Abroad

The School of Architecture and Design enjoys an international reputation for its summer studies abroad programs. These programs are offered under the direction of one or more full-time faculty members. The school offers one to three diverse programs a summer depending upon student interest and faculty availability. Thus far NYIT has offered programs in China, France, Italy, Germany, Spain, Greece, Turkey, Egypt, the Netherlands, Israel, Finland and India. These programs put students and faculty in contact with foreign students and architects while living in another culture, enabling them to understand first-hand the range, diversity, and power of living architecture as individual buildings or as entire cities and spaces. Summer study-abroad course credit can be applied to a student's specific curriculum and field of study. The summer programs are open to students enrolled in any degree program offered by the School of Architecture and Design.

## School of Architecture and Design Curriculum

# Curriculum Requirements for the Bachelor of Architecture

Discovery Core <sup>[?]</sup>		
Foundations:		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits

<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4
		Total: 8 credits

### Major Requirements

<b>Architecture and Interior Design:</b>		Credits:
AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3
		Total: 19 credits

<b>Architecture:</b>		Credits:
ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 301	Architectural Design III	5
ARCH 302	Architectural Design IV	5
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 340	Visualization III	3
ARCH 361	Arch History and Theory Sem.	3
ARCH 362	City Planning	3
ARCH 401	Architectural Design V	5
ARCH 402	Architectural Design VI	5
ARCH 411	Advanced Structural Concepts I	3
ARCH 481	Professional Practice I	3
ARCH 501	Architectural Design VII	5
ARCH 502	Architectural Design VIII	5
Architecture Electives		6
		Total: 94 credits

<b>Electives (non ARCH):</b>		Credits:
Electives (non ARCH)		9

**Total credits required 160**

# Curriculum Requirements for the Bachelor of Science in Architectural Technology

## Discovery Core <sup>[?]</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4
		Total: 8 credits

## Major Requirements

<b>Architecture and Interior Design:</b>		Credits:
AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3
		Total: 19 credits

<b>Architecture:</b>		Credits:
ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 340	Visualization III	3
ARCH 411	Advanced Structural Concepts I	3
ARCH 412	Advanced Structural Concepts II	2
ARCH 423	Project Integration Studio	5
ARCH 471	Construction Supervision and Mgmt I	3
ARCH 481	Professional Practice I	3
Architecture Electives		3

Total: 65 credits

**Additional Requirements: (Choose one of the following):**

Credits:

MATH 161	Basic Applied Calculus	3
MATH 170	Calculus I	4
PHIL 250	Logic and the Scientific Method	3
PHYS 156	Selected topics in Environmental and Energy Issues for the Modern Architect	3

Total: 3-4 credits

**Electives:**

Credits:

Electives		6
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Total credits required 131-132

School of Architecture and Design Curriculum

## Curriculum Requirements: B.S. in Architectural Technology, Minor Concentration in Construction Mgmt

### Discovery Core <sup>121</sup>

**Foundations:**

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3

Total: 18 credits

**Seminars:**

Credits:

ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4

Total: 8 credits

### Major Requirements

**Architecture and Interior Design:**

Credits:

AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

**Architecture:**

Credits:

ARCH 161	Survey History of Architecture I	3
ARCH 162	Survey History of Architecture II	3
ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5

ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3
ARCH 272	Environmental Site Planning	3
ARCH 311	Structural Steel Design	3
ARCH 312	Reinforced Concrete Design	3
ARCH 324	Environmental Systems I	3
ARCH 325	Environmental Systems II	3
ARCH 327	CAD Construction Drawings	3
ARCH 411	Advanced Structural Concepts I	3
ARCH 412	Advanced Structural Concepts II	2
ARCH 423	Project Integration Studio	5
ARCH 471	Construction Supervision and Mgmt I	3
ARCH 481	Professional Practice I	3
		Total: 59 credits

**Construction Management:** Credits:

ARCH 473	Construction Management Contracts	3
ARCH 474	Real Estate Fundamental Development	3
ARCH 475	CAD Management and Administration	3
ARCH 476	Modern Construction Technologies	3
		Total: 12 credits

**Additional Requirements: (Choose one of the following):** Credits:

MATH 161	Basic Applied Calculus	3
MATH 170	Calculus I	4
PHIL 250	Logic and the Scientific Method	3
PHYS 156	Selected topics in Environmental and Energy Issues for the Modern Architect	3
		Total: 3-4 credits

**Total credits required 131-132**

**School of Architecture and Design Curriculum**

## Curriculum Requirements for the Associate in Applied Science Degree in Architectural Technology

<b>Discovery Core</b> <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
		Total: 15 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
PHYS 136	Physics for the Modern Architect	4
		Total: 8 credits

**Major Requirements**

**Architecture and Interior Design:** Credits:

AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5

AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

**Architecture:** Credits:

ARCH 201	Architectural Design I	5
ARCH 202	Architectural Design II	5
ARCH 211	Statics and Strength of Materials	3
ARCH 221	Building Construction I	3
ARCH 222	Building Construction II	3

Architecture Electives 3

Total: 22 credits

**Electives:** Credits:

Electives		3
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**Total credits required 67**

**School of Architecture and Design**

## Interior Design, B.F.A.



All students admitted to the interior design program begin their studies with the AAID sequence of two semesters of design fundamentals (AAID 101 and 102), two semesters of visualization (AAID 140 and 240), and history and theory (AAID 160), as well as embarking on the required NYIT Discovery Core courses. The AAID studies are designed to cover shared design concepts and principles and are undertaken with combined cohorts of architecture and interior design students. Admission to the architecture and interior design programs require you to have a minimum combined SAT score of 1,000 (critical reading and math only) or ACT of 21. If you can't meet the minimum, you may still be permitted to matriculate, but with an undeclared status to the School of Architecture and Design. During this time, you can undertake selected courses that foster the exploration of architecture and design while providing you the opportunity to demonstrate academic success in a college setting. Completion of the first semester with a minimum cumulative grade average of 2.5 allows the undeclared major access to the B.F.A. in Interior Design.

Interior design has taken on a multifaceted identity. Interior designers create human environments that enhance the function and quality of public and private spaces as opposed to the decoration of interior rooms. Interior design is the expression of human values and a context for human activity. Interior designers' work, based upon aesthetics, improves the quality of life, increases productivity, and protects health and safety.

This course of study, leading to the Bachelor of Fine Arts degree in Interior Design, will prepare you for the rewarding challenges of designing for the 21st century. The program focuses on the relationship between human performance and environment through an innovative mix of studio design projects, profession-specific coursework, community oriented projects, and externships in the field.

Complementing these experiences, the program also incorporates study abroad, multiple site visits to furniture, fabric/textile, lighting, and other material showrooms. This is easily accomplished because the New York City metropolitan area is a major center of design, including showrooms of products, thousands of practitioners' offices, and access to many public spaces. Links for the student are established with professionals through office visits and, wherever possible, with project sites. To enhance student learning, the program reaches out, not only locally and regionally, but also globally. In April 2012, the program was one of 18 schools from around the world invited to participate in the celebrated SaloneSatellite exhibition in Milan, one of the world's most exclusive design and furniture fairs. "This opportunity has really opened my eyes to realize that there is an entire world of design happening around me that I am going to see firsthand," expressed a second-

year interior design student who was one of the students selected to travel to Milan.

The curriculum includes coursework that covers all aspects of professional interior design. A unique aspect of the program is that during the course of their studies, students of interior design and architecture join in classes that emphasize design fundamentals, building technology, and the history of architecture -- thus introducing the close working partnership between the two professions. Advanced courses in interior design cover such topics as materials, perspective, color, computer-aided drawing (CAD), building codes, history of interior design, furniture design, lighting, business procedures, and special projects. There is a strong correlation between the different levels of courses. The curriculum is sequential, with the knowledge that the skills and design sensibilities gained at each level directly affect succeeding levels as they advance through the program.

A very special aspect to the program is that faculty members are often practicing professionals in the fields of interior design, architecture, and other related professions. This cross-disciplinary approach mirrors real-world interaction and relationships. As the professions of interior design and architecture cross-reference each other more and more, this becomes a critical and important distinction for both programs.

Students' cultural diversity and broad life experiences are integral to the program. To ensure opportunity for students with diverse backgrounds, freshmen are not required to submit portfolios as part of their admission process. However, all students are required to submit a portfolio for review, and have a 2.75 cumulative index or a 3.00 average in interior design coursework after completion of DSGN 202 (Interior Design II). Since acceptance of portfolios is required prior to admittance to DSGN 301 (Interior Design Problems I), students must submit portfolios for review while enrolled in DSGN 202. Portfolio reviews are required for transfer students who are applying for interior design, architecture, or fine arts credits.

In order to realize the department's commitment to a cross-disciplinary approach that fosters professionalism and other human values critical to a successful career in interior design, each student seeking admission to DSGN 301 will also be evaluated by the faculty on presentation skills, interpersonal skills, and attitude, and the department reserves the right to deny or delay a student's admission to DSGN 301 on that basis.

Students work closely with a faculty advisor who serves as an academic and professional mentor throughout the years at NYIT. During junior or senior year, they will be required to complete a 256-hour externship in a professional design studio. In the final year of study, the student will develop a capstone thesis, which serves to showcase their skills and accrued knowledge in the design program. They develop and research a program, select the site, and conceptualize and design the interior environment. The research, drawings, and images that result are presented to a professional jury of practitioners and professors.

NYIT's four-year Bachelor of Fine Arts degree in Interior Design is based at the Old Westbury campus and puts the student on a professional career path. Upon graduation and two years of interior design work experience, graduates of the program are eligible to sit for the National Council of Interior Design Qualification (NCIDQ) exam. Passage of this exam, in conjunction with one additional year of work experience, allows for application to New York State for certification. Other states have similar certification and licensing requirements.

The interior design program at NYIT- Old Westbury has been accredited by the Council for Interior Design Accreditation (CIDA) since March 1984. The most recent CIDA visit resulted in a six-year professional level accreditation from 2007 to 2013.

School of Architecture and Design Curriculum

## Curriculum Requirements for the Bachelor of Fine Arts in Interior Design

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3

## Major Requirements

### Architecture and Interior Design:

Credits:

AAID 101	Design Fundamentals I	5
AAID 102	Design Fundamentals II	5
AAID 140	Visualization I	3
AAID 160	Introduction to History, Theory and Criticism in Architecture and Design	3
AAID 240	Visualization II	3

Total: 19 credits

### Architecture:

Credits:

ARCH 325	Environmental Systems II	3
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Total: 3 credits

### Interior Design:

Credits:

DSGN 201	Interior Design I	4
DSGN 202	Interior Design II	4
DSGN 211	Structures	2
DSGN 221	Working Drawings	3
DSGN 222	Materials I	2
DSGN 223	Materials II (Specs and Systems)	2
DSGN 232	Color in Space	2
DSGN 242	Interior Design CAD II	3
DSGN 260	Philosophy of Design	2
DSGN 301	Interior Design Problems I	4
DSGN 302	Interior Design Problems II	4
DSGN 362	History of Interiors I	3
DSGN 363	History of Interiors II	3
DSGN 370	Lighting Strategies for Interiors	3
DSGN 382	Building Codes and Regulations	3
DSGN 401	Interior Design Problems III	4
DSGN 402	Senior Project in Interior Design	4
DSGN 420	Furniture Design	3
DSGN 482	Business Procedures in Interior Design	2

Total: 57 credits

### Fine Arts:

Credits:

ARTH 111	Introduction to the Arts	2
ARTW 101	Drawing I	3

Total: 5 credits

### Electives:

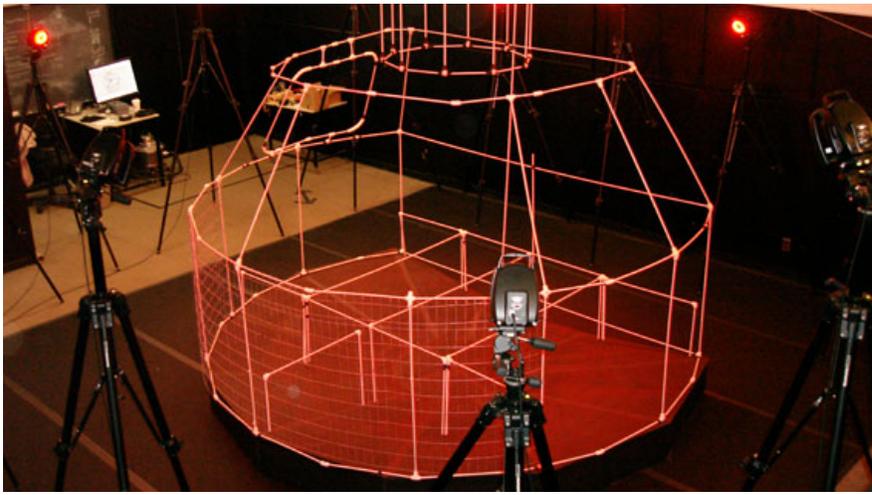
Credits:

Electives		11
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**Total credits required 131**

**College of Arts and Sciences**

# College of Arts and Sciences



**Roger Yu, Ph.D, Dean**

#### **Undergraduate Programs**

- [Advertising, B.S.](#)
- [Behavioral Sciences](#)
  - Criminal Justice
  - Psychology
  - Sociology/Social Work
- [Communication Arts: Undergraduate Programs](#)
- [English and Speech](#)
  - Foreign Languages
- [English Language Institute](#)
- [Fine Arts, B.F.A.](#)
  - Computer Graphics
  - Graphic Design
- [Interdisciplinary Studies](#)
- [Life Sciences](#)
- [Mathematics](#)
- [Physics](#)
- [Social Sciences, B.S.](#)

#### **Graduate Programs**

- [Communication Arts, M.A.](#)
- [English Language Institute](#)
- [Fine Arts, M.F.A.](#)

College of Arts and Sciences

**Advertising, B.S.**



The rapid growth of integrated communications has created an unprecedented demand for professional practitioners pursuing fast-track careers in advertising, public relations, direct marketing, and sales promotion. This quick expansion within the contemporary media environment is being met by NYIT's Communications Arts Department and its unique Bachelor of Science program in advertising.

Students gain real-world knowledge and skills through a rich variety of hands-on/minds-on experiences in our career-oriented, liberal arts-based curriculum and our award-winning, student-managed advertising and public relations agencies, serving a prestigious client list of local, regional, and national organizations.

Our program emphasizes professional specialization areas encompassing account management, advertising research, media planning, creative and art direction, copywriting, and workplace literacy skills in applicable multimedia technologies and professionally oriented computer programs.

Practical training is enhanced by a balance of studies in the humanities and the sciences, incorporating the college's liberal arts curriculum with a complementary concentration of business and marketing courses. While students anchor their work with us, progressing through the requirements of the advertising degree, each individual is encouraged to explore appropriate elective offerings in other related programs, including Communication Arts, Fine Arts, Behavioral Sciences, Hospitality Management, and Interdisciplinary Studies.

In addition, advertising majors who qualify are advised to take advantage of our internship program, structured for upper-level students to earn as many as 12 academic credits while working off-campus, on-site at for-profit and non-profit organizations; as well as participating in local, regional, and national competitions sponsored by non-profit organizations such as the Advertising Club of New York, the Long Island Advertising Club, Advertising Women of New York, the American Advertising Federation, and other corporations and businesses. Before graduation, each student, working with an advertising program mentor, develops a professional portfolio, which then becomes an integral component of his or her personal employment and/or graduate school search.

The B.S. in advertising degree program is offered at the Old Westbury and Manhattan campuses; a specialization in advertising is also available in the B.F.A. program on both campuses.

Students earning baccalaureate degrees in the humanities and interdisciplinary studies at NYIT can include a concentration in advertising as a part of their degree programs. Transfer students considering the advertising major at NYIT should immediately inquire about the acceptance of transfer credits into our program.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Advertising

Discovery Core <sup>[?]</sup>		Credits:
<b>Foundations:</b>		
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		<b>Total: 18 credits</b>

<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 125	Finite Mathematics	3
	Science choice	3
		Total: 6 credits

### Major Requirements

<b>Advertising:</b>		Credits:
ADVG 101	Introduction to Advertising	3
ADVG 150	Plan and Create Ad Campaign	3
ADVG 160	Media Planning and Buying	3
ADVG 201	Advertising Design Concepts	3
ADVG 210	Computer Application in Advertising	3
ADVG 220	Media Production Workshop	4
ADVG 240	Advertising Copywriting	3
ADVG 301	Agency Workshop I	4
ADVG 330	Advertising and Public Policy	3
ADVG 450	Advertising Portfolio Workshop (Capstone)	3
		Total: 32 credits

<b>Upper Electives (Strongly Recommended):</b>		Credits:
ADVG 320	Business to Business Advertising	3
ADVG 401	Agency Workshop II	4
PREL 101	Public Relations and Publicity I	3
		Total: 10 credits

<b>Business:</b>		Credits:
MGMT 200	Principles of Management	3
MRKT 200	Introduction to Marketing	3
MRKT 305	Direct Response Marketing	3
MRKT 401	Marketing Research	3
		Total: 12 credits

<b>Electives:</b>		Credits:
Advertising/Communication Electives	Arts (consult with advisor)	9
Liberal Arts Electives	(consult with advisor)	15
Electives		11

Total credits required: 125

**College of Arts and Sciences**

## **Behavioral Sciences**



The Behavioral Sciences department offers a B.S. degree in Psychology, a B.S. degree in Criminal Justice, and a B.S. degree in Behavioral Sciences-social work/sociology option. These programs prepare students for a variety of careers in clinical, social, educational, industrial, and law enforcement environments. Graduates become eligible for positions such as human relations specialist, addiction counselor, caseworker, psychological technician, police officer, investigator, corporate security positions, emergency management positions, and various government positions. Similarly, graduates are prepared by means of these programs for post-graduate study and advanced training in the fields of psychology, sociology, social work, counseling, criminal justice, and law.

Law enforcement scholarship programs make it possible for law enforcement and related criminal justice personnel to earn a bachelor's degree in Criminal Justice, Psychology or Behavioral Science. Four eight-week cycles and summer sessions are offered.

The Behavioral Sciences department promotes the various research fields of its faculty, including biopsychology, addiction, criminology, group interactions, social psychology, psychological-physiological interrelationships, and program evaluation.

#### College of Arts and Sciences Curriculum

## Curriculum Requirements for Bachelor of Science in Behavioral Sciences, Social Work/Sociology Option

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

#### Major Requirements

<b>Behavioral Sciences Core:</b>		Credits:
PSYC 101	Introduction to Psychology	3
PSYC 205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3
		Total: 23 credits

<b>Social Work/Sociology:</b>		Credits:
PSYC 495	Field Placement	4

<b>Social Work/Sociology - Select any six courses from below::</b>		Credits:
ANTH 101	Introduction to Anthropology	3
PSYC 330	Communication and Interviewing Techniques	3
SOCI 150	American Urban Minorities	3
SOCI 210	Social Problems	3
SOCI 301	Marriage and the Family	3
SOCI 373	Juvenile Delinquency	3
SOCI 376	Medical Sociology	3
SOCI 378	Criminology	3
SOCI 410	Introduction to Social Work	3
SOCI 460	Social Work II	3
		Total: 18 credits

<b>Additional Requirements:</b>		Credits:
Behavioral Science Elective		3
MIST 101	Intro to Computer Applications	3
		Total: 6 credits

<b>Electives:</b>		Credits:
Electives		36

Total credits required 123

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Criminal Justice

<b>Discovery Core</b> <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

Mathematics choice		3
Science choice		3

Total: 6 credits

**Major Requirements****Behavioral Sciences Core:**

Credits:

PSYC 101	Introduction to Psychology	3
PSYC 205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3

Total: 23 credits

**Criminal Justice:**

Credits:

CRIM 101	Introduction to Criminal Justice	3
CRIM 301	Criminal Investigation	3
CRIM 303	Police Psychology	3
CRIM 305	Police and Community Relations	3
CRIM 320	Probation and Parole	3
CRIM 330	Patrol Function	3
CRIM 354	Organized Crime	3
CRIM 375	Criminal Law and Proceedings	3
CRIM 415	Crisis Intervention	3
PSYC 330	Communication and Interviewing Techniques	3
SOCI 150	American Urban Minorities	3
SOCI 378	Criminology	3

Total: 36 credits

**Criminal Justice Electives Select any four courses from below::**

Credits:

CRIM 201	Police Administration	3
CRIM 215	Law of Evidence	3
CRIM 310	Modern Police Management	3
CRIM 325	Forensic Technology	3
CRIM 360	Principles of Correction	3
CRIM 370	Correction Administration	3
CRIM 379	Special Problems in Crim Justice	3
CRIM 380	Private Security Seminar	3
CRIM 420	Computers and Crime	3
CRIM 430	Constitutional Case Law	3
CRIM 470	Skills Training	3
PSCI 240	Basic Legal Concepts	3
PSCI 350	Government and Metro Problems	3
SOCI 210	Social Problems	3
SOCI 373	Juvenile Delinquency	3

Total: 12 credits

**Additional Requirements::**

Credits:

MIST 101	Intro to Computer Applications	3
PSCI 110	American Government & Politics	3

Total: 6 credits

**Electives:**

Credits:

Electives		9
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# Curriculum Requirements for the Bachelor of Science in Psychology

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		<b>Credits:</b>
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		<b>Total: 18 credits</b>
<b>Seminars:</b>		<b>Credits:</b>
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		<b>Total: 12 credits</b>
<b>Math and Science:</b>		<b>Credits:</b>
Mathematics choice		3
Science choice		3
		<b>Total: 6 credits</b>

Major Requirements		
<b>Behavioral Sciences Core:</b>		<b>Credits:</b>
PSYC 101	Introduction to Psychology	3
PSYC205	Theories of Personality	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
PSYC 370	Introductory Research Methods	4
PSYC 410	Physiological Basis of Behavior	3
SOCI 101	Introduction to Sociology	3
		<b>Total: 23 credits</b>
<b>Psychology:</b>		<b>Credits:</b>
PSYC 251	Measurement Concepts	3
<b>Psychology (Select any six courses from below):</b>		<b>Credits:</b>
ANTH 101	Introduction to Anthropology	3
PSYC 220	Child Psychology	3
PSYC 240	Educational Psychology	3
PSYC 245	Learning Theory	3
PSYC 250	Environmental Psychology	3
PSYC 260	Social Psychology	3
PSYC 265	Organizational Psychology	3
PSYC 330	Communication and Interviewing Techniques	3
PSYC 335	Personnel Psychology	3
PSYC 425	Introduction to Counseling	3

Total: 18 credits

**Additional Requirements:**

Credits:

Behavioral Science Elective

3

MIST 101

Intro to Computer Applications

3

Total: 6 credits

**Electives:**

Credits:

Electives

36

Total credits required 122

College of Arts and Sciences

## Communication Arts Undergraduate Program



The distance between Madison Avenue and Hollywood, between the blogosphere and the editing suite is closer than ever. The communications industry of the 21st century demands professionals who can span that distance—professionals with multiple skills, who can utilize multiple platforms—digital, visual, written—to produce and disseminate their messages.

This kind of versatility is characteristic of NYIT Communication Arts graduates: newpeople who can write, edit, and deliver a news story on-air and on the internet; new media specialists who design, digitize, animate, and publish websites; television specialists and filmmakers who write, direct, and edit for television, cinema, and the web.

Communication Arts students may focus on the converging aspects of the traditional media, programming and production for television and film, audio recording—radio and audio, advertising/public relations, print and electronic journalism, corporate, and international communication.

Our newly equipped laboratories also permit study and experimentation in the latest aspects of digital and motion graphics, web design, and new media that may be integrated into multiple media platforms, including the web.

All NYIT, communication arts students receive a solid conceptual grounding, hands-on instruction in the practical aspects of the discipline, and digital literacy on the latest equipment. Through this combination of learning and doing, of time-honored principles and timely applications, our students learn how to function successfully in the new, integrated world of communications.

### Degree Programs

NYIT's Communication Arts department offers four degree-program paths:

1. The Associate in Applied Science (A.A.S.) degree with a major in communication arts for those students unsure about their career plans. This program offers the opportunity to take select courses in different areas. It's a two-year, 60-credit program with basic coursework in all media, a humanities core, and some specialization.
2. The Bachelor of Fine Arts (B.F.A.) degree with a major in communication arts is a four-year program with specializations in advertising, and public relations, radio, digital film, print and electronic journalism, video and television production, web design and new media.
3. The Bachelor of Science (B.S.) with a major in advertising and public relations.
4. The Master of Arts (M.A.) in Communication Arts is a graduate degree with a number of media specializations. In special cases, individualized degree programs are customized to meet the special needs and interests of registrants.

## Communication Arts Combined B.F.A.-M.A. Program

The Communication Arts combined B.F.A./M.A. program allows students to achieve a Bachelor of Fine Arts in Communication Arts and a Master of Arts in Communication Arts in five years. The program creates a fast track to our master's degree by allowing accomplished communication arts students to complete a total of 109 undergraduate credits, and then move into the 36-credit Master of Arts program. This combined degree is intended for students who wish to be recognized as graduates of a highly competitive and unique program. It also offers students an opportunity to gain an "edge" in the marketplace while incurring less time and expense.

### Admissions

Entering freshmen who wish to apply for admission to the combined B.F.A./M.A. program must have

- have a minimum combined SAT score of 1100 and/or a 90 (3.5) average in high school. Students in the regular undergraduate degree program who demonstrate academic success as evidenced by their academic performance (3.0 GPA or better) may request consideration for transfer into the five-year program at the beginning of their second academic year, or completion of 30 credits. Communication arts majors from other institutions may transfer into this program provided that they have a 3.0 GPA and transfer in no more than 30 credits.
- submit two letters of recommendation
- be interviewed by the chairperson and members of the graduate committee of the communication arts department in order to ascertain their ability to meet the challenges of the program

Students who apply for admission but are not accepted into the combined B.F.A./M.A. program will automatically be considered for admission into the four-year B.F.A. program in communication arts.

**Annual Reevaluation:** All students in this combined program will be reviewed at the end of each of the first three academic years. Students whose grade point averages fall below 3.0 will be notified that their standing in the program is in jeopardy and they will be reevaluated at the end of the following semester.

**Progression to the M.A.:** Students will progress to the graduate phase of the combined degree program after completing all 109 undergraduate credits with a cumulative grade point average of 3.0.

### Specialized Professional Opportunities

**Center for Global Media:** Students who have an interest in newswriting, reporting, and production may register for specific courses in the production of a cable and internet news program under professional supervision. Registrants must be available at least one full day a week. Special features and news stories are also produced by students in Manhattan enrolled in the TV news writing and production courses.

**Externship Program:** To further enhance student professionalism grounded in coursework, NYIT administers an extensive internship program. Qualified advanced students are placed in professional work environments. Working for a semester or more within an organization, students acquire a sense of the real world for which they are preparing, and receive academic credit for their efforts. On many occasions, externships lead to full-time employment. NYIT externs are actively sought in all areas of communication: web-based organizations; broadcast networks and independent television and radio stations; cable networks and public broadcast stations; advertising and public relations agencies; international corporations; newspapers; magazines; and production companies.

To qualify, students must have junior or senior status, a GPA of 3.0 or better, and be recommended by academic advisors. Student interns can register for two, three, four, or five externship credits. Credit varies depending upon the scope of the assignment and time commitment by the student. You may repeat the externship in the same company if your responsibilities are diverse and expanded. Students should plan about 150 hours as the minimum commitment for a three-credit externship. The department sets the credit allocation and there is a 12-credit limit to the number of externship credits allowed on the undergraduate level.

**Advertising and Public Relations Agency:** The department provides a professional full-service agency environment in conjunction with advertising and public relations curriculum offerings. In Manhattan, the Agency Workshop and, on the Old Westbury campus, the Carleton Group serve this function for those majoring in advertising and public relations in the B.S. programs and those taking a specialization in this area in the B.F.A. program. On the graduate level, students work in an agency environment in the production house class.

### Facilities

The department of Communication Arts maintains studios and laboratories for all production classes in web design and new media, television, digital filmmaking, radio and sound, and advertising/public relations.

**Television:** Both campuses have digital studio cameras with ultimate live compositing capabilities as well as state-of-the-art AVID and Final Cut Pro editing suites. In Old Westbury, a TV news room is equipped with AP wire service and web-based research services.

**Filmmaking:** On both campuses, digital filmmaking laboratories include HD digital cameras, editing stations, and screening facilities.

**Radio:** On both campuses, radio laboratories are equipped with digital stereo consoles, digital recording equipment, and digital audio editing programs. The sound processing laboratories have voice recording, sound transfer, and digital mixing facilities.

**Motion Graphics:** State-of-the art, multi-platform computer labs are available on both campuses to support all communication arts specializations including new media capabilities.

**Radio Station:** An Internet-based radio station is operated by students in Old Westbury.

### Quality of Academic Experience

Opportunities exist to broaden a student's exposure to communications by participating in NYIT academic, social, and service activities such as the campus newspapers, radio station, student government, and special events such as weekly free classic film series.

Not all course offerings are available at each campus every semester. However, faculty and administration are always available for

advisement and to discuss special needs.

### Rights to Media Productions Developed in NYIT Coursework

Essentially, this policy covers films, video and audio productions, and other nonprint media.

All films and videotapes, audio tapes and websites produced in the Department of Communication Arts in fulfillment of class assignments, or as advanced individual study projects, whether made on NYIT premises or elsewhere, with or without departmental equipment, with or without extra funds, are subject to the following ownership policy:

1. All such projects are co-owned by the student and NYIT. In each case the students who originate the project should decide which student or students co-own it with NYIT.
2. Either the student or NYIT may arrange distribution. Students who do not wish to have their project distributed or published may veto distribution.
3. NYIT will decide whether or not to put its name on the given project.
4. Distribution deals, whether arranged by NYIT or by the student, must be approved and signed by the dean.
5. All income, and other up-front obligations are paid, will go directly from the distributor to the student and NYIT on a 50/50 basis. Outside funding is not considered to be an up-front obligation.
6. NYIT's income will be used for scholarships, for funding future student projects, and for fees and expenses in connection with placing student work in festivals. If a project wins a prize, that prize goes to the student, less the cost of placing it in competition.
7. Projects may be distributed only after a faculty advisor is certain that all necessary clearances have been obtained by the student.
8. The student and NYIT each have a right to prints (copies) at cost as such prints (copies) are needed for NYIT or student use. Such prints (copies) may not be rented or sold.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Combined Bachelor of Fine Arts/Master of Arts in Communication Arts

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

### Major Requirements

Undergraduate Course Requirements:		Credits:
ADVG 101	Introduction to Advertising or	3

PREL 101	Public Relations and Publicity I		
COMM 101	Communication: Principles and Process		3
COMM 210	Broadcasting History and Criticism <b>or</b>		3
FILM 210	History of Motion Pictures		
COMM 240	Writing for the Mass Media <b>or</b>		3
TEVE 340	Scriptwriting I		
COMM 301	Communications Law		3
COMM 401	Mass Communication in Society		3
DGIM 101	Introduction to Digital Imaging		3
FILM 101	Fundamentals of Film Production		3
JOUR 101	Introduction to Journalism		3
TEVE 101	Fundamentals of TV Production		3

Total: 30 credits

**Communication Arts Electives:**

Credits:

Communication Arts Electives	(consult with advisor)		23
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**Non-Major Electives:**

Credits:

Non-Major Electives	(consult with advisor)		20
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**Undergraduate credits required 109**

**Graduate Course Requirements**

A student's graduate work will begin in the 8th semester at NYIT. At the graduate level, students will take 4 core courses (12 credits) spread out over the three semesters of graduate work. Students will also select 24 credits of graduate level courses from those listed in our [Graduate Catalog](#). Students should continue to consult with faculty advisors to select electives that will form one of four graduate tracks.

**Graduate Communication Arts Core:**

Credits:

COMM 610	Vocabulary of the Media Critic		3
COMM 630	Media and Culture		3
COMM 620	Media Research <b>or</b>		3
COMM 625	Art in the Era of Mass Comm		
DGIM 601	Multimedia Production Tools <b>or</b>		3
DGIM 700	Advertising Design I		

Total: 12 credits

**Graduate Electives:**

Credits:

Graduate Electives			24
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**Graduate credits required 36 credits**

**Total credits for B.F.A./M.A. 145 credits**

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Fine Arts in Communication Arts

Discovery Core <sup>[?]</sup>			
<b>Foundations:</b>			Credits:
FCWR 101	Writing I: Foundations of College Composition		3
FCWR 151	Writing II: Foundations of Research Writing		3
FCSP 105	Foundations of Speech Communication		3
FCSC 101	Foundations of Scientific Process		3
FCIQ 101	Foundations of Inquiry		3
FCWR 3xx	Professional Communication choice		3
			Total: 18 credits
<b>Seminars:</b>			Credits:

ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

### Major Requirements

<b>Communication Arts:</b>		Credits:
ADVG 101	Introduction to Advertising	3
COMM 101	Communication: Principles 3 and Process	3
COMM 210	Broadcasting History and Criticism	3
COMM 240	Writing for the Mass Media	3
COMM 301	Communications Law	3
COMM 401	Mass Communication in Society	3
DGIM 101	Introduction to Digital Imaging	3
FILM 101	Fundamentals of Film Production	3
FILM 210	History of Motion Pictures	3
JOUR 101	Introduction to Journalism	3
PREL 101	Public Relations and Publicity I	3
RADI 101	Fundamentals of Radio Production	3
TEVE 101	Fundamentals of TV Production	3
		Total: 39 credits

<b>Communication Arts Electives:</b>		Credits:
Communication Arts Electives	(consult with advisor)	26

<b>Non-Major Electives :</b>		Credits:
Non-Major Electives	(consult with advisor)	27

**Total credits required 128**

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Associate in Applied Science Degree in Communication Arts

<b>Discovery Core</b> <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
		Total: 15 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Communication Arts:</b>		Credits:
ADVG 101	Introduction to Advertising	3
COMM 101	Communication: Principles and Process	3
COMM 210	Broadcasting History and Criticism	3
DGIM 101	Introduction to Digital Imaging	3
FILM 101	Fundamentals of Film Production (FILM I)	3
FILM 210	History of Motion Pictures	3
JOUR 101	Introduction to Journalism	3
RADI 101	Fundamentals of Radio Production	3
TEVE 101	Fundamentals of TV Production (TV I)	3
<b>Total:</b>		<b>27 credits</b>

<b>Electives:</b>		Credits:
Electives		12

**Total credits required 60**

**College of Arts and Sciences**

## English and Speech



The **Bachelor of Arts in English** degree prepares graduates to be creative thinkers and articulate workers in the changing world of the 21st century. Students take core and advanced classes in literature and culture, drama, and/or professional writing. This rigorous and structured curriculum also offers students the opportunity to pursue their own professional interests and to personally shape their education through work in a second field and through the opportunity to take a large number of elective courses. The curriculum reflects attention to multiculturalism and takes advantage of NYIT's strengths in using computers to teach professional writing, multimedia, and theater, as well as literature.

NYIT's distinctive English program incorporates technology of all kinds into the education process. While students meet routinely in conventional classes, they also use computers and emerging technologies throughout their study. Many of their courses meet in "computer classrooms" and distance learning labs supported by NYIT's fiber optic network.

Employment opportunities for English majors have traditionally been excellent. The skills and flexibility the study of English provides is an asset in our changing economy and world. The world economy will demand an ever-greater number of candidates with strong writing, editing, and speaking skills, as well as computer literacy, software skills, and Internet training. The NYIT English program helps students develop not only intellectual skills and cultural literacy, but also applied critical thinking, graphic communication, and computer application competencies. NYIT English majors develop a competitive edge.

Bachelor of Arts students register for 36 credits of core curriculum courses, 30 credits of English courses beyond the freshman/sophomore level, 24 credits of Liberal Arts electives, and 30 general elective credits. In the English area, students take five required core courses in English plus 15 credits (5 courses) in one of three areas: literature and culture, drama, and professional writing. The B.A. in English is offered at Old Westbury and Manhattan NYIT campuses and courses taken at either campus apply toward the degree.

# Curriculum Requirements for Bachelor of Arts in English

## Discovery Core <sup>[?]</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Required English Core:</b>		Credits:
LITR 420	Literature Survey	3
LITR 430	Major Author	3
LITR 440	Multicultural Literature	3
LITR 450	Special Topics in Literature	3
LITR 460	Capstone Seminar	3
		Total: 15 credits

**Subspecialty Courses:** Students select 15 credits from one of three subspecialties: literature and culture, drama, or professional writing.

<b>Literature and Culture:</b>		Credits:
LITR 310	Modern Poetry	3
LITR 315	Modern Drama	3
LITR 320	Shakespeare	3
LITR 330	Survey of World Literature	3
LITR 331	Art of the Novel	3
LITR 340	African American Literature	3
LITR 341	20th Century American Literature	3
LITR 342	19th Century American Literature	3
LITR 360	Irish Literature	3
LITR 410	Literature Seminar	3
		Total: 15 credits

<b>Drama:</b>		Credits:
LITR 315	Modern Drama	3
LITR 320	Shakespeare	3
LITR 410	Literature Seminar (drama topics)	3
THEA 110	Intro to Theater Arts	3

THEA 210	Principles of Acting	3
THEA 260	Advanced Acting	3
THEA 265	Wkshp in Theatrical Performance	2
THEA 270	Wkshp in Theatrical Performance	3
THEA 275	Wkshp in Theatrical Performance	4

Total: 15 credits

**Note:** In fulfilling the drama subspecialty, students may choose a maximum of 6 acting/performance credits; additional credits may be taken as part of the students' pool of elective credits.

**Professional Writing:** Credits:

SPCH 205	Professional Speaking	3
WRIT 210	Workshop in Publication	2
WRIT 220	Workshop in Publication	3
WRIT 230	Workshop in Publication	4
WRIT 335	Writing for Publication	3
WRIT 351	Advanced Technical Writing	3
WRIT 355	Advanced Writing and Editing	3
WRIT 360	Seminar Professional Writing	3
WRIT 363	Writing for the Web	3
WRIT 366	Survey of Technical and Professional Document Production	3
WRIT 415	Internship in Technical and Professional Writing	3

Total: 15 credits

**Electives:** Credits:

Liberal Arts Electives <sup>1</sup>		24
Electives <sup>1</sup>		30

(1) Electives are chosen in consultation with faculty advisors.

No single course can satisfy two or more requirements.

Total credits required: 120

College of Arts and Sciences Curriculum

# Curriculum Requirements for Technical Writing Certificate Program

## Major Requirements

**Foundation Class:** Credits:

FCWR 304	Communication for Technical Professions *	3
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\* Although FCWR 304 is preferred, other professional writing courses are also acceptable.

**Intermediate Level \*:** Credits:

DGIM 101	Introduction to Digital Literacy	3
WRIT 366	Survey of Technical and Professional Document Production	3

\* **Prerequisite:** FCWR 304 or any Professional Writing Course

**Advanced Level:** Credits:

WRIT 351	Advanced Technical Writing	3
WRIT 363	Writing for the Web	3

**Plus one of the following advanced courses::** Credits:

LITR 240	The Art of Prose: Scientific and Technical Literature	3
SPCH 205	Professional Speaking and Advanced Oral Communication	3
WRIT 220	Workshop in Publication	3

WRIT 355	Advanced Writing and Editing Techniques	3
WRIT 360	Seminar in Professional Writing	3
WRIT 415	Internship in Technical and Professional Writing	3

Students seeking to earn a Certificate in Technical Writing are required to complete 18 credits of coursework in the technical writing/professional communications area. Students from any major can opt for the Technical Writing Certificate. It is also open to working professionals, who can take the classes on a part-time basis.

**NOTE**

- 1) A student may earn up to three credits by challenging for life experience.
- 2) Those entering the program without sufficient technical background must take six additional credits in a technical area. Members of the faculty will determine what constitutes an appropriate background.

**College of Arts and Sciences**

## English Language Institute



The **English Language Institute (ELI)** offers a highly competitive program in English as a second language, especially designed to prepare students for both academic and professional careers. The ELI offers beginning, low-intermediate, intermediate, and advanced non-credit courses in reading, writing, listening comprehension, speaking, and American culture. Placement in one of these levels is initially determined by the students' scores on the English placement exam. Subsequently, students' placement is based on their exiting the various levels. All classes are small so that every student receives individual attention. All ELI courses run for 15 weeks in the fall and spring and 8 weeks in the summer, except for ESLI 068, 077, and 078, which run for 10 weeks in the summer.

The ELI is also a cultural center where international students are introduced to American culture and life. It offers cultural and social activities that become part of our students' educational experience.

ELI is a service center for residents of our communities for whom English is a second language. ELI offers part-time courses for those who want to improve their English skills; they do not need to be full-time students. This school is authorized under federal law to enroll non-immigrant alien students.

**College of Arts and Sciences**

## Fine Arts, B.F.A.



The Fine Arts program of the College of Arts and Sciences is offered in three areas: computer graphics, graphic design, and teacher education. All lead to the Bachelor of Fine Arts degree.

A distinguished faculty of practicing artists and designers expose the student to a variety of artistic approaches, from traditional through modernist and contemporary styles. Admission is competitive. Fine arts applicants are required to submit a portfolio of previous artwork; samples are evaluated for artistic skills, potential, and overall presentation.

All curriculums are designed to increase student awareness of the entire field of visual arts. Prior to specialized study, each area requires the same first-year foundation curriculum which establishes principles of artistic concepts through emphasis on composition, design, color and drawing. A series of exhibitions throughout the academic year reflects the scope of instruction within this area of study. The Fine Arts Department's computer graphics coursework uses state-of-the-art hardware systems, as well as a wide variety of 2-D and 3-D application software. The computer graphics laboratories in Old Westbury and Manhattan are considered among the most advanced facilities in the metropolitan area.

The range of experiences for the student of fine arts includes drawing, painting, sculpture, printmaking, computer graphics, and photography with emphasis upon both technique and artistic problems. The primary goal is to sharpen values and develop individual artistic personality. The fine arts curriculum has as its ultimate objective the improvement of the very quality of the perceptions of life, and therefore forms the philosophical foundation of the professionally oriented programs in this area.

### Computer Graphics

Computer graphics is an artist's medium that has emerged as a powerful imaging tool. Today, computer graphics is a much sought-after field of study due to its expansive use in a variety of visualization applications throughout the world. Without the foundations in the principles of design, studio practice, and a portfolio of critiqued work, the application rarely produces professional results.

Our goal is to help students understand the relationship of design and technology. This allows the student to develop the ability to create and compose content that communicates ideas in an effective manner for both general and specific markets. Successful presentations will educate, inform, motivate, entertain, persuade, challenge, and inspire audiences while transcending the medium of delivery.

### Graphic Design

Graphic design as an industry has become a significant growth area worldwide. With the rapid changes taking hold in the way business and advertising is being conducted today, it is no wonder that experts have targeted graphic design as the profession to manage and deliver the volume of information which is exponentially produced and consumed.

The new graphic designers must be able to design and direct a multitude of media without being lost in the avalanche. The graphic design sequence of courses prepares our students to accept the challenge by integrating and interpreting the language and syntax of visualization within emerging technology. This knowledge and skill has become the current entry level requirement of the industry. NYIT students will be well prepared at their first employment interview with portfolio in hand, on CD-ROM, and on a web page.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Fine Arts in Graphic Design

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		<b>Credits:</b>
FCWR 101	Writing I: Foundations of College Composition	3

FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

## Major Requirements

<b>Freshman Art Foundation:</b>		Credits:
ARTD 101	Two-Dimensional Design I	3
ARTD 102	Three-Dimensional Design I	3
ARTD 151	Two-Dimensional Design II	3
ARTD 152	Three-Dimensional Design II	3
ARTW 101	Drawing I	3
ARTW 151	Drawing II	3
		Total: 18 credits

<b>Graphic Design Sequence:</b>		Credits:
ARTC 201	Computer Graphics I *	3
ARTC 251	Computer Graphics II *	3
ARTC 301	Computer Graphics III *	3
ARTG 201	Graphic Design I	3
ARTG 251	Graphic Design II	3
ARTG 301	Graphic Design III	3
ARTG 302	Typography	3
ARTG 303	Illustration	3
ARTG 351	Package Design	3
ARTG 352	Editorial Design	3
ARTG 401	Advertising Design Problems	3
ARTG 402	Book Design	3
ARTG 451	Portfolio	3
		Total: 39 credits

<b>Studio Options (choose 3):</b>		Credits:
ARTP 201	Painting I	3
ARTR 201	Printing I	3
ARTS 201	Sculpture I	3
ARTW 201	Drawing III	3
ARTW 251	Drawing IV	3
ARTY 201	Photography I	3
		Total: 9 credits

<b>Art History:</b>		Credits:
ARTH 101	Art History I	3
ARTH 151	Art History II	3
ARTH 201	Art History III	3

**Department Electives:**

Department Electives	Choose fine arts courses in consultation with advisor	3
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Credits:

**Electives:**

Electives		14
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Credits:

**Total credits required 128**

\* All computer graphics courses require department permission prior to registration.

## College of Arts and Sciences Curriculum

## Curriculum Requirements for Bachelor of Fine Arts in Computer Graphics

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 303	Communication for Art and Design	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

### Major Requirements

**Freshman Art Foundation:**

ARTD 101	Two-Dimensional Design I	3
ARTD 102	Three-Dimensional Design I	3
ARTD 151	Two-Dimensional Design II	3
ARTD 152	Three-Dimensional Design II	3
ARTW 101	Drawing I	3
ARTW 151	Drawing II	3
		Total: 18 credits

Credits:

**Computer Graphics Sequence \*:**

ARTC 201	Computer Graphics I	3
ARTC 251	Computer Graphics II	3
ARTC 301	Computer Graphics III	3
ARTC 351	Computer Graphics IV	3
ARTC 401	Sr. Project Computer Graphics I	4
ARTC 402	Sr. Thesis Computer Graphics I	3

Credits:

ARTC 451	Sr. Project Computer Graphics II	4
ARTC 452	Sr. Thesis Computer Graphics II	3
ARTC 404	Special Project A	4

Total: 30 credits

\*All computer graphics courses require department permission prior to registration.

**Studio Options (choose 5):** Credits:

ARTJ 403	Special Project B	3
ARTP 201	Painting I	3
ARTR 201	Printing I	3
ARTS 201	Sculpture I	3
ARTW 201	Drawing III	3
ARTW 251	Drawing IV	3
ARTY 201	Photography I	3

Total: 15 credits

**Art History:** Credits:

ARTH 101	Art History I	3
ARTH 151	Art History II	3
ARTH 201	Art History III	3
ARTH 301	Aesthetics I	3

Total: 12 credits

**Department Electives:** Credits:

Department Electives	Choose fine arts course in consultation with advisor	3
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**Electives:** Credits:

Electives		14
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**Total credits required 128**

**College of Arts and Sciences**

## Interdisciplinary Studies



The degree program in Interdisciplinary Studies educates students for a wide variety of careers and graduate study. Enrollment in Interdisciplinary Studies offers students the opportunity to choose three concentrations that they feel will serve them best when they graduate. A degree that develops competencies in several disciplines may, in fact, be the best preparation for the shifting demands of the modern workplace

The wealth of elective and online credits available in Interdisciplinary Studies affords excellent opportunities for students with prior learning experience (transfer students, veterans, and working adults) who need to complete their degrees in a compressed period of time. Through transfer credits taken at other institutions or through life experience, students may also have their learning experiences converted to NYIT credits.

This flexible degree program (with 16 concentration in areas as diverse as Technology, Life Science, Architecture, and Hospitality) is also ideal for students switching majors at NYIT who would like to have many of their pre-professional NYIT credits from other NYIT programs counted toward their degrees. The ability to use these courses in Interdisciplinary Studies concentrations can allow students to graduate in a timely manner even if they have spent one or two years in a different major.

A program of academic advisement matches a student with a faculty advisor, and together they design a degree map. The course of study is built around a required liberal arts core curriculum (36 credits), which introduces students to the various areas of study at the college. In addition to the core courses, each student selects three subject areas of concentration, taking at least 12 credits in each area. The 45 remaining elective credits are chosen to complete and complement the student's individual degree plan. An additional 18 elective credits may be taken in one of these areas of concentration (for a total of 30 credits), and an additional six elective credits in each of the other two areas (for a total of 18 credits in each).

Interdisciplinary Studies has only three required courses directly offered by the program. The Foundations of Interdisciplinary Research (IDSP 310) introduces students to the historical contexts of Interdisciplinary Studies and the development of academic disciplines. The Capstone Seminar (IDSP 410) rounds out the college experience by involving students in research activities related to their concentrations. Students also must complete an Internship (IDSP 450).

Areas of concentration may be selected from the following 16 categories: Architecture, Behavioral Sciences, Business, Communication Arts, Computer Science, English, Fine Arts, Hospitality Management, Humanities, Labor Relations, Life Sciences, Mathematics/Physics, Social Sciences, Technical Writing, Technology, and Telecommunications Management. Note that the humanities concentration may include courses in such areas as literature, philosophy, art history, architectural history, or film history.

The program in Interdisciplinary Studies offers three degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Professional Studies. Although all students complete the same core courses, individual degree plans differ significantly. Students who complete at least 75 percent (90 credits or more) of liberal arts courses will be granted the Bachelor of Arts degree. Those who complete at least 50 percent (60-89 credits) of liberal arts courses will be awarded the Bachelor of Science degree. The Bachelor of Professional Studies degree is granted to those students with fewer than 60 credits of liberal arts courses.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor's degree in Interdisciplinary Studies\*

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics choice		3
Science choice		3
		Total: 6 credits

Major Requirements		
<b>Interdisciplinary Studies:</b>		Credits:
IDSP 310	Foundations of IS Research	3
IDSP 410	Capstone Seminar	3
IDSP 450	Internship/Service Learning or	3

**Interdisciplinary Studies (IS) Concentrations:**

Credits:

Concentration Credits		36
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At least 36 credits in three permitted areas of concentration, with a minimum of 12 credits in each area. Up to 18 additional elective credits in any one of the three areas (a possible total of 30 credits) will count toward the IS degree; up to six additional elective credits in each of the other two areas (a possible total of 18 credits each) are also allowed.

**Concentrations:**

Architecture, Behavioral Science, Business, Communication Arts, Computer Science, English, Fine Arts, Hospitality Management, Humanities, Labor Relations, Life Sciences, Math/Physics, Social Sciences, Technical Writing, Technology, Telecommunications Management.

**Electives:**

Credits:

Electives		39
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Electives chosen in consultation with advisor and in the context of concentration restrictions.

**Total credits required: 120**

\*The specific type of bachelor's degree is dependent upon the percent of liberal arts credits completed:

Bachelor of Arts  
requires 75% Liberal Arts  
(90 credits out of 120)

Bachelor of Science  
requires 50% Liberal Arts  
(60 credits out of 120)

Bachelor of Professional Studies  
requires 25% Liberal Arts  
(30 credits out of 120)

**College of Arts and Sciences**

## Life Sciences



Health and environment-related studies are the basis for dealing effectively with the characteristic complexities of the modern world. Solutions to worldwide problems call for deep understanding and the intelligent application of chemical, medical, bioengineering, and environmental sciences and technologies.

With expanded facilities to fulfill the modern student's needs in this field of broad new dimensions, the College of Arts and Sciences offers a variety of interrelated programs leading to the Bachelor of Science in Life Sciences degree. The curriculum provides a wide choice of courses toward options in biology, biomedical engineering, chemistry, environmental sciences, premedical preprofessional preparation in the health sciences, and certification for teaching secondary-school biology or chemistry.

NYIT offers two separate programs to students who wish to attend medical or other professional schools: a premedical program or the Combined Bachelor of Science/Doctor of Osteopathic Medicine program.

- [Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine Program](#)
- [Premedical Studies](#)
- [B.S./M.S.—Combined Bachelor of Science in Life Sciences, Health Professions—Occupational Therapy Option/Master of Science in Occupational Therapy](#)
- [B.S./M.S.-Combined Bachelor of Science in Life Sciences, Health Professions—Physician Assistant Option/Master of Science in Physician Assistant Studies](#)
- [B.S./D.P.T.—Combined Bachelor of Science in Life Sciences, Health Professions-Physical Therapy Option/Doctor of Physical Therapy](#)
- [Biology](#)
- [Chemistry](#)
- [Biomedical Engineering](#)
- [Biomedical Engineering Technology](#)

### **Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine Program**

The Combined Bachelor of Science/Doctor of Osteopathic Medicine Program (B.S./D.O.) is an accredited program for talented, highly motivated students. Students complete their baccalaureate preparation in three years and may then be admitted directly into NYIT's College of Osteopathic Medicine, which requires four years for the Doctor of Osteopathic Medicine degree. The Bachelor of Science in Life Sciences degree will be conferred upon successful completion of the first year at the College of Osteopathic Medicine.

To be admitted into this special program, students must submit SAT and/or ACT results with a combined SAT score of 1200 or above an ACT total of at least 28. In addition they must have a high school average of 90 or above and a high class standing. Following the completion of three years at the undergraduate school, students may qualify for admission into the College of Osteopathic Medicine. Specifically, in order for a student to be considered for acceptance to the College of Osteopathic Medicine and invited for a personal interview, the student must complete the College of Osteopathic Medicine Admissions application and meet the following criteria:

- GPA – maintain a 3.5 grade point average each semester, resulting in a cumulative 3.5 grade point average.
- MCAT score of the median MCAT score of the College of Osteopathic Medicine class starting in the year before student starts NYIT.
- Obtained favorable letters of recommendation from the departmental B.S./D.O. committee.
- Completed application package submitted by Feb. 1 preceding August start (must include MCAT score).
- Received a supportive interview from the College of Osteopathic Medicine's admissions committee.

#### **Curriculum Requirements**

- [Curriculum: Combined Bachelor of Science in Life Sciences/Doctor of Osteopathic Medicine Program](#)

For further information, contact:

Undergraduate Admissions  
 New York Institute of Technology Northern Boulevard  
 P.O. Box 8000  
 Old Westbury, New York 11568-8000  
 516.686.7520

### **Premedical Studies**

All students accepted into any of the premedical programs will receive ongoing assistance, advice, and consultation from College of Arts and Sciences and College of Osteopathic Medicine faculty. In some cases, students will take medical courses with students in the medical school and participate in interdisciplinary training programs.

Students should meet with the department chair in order to discuss the complete requirements of the program most suited to their needs.

The Life Sciences Department has a special relationship with the College of Osteopathic Medicine. The premedical program provides thorough training in all required subjects for medical school or other health professional school admission, and general preparation for the medical college admission test (MCAT), which is required for admission to almost all medical schools. The premedical program is a four-year program designed for talented and motivated students who are willing to work hard to achieve their goals. The premedical program requires that students submit SAT or ACT results, and their high school transcripts.

#### **Curriculum Requirements**

- [Curriculum: Premedical Studies](#)

### **B.S./M.S.—Combined Bachelor of Science in Life Sciences, Health Professions—Occupational Therapy Option/Master of Science in Occupational Therapy**

The combined Bachelor of Science in Life Sciences/Master of Science in Occupational Therapy is a 5 1/2 year program (3 + 2 1/2: 3 years of pre-professional courses and a 2 1/2-year professional phase). The master's degree program provides entry-level professional education in occupational therapy. For details on the professional phase of the program, please consult the [Occupational Therapy listing in the catalog](#). The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824 1220; (301) 652-

AOTA; [aota.org](http://aota.org). The program is approved by the New York State Education Department. Graduates of the master's degree program are eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification of Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an occupational therapist registered (OTR). Most states also require licensure in order to practice; however, eligibility for state licenses is usually based on the results of the NBCOT examination as well as on other requirements.

In order to enter the professional phase of the program, applicants must have completed the following undergraduate courses:

- 8 credits in chemistry with lab
- 8 credits in physics with lab
- 8 credits in biology with a lab
- 4 credits in human physiology with lab
- 3 credits in general or introduction to psychology
- 3 credits in developmental or child psychology
- 3 credits in abnormal psychology
- college algebra and trigonometry OR introduction to calculus
- one course in statistics
- one course in anthropology OR sociology
- one course in ethics

This combined program is designed for undergraduates, freshmen, or transfer students who wish to be admitted to the Master of Science program in Occupational Therapy following three years of undergraduate work. Students may apply for admission into the master's program (professional phase) after completion of all prerequisite courses, if they have maintained an overall GPA of 2.5, received no science or math grade below a C, and received the recommendation of the Occupational Therapy Admissions Committee after a personal interview. The B.S. in Life Sciences will be conferred after successful completion of the first professional year of the Occupational Therapy master's degree program. See the Master of Science in Occupational Therapy section of the catalog, which includes the Department of Occupational Therapy technical standards.

Students in this option who are not accepted into the professional phase of the occupational therapy program must complete the requirements for another life science option in order to receive a baccalaureate degree.

Students are advised that two semesters of organic chemistry with lab are required for admission to medical schools and to most other professional and graduate programs in the health professions, behavioral and life science fields. In addition, employment in the life sciences usually requires knowledge of organic chemistry and biochemistry at a level greater than that offered by the single semester of bioorganic chemistry (CHEM 215). Therefore, it is strongly recommended that students who do not complete the B.S./M.S. in Occupational Therapy take CHEM 210/250 and BIO 340.

#### **Curriculum Requirements**

- [Curriculum: B.S./M.S.—Combined Bachelor of Science in Life Sciences, Health Professions—Occupational Therapy Option/Master of Science in Occupational Therapy](#)

#### **B.S./M.S.-Combined Bachelor of Science in Life Sciences, Health Professions—Physician Assistant Option/Master of Science in Physician Assistant Studies**

The combined Bachelor of Science in Life Sciences/Master of Science in Physician Assistant (PA) Studies is a six- year program: three years of preprofessional courses and a three year professional phase. The program in physician assistant studies is a master's degree program that provides an entry-level physician assistant professional education. This combined B.S.-M.S. program is specifically designed for exceptional high school students entering directly from high school who wish to be admitted to the Master of Science program in PA Studies. High school students applying to the undergraduate preprofessional phase are required to have a minimum SAT score of 1100 or an ACT of 24 and a high school minimum cumulative average grade of 90.

Students may qualify for admission into the Master of Science in PA Studies (professional phase) upon completion of all prerequisite undergraduate courses and maintained a minimum 3.0 overall cumulative GPA, received no math or science grade lower than C+, have verification of a minimum of 100 hours of direct patient health care experience, submit two professional letters of recommendation, at least one from a D.O., M.D., or PA, had an in-person progression evaluation and recommendation by the program director and the Academic Review Committee for Physician Assistant, and met the Technical Standards of the PA Program (Technical Standards are available in the PA Program office and on the program website). All applicants to the professional phase of the NYIT PA program must submit a Centralized Application Service for Physician Assistants (CASPA) application.

The Bachelor of Science in Life Sciences will be conferred after successful completion of the first professional year of the physician assistant master's degree program. See [NYIT's graduate catalog for details on the Master of Science in PA Studies](#). Students in this option who are not accepted into the professional phase of the PA program must complete the requirements for another life science option in order to receive a baccalaureate degree. Graduates of the master's degree program are eligible to sit for the physician assistant national certification examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA). Almost all states require applicants for physician assistant licensure to pass the certification examination. The physician assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

#### **Curriculum Requirements**

- [Curriculum: B.S./M.S.—Combined Bachelor of Science in Life Sciences, Health Professions—Physician Assistant Option/Master of Science in Physician Assistant Studies](#)

#### **B.S./D.P.T.—Combined Bachelor of Science in Life Sciences, Health Professions-Physical Therapy Option/Doctor of Physical Therapy**

The Combined Bachelor of Science in Life Sciences/Doctor of Physical Therapy is a six-year program (3 + 3 model allowing for three years of pre-professional courses and a three-year professional phase). The program in physical therapy is a doctorate program providing entry-level professional education in physical therapy. The Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy (CAPTE). This combined degree program is designed for freshman who wish to be admitted to the program in physical therapy following the completion of three years of undergraduate work.

Admissions requirements for high school students include:

- High School GPA of 90
- Combined SAT score in the verbal and math sections of 1100
- A minimum of 100 hours of volunteer/paid experience under the direct supervision of a physical therapist. These hours must be complete at the time of application.

No external transfers will be admitted into the preprofessional phase. For students attending NYIT during the 2012-13 academic year, transfers into the professional phase will be evaluated on an individual basis. Please contact the Department of Physical Therapy for further information.

To successfully transition into the professional phase of the curriculum, preprofessional students will need to demonstrate:

- A 3.2 overall cumulative grade point average
- Received no science or math grade lower than B
- Only one math or science course can be retaken one time to achieve the required grade
- No grade of D or F in any course
- 100 hours of volunteer/paid experience under the direct supervision of a physical therapist each year of their undergraduate studies. Documentation is to be submitted to the Department of Physical Therapy by May 20 of each year.
- Received a recommendation from the NYIT Physical Therapy Admissions Committee.

The B.S. in Life Science degree will be conferred upon successful completion of the first professional year of the physical therapy doctoral degree program. See NYIT's [Graduate Catalog for details of the Doctor of Physical Therapy Program](#). Students must complete the undergraduate portion of the curriculum within 3.5 years. If a student needs to take a leave from the undergraduate phase of the curriculum, extenuating circumstances will be considered by the Department and upon departmental approval, a student may be admitted into the professional phase when prerequisite coursework is completed. If the required prerequisite coursework cannot be completed in the 3.5 year timeframe, the student will need to change the major from BS.LS.PT to an alternate major and apply for admission through PTCAS for entry as a graduate student.

Students are advised that two semesters of organic chemistry with lab are required for admission to medical schools and most other professional and graduate programs in the health professions, behavioral and life sciences fields. In addition, employment in the life sciences usually requires knowledge of organic chemistry and biochemistry at a level greater than that offered by the single semester of bioorganic chemistry (CHEM 215). Therefore, it is strongly recommended that students who do not complete the B.S./D.P.T in Physical Therapy take CHEM 210/250 and BIO 340.

#### Curriculum Requirements

- [Curriculum: B.S./D.P.T.—Combined Bachelor of Science in Life Sciences, Health Professions-Physical Therapy Option/Doctor of Physical Therapy](#)

#### Science Programs

In addition to the premedical programs, the Department of Life Sciences also offers programs that prepare graduates for immediate posts in the major new industries that have been created by contemporary environmental needs—careers in chemistry, health, ecology, industrial hygiene, and for graduate study.

Facilities include a full quota of biology and chemistry laboratories and modern instrumentation for advanced study and research. Full-time faculty include scientists holding doctorates in biology and chemistry and a range of interests that encompasses anatomy, biochemistry, environmental and marine biology, ecology, immunology, microbiology, pathology, physiology, and analytical, organic, and physical chemistry.

The flexible curriculum—comprising a required core of basic studies in pertinent sciences, the humanities, and advanced courses in chemistry and biology—includes a broad selection of electives wherever possible to fulfill the baccalaureate goals of each student.

#### Curriculum Requirements

- [Curriculum: Biology](#)
- [Curriculum: Chemistry](#)
- [Curriculum: Biomedical Engineering](#)
- [Curriculum: Biomedical Engineering Technology](#)

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Physical Therapy Option

## Discovery Core [2]

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 110	General Biology I	4
		Total: 8 credits

## Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology 4	4
BIOL 345	Medical Microbiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 215	BioOrganic Chemistry	4
		Total: 28 credits
<b>Behavioral Sciences:</b>		Credits:
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
		Total: 10 credits
<b>Mathematics:</b>		Credits:
MATH 161	Basic Applied Calculus	3
		Total: 3 credits
<b>Physics:</b>		Credits:
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1
PHYS 160	Physics for Life Sciences II	3
PHYS 161	Physics II Laboratory	1
		Total: 8 credits
<b>Electives:</b>		Credits:
Electives		3
<b>B.S. degree credits to be completed within the Doctor of Physical Therapy program:</b>		Credits:
PHTH 601	Introduction to Physical Therapy	1
PHTH 603	Gross Anatomy	5
PHTH 605	Kinesiology	4

PHTH 607	Neuroscience	3
PHTH 610	Biomechanics	2
PHTH 615	Modalities	3
PHTH 620	Massage	1
PHTH 626	Physical Therapy Practice I	4
PHTH 630	Motor Learning	2
PHTH 635	Rehab/ADL	2
PHTH 640	Administration and Delivery of Health Care	2
PHTH 645	Seminar in Physical Therapy I	1
PHTH 650	Seminar in Physical Therapy II	4
PHTH 655	Prosthetics and Orthotics	2
PHTH 665	Pathophysiology	3

Total: 39 credits

Total credits required 129

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Biomedical Engineering Option

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 170	Calculus I	4
PHYS 170	General Physics I	4
		Total: 8 credits

### Major Requirements

Life Sciences:		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology 4	4
BIOL 340	Biochemistry	4
BIOL 430	Cell Physiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4

Total: 40 credits

**Biomedical Engineering Option:**

		Credits:
BIOL 495	Bioinstrumentation (Capstone)	3
CHEM 310	Quantitative Analysis	4
CHEM 410	Physical Chemistry I	4
EENG 130	Introduction to Computer Hardware	3
EENG 211	Electrical Circuits I	3
EENG 270	Intro to Electronic Circuits	3
EENG 275	Electronics Lab I	1
EENG 281	Electrical Circuits II	3
EENG 310	Electronic Circuit Applications	3
EENG 315	Electronics Lab II	1
EENG 370	Microprocessors	3

Total: 31 credits

**Computer Science:**

		Credits:
CSCI 120	Programming I	3
CSCI 180	Programming II	3

Total: 6 credits

**Mathematics:**

		Credits:
MATH 180	Calculus II	4
MATH 260	Calculus III	4
MATH 320	Differential Equations	3

Total: 11 credits

**Physics:**

		Credits:
PHYS 180	General Physics II	4
PHYS 225	Introduction to Modern Physics	3

Total: 7 credits

**Electives:**

		Credits:
Electives		3

**Total credits required 136**

**College of Arts and Sciences Curriculum**

## Curriculum Requirements for Bachelor of Science in Life Sciences, Physician Assistant Studies Option

**Discovery Core** <sup>[?]</sup>

**Foundations:**

		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3

Total: 18 credits

**Seminars:**

		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3

Total: 12 credits

**Math and Science:**

Credits:

MATH 141	Precalculus	4
BIOL 110	General Biology I	4

Total: 8 credits

**Major Requirements****Life Sciences:**

Credits:

BIOL 150	General Biology II	4
BIOL 220	Comparative Anatomy	4
BIOL 245	Histology	4
BIOL 270	Pathophysiology	3
BIOL 310	Human Physiology 4	4
BIOL 345	Medical Microbiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 215	BioOrganic Chemistry	4

Total: 35 credits

**Behavioral Sciences:**

Credits:

PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3

Total: 10 credits

**Physics:**

Credits:

PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1

Total: 4 credits

**Electives:**

Credits:

Electives		5
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**Undergraduate credits required 92**

The B.S./M.S. students must complete the first year of the professional phase of the Master of Physician Assistant Studies program to be awarded the B.S. degree.

**College of Arts and Sciences Curriculum**

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Occupational Therapy Option

**Discovery Core** <sup>[?]</sup>**Foundations:**

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3

Total: 18 credits

**Seminars:**

Credits:

ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3

ICSS 3XX	Social Science choice	3
ICBS 309	Anthropological Approaches to Health	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 110	General Biology I	4
		Total: 8 credits

### Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 310	Human Physiology	4
BIOL 345	Medical Microbiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 215	Bioorganic Chemistry	4
		Total: 24 credits

<b>Behavioral Sciences:</b>		Credits:
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
ANTH 101	Anthropology	3
PSYC 220	Child Psychology <b>OR</b>	3
PSYC 221	Human Development <b>OR</b>	3
PSYC 223	Adolescent Psychology <b>OR</b>	3
PSYC 225	Psychology of Adulthood and Aging	3
		Total: 16 credits

Select one of PSYC 220, PSYC 221, PSYC 223, or PSYC 225.

<b>Mathematics:</b>		Credits:
MATH 161	Basic Applied Calculus	3
		Total: 3 credits

<b>Physics:</b>		Credits:
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1
PHYS 160	Physics for Life Sciences II	3
PHYS 161	Physics II Laboratory	1
		Total: 8 credits

<b>Electives:</b>		Credits:
Electives		2

<b>B.S. degree credits to be completed within the M.S. in Occupational Therapy program:</b>		Credits:
OCTH 601	Community Health	3
OCTH 602	Gross Anatomy	5
OCTH 605	OT Theory I	3
OCTH 610	PsySoc Studies I	3
OCTH 613	Neuroscience	3
OCTH 615	Kinesiology	4
OCTH 620	Human Growth and Development I	3
OCTH 625	Group Process	2
OCTH 655	OT Theory II	3
OCTH 660	PsySoc Studies II	3
OCTH 665	Pathophysiology	3
OCTH 670	Human Growth and Development II	3

Total Undergraduate Credits 91 credits

Total credits for degree 132

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Premedical Option

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 230	Ecology	3
		Total: 7 credits

### Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 340	Biochemistry	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
		Total: 28 credits
<b>Premedical Option:</b>		Credits:
BIOL 220	Comparative Anatomy	4
BIOL 240	Embryology	4
BIOL 245	Histology	4
BIOL 310	Human Physiology	4
BIOL 330	Microbiology	4
BIOL 410	Genetics	4
BIOL 425	Biomedical Research I (Capstone)	4
BIOL 430	Cell Physiology	4
CHEM 310	Quantitative Analysis	4
		Total: 36 credits

<b>Mathematics:</b>		Credits:
MATH 170	Calculus I	4
MATH 180	Calculus II	3
		Total: 7 credits
<b>Physics:</b>		Credits:
PHYS 175	Physics for Pre-Med I	5
PHYS 185	Physics for Pre-Med II	5
		Total: 10 credits
<b>Electives:</b>		Credits:
Electives		9

**Total credits required 128**

**College of Arts and Sciences Curriculum**

## Curriculum Requirements for Bachelor of Science in Life Sciences, Biomedical Engineering Technology

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
TMAT 135	Technical Math I	4
PHYS 140	Physics for Life Sciences I	3
PHYS 141	Physics I Laboratory	1
		Total: 8 credits

### Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology 4	4
BIOL 340	Biochemistry	4
BIOL 430	Cell Physiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4

Total: 40 credits

**Biomedical Engineering Option:**

		Credits:
BIOL 495	Bioinstrumentation (Capstone)	3
CHEM 310	Quantitative Analysis	4
CTEC 216	Digital Electronics	4
ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
ETEC 231	Electronics Technology II	4
		Total: 27 credits

**Computer Science:**

		Credits:
CSCI 120	Programming I	3
		Total: 3 credits

**Mathematics:**

		Credits:
TMAT 155	Technical Math II	4
MATH 161	Basic Applied Calculus	3
		Total: 7 credits

**Physics:**

		Credits:
PHYS 160	Physics for Life Sciences II	3
PHYS 161	Physics II Laboratory	1
		Total: 4 credits

**Electives:**

		Credits:
Electives		9

Total credits required 128

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Biology Option

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 107	Environmental Sciences	3
		Total: 7 credits

## Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 340	Biochemistry	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
		Total: 28 credits
<b>Biology Option:</b>		Credits:
BIOL 220	Comparative Anatomy	3
BIOL 230	Ecology	3
BIOL240	Embryology	4
BIOL 310	Human Physiology	4
BIOL 330	Microbiology	4
BIOL 425	Biomedical Research I (Capstone)	4
BIOL 430	Cell Physiology	4
CHEM 310	Quantitative Analysis	4
		Total: 31 credits
<b>Mathematics:</b>		Credits:
MATH 170	Calculus I	4
MATH 180	Calculus II	4
		Total: 8 credits
<b>Physics:</b>		Credits:
PHYS 175	Physics for Pre-Med I	5
PHYS 185	Physics for Pre-Med II	5
		Total: 10 credits
<b>Electives:</b>		Credits:
Electives		14

**Total credits required 128**

College of Arts and Sciences Curriculum

## Curriculum Requirements for Bachelor of Science in Life Sciences, Combined/Osteopathic Physician

### Discovery Core [?]

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Healthcare Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3

ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 235	Applied Statistics	3
BIOL 315	Neuroscience	3
		Total: 6 credits

### Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 155	Osteopathic Principles and Practices	1
BIOL 220	Comparative Anatomy	4
BIOL 310	Human Physiology 4	4
BIOL 330	Microbiology	4
BIOL 340	Biochemistry	4
BIOL 410	Genetics	4
BIOL 425	Biomedical Research I (Capstone)	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
<b>Life Sciences-One of the following:</b>		Credits:
BIOL 240	Embryology <b>or</b>	4
BIOL 245	Histology <b>or</b>	
BIOL 430	Cell Physiology <b>or</b>	
CHEM 310	Quantitative Analysis	
		Total: 53 credits
<b>Mathematics:</b>		Credits:
MATH 170	Calculus I	4
MATH 180	Calculus II	4
		Total: 8 credits
<b>Physics:</b>		Credits:
PHYS 175	Physics for Pre-Med I	5
PHYS 185	Physics for Pre-Med II	5
		Total: 10 credits
<b>Electives:</b>		Credits:
Electives		8

**Total credits required: 115\***

\* Additional 13 credits granted upon successful completion of first year at NYCOM.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Life Sciences, Chemistry Option

### Discovery Core <sup>[?]</sup>

**Foundations:**

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 141	Precalculus	4
BIOL 107	Environmental Sciences	3
		Total: 7 credits

### Major Requirements

<b>Life Sciences:</b>		Credits:
BIOL 110	General Biology I	4
BIOL 150	General Biology II	4
BIOL 340	Biochemistry	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I	4
CHEM 250	Organic Chemistry II	4
		Total: 28 credits
<b>Chemistry Option:</b>		Credits:
BIOL 420	Instrumentation I	3
BIOL 425	Biomedical Research I	4
BIOL 455	Biomedical Research II	4
CHEM 310	Quantitative Analysis	4
CHEM 410	Physical Chemistry I	4
CHEM 450	Physical Chemistry II	4
		Total: 23 credits
<b>Mathematics:</b>		Credits:
MATH 170	Calculus I	4
MATH 180	Calculus II	4
MATH 260	Calculus III	4
		Total: 12 credits
<b>Physics:</b>		Credits:
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4
PHYS 225	Introduction to Modern Physics	3
		Total: 11 credits
<b>Electives:</b>		Credits:
Electives		17

**Total credits required: 128**

# Mathematics



Coursework in mathematics is a key area of study at NYIT. Required and elective mathematics courses are prominent in every NYIT curriculum.

For science and technology majors, mathematics essentially represents a "second language" without which comprehension of the laws of science would be impossible. The curriculum provides a meaningful sequence of courses to help technically oriented students grasp the quantitative elements of physics, life sciences, and electrical, computer, mechanical, architectural, and aerospace technology. Courses give students of nontechnical subjects an understanding of the basic tools of algebra, trigonometry, and elements of calculus for application in their professional fields. Use of technology is stressed throughout the curriculum. Most mathematics courses require the use of a pocket computer.

In addition to the prescribed mathematics courses, advanced electives provide further study and enrichment.

Most students taking college mathematics for the first time, whether currently enrolled, entering freshmen, or transferring from another institution, are required to take a mathematics examination prior to registration. Registration in the appropriate level mathematics class will be determined by the results of the examination and consultation with the mathematics faculty. Students whose mathematics diagnostic test results indicate they need a developmental mathematics course will be enrolled in either MATH 096 or MATH 101 in order to receive intensive assistance in developing the basic skills required to study mathematics.

College of Arts and Sciences

# Physics



The objective of the core curriculum in physics and mathematics is to provide students with an understanding of the fundamental laws and basic principles that govern the physical world. Classes are conducted in both lecture and laboratory sessions for appropriate correlation of theory and experiment.

## Social Sciences



Social sciences at NYIT include history, philosophy and political science. These disciplines impart appreciation for intellectual, historical and political accomplishments of humankind and aid students in assuming civic and social responsibility. Students who major in political science are prepared for public service and policy formation, graduate programs in political science, law, international service, and political careers.

College of Arts and Sciences Curriculum

## Curriculum Requirements for the Bachelor of Science in Political Science

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3xx	Professional Communication choice	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3xx	Philosophy choice	3
ICBS 3xx	Behavioral Science choice	3
ICSS 3xx	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
MATH 115 or 141	Introductory Concepts of Math or Precalculus	3 or 4
	Science choice	3
		Total: 6-7 credits

## Major Requirements

<b>Political Science Core Courses:</b>		Credits:
PSCI 110	American Gov. and Politics	3
PSCI 210	Comparative Government	3
PSCI 230	International Relations	3
PSCI 305	Politics and Society	3
PSCI 325	Public Administration	3
		Total: 15 credits
<b>Political Science Non-Core Courses (Choose at least 15 credits in consultation with your advisor):</b>		Credits:
PSCI 220	History of Political Thought	3
PSCI 240	Basic Legal Concepts and Administration of Justice	3
PSCI 310	Politics of Change	3
PSCI 315	American Society and Judicial Behavior	3
PSCI 320	Foreign Policy of the U.S.	3
PSCI 350	Government and Metropolitan Problems	3
PSCI 355	Government and Business	3
PSCI 360	International Law and Organization	3
PSCI 365	Public Policy Analysis	3
PSCI 390	Research Topics in Political Science	3
PSCI 410	Selected Topics in American Government and Politics	3
PSCI 420	Selected Topics in Comparative Government	3
PSCI 430	Selected Topics in International Relations and Foreign Policy	3
PSCI 440	Selected Topics in Public Administration and Policy	3
PSCI 450	Selected Topics in Political Theory and Methodology	3
PSCI 470	Political Science Internship	3
PSCI 480	Public Administration Internship	3
		Total: 15 credits
<b>Behavioral Sciences:</b>		Credits:
ANTH 101	Introduction to Anthropology	3
PSYC 101	Introduction to Psychology	3
SOCI 101	Introduction to Sociology	3
		Total: 9 credits
<b>Economics:</b>		Credits:
ECON 105	Principles of Economics I	3
ECON 110	Principles of Economics II	3
		Total: 6 credits
<b>Social Sciences:</b>		Credits:
HIST 110	American History I	3
HIST 150	American History II	3
HIST 210	Contemporary World	3
	History Electives	6
		Total: 15 credits
<b>Electives:</b>		Credits:
Electives		24

**Total credits required 120-121**

**School of Education**

# School of Education



**Satasha Green, Ph.D., Dean**

**[Division of Teacher Education Programs »](#)**

- [Master of Science in Childhood Education \(Initial Certification\)](#)
- [Master of Science in Childhood Education \(Professional Certification\)](#)
- [Master of Science in Adolescence Education: Specialist in Mathematics \(Professional Certification\)](#)
- [Master of Science in Adolescence Education: Specialist in Science \(Professional Certification\)](#)
- [Extension to Childhood Education Certification to Grade 7-9 in Middle School Mathematics](#)
- [Extension to Childhood Education Certification to Grade 7-9 in Middle School Science \(biology, chemistry, or physics\)](#)
- [Extension to Childhood Education Certification to Grade 7-9 in Middle School English/Language Arts](#)

**[Division of Advanced Professional Programs »](#)**

**Programs in Instructional Technology**

- [Master of Science in Instructional Technology \(Educational Technology Specialist\)](#)
- [Master of Science in Instructional Technology \(No certification\)](#)
- [Master of Science in Instructional Technology \(Professional Trainers Program\)](#)
- [Advanced Certificate in Computers in Education](#)
- [Advanced Certificate in Emerging Technologies for Training](#)
- [Advanced Certificate in Instructional Design for Global e-Learning](#)
- [Advanced Certificate in S.T.E.M. Education](#)
- [Advanced Certificate in Teaching 21st-Century Skills](#)
- [Advanced Certificate in Virtual Education](#)

**Programs in School Leadership and Technology**

- [Advanced Certificate in School Leadership and Technology \(SBL certification\)](#)

**Programs in Counseling**

- [Master of Science in School Counseling](#)

**Mission of the School of Education (SOE)**

The School of Education (SOE) offers preparatory and advanced professional study through two divisions: the Division of Teacher Education Programs and the Division of Advanced Professional Programs. Programs (degree and non-degree certificates) are offered for P-12 teachers, school and district leaders, school counselors, instructional technology specialists, and professional trainers.

The mission of the School of Education is to provide effective professional preparation and development programs that are career-oriented, integrate technology, support diversity, and connect with the real world through learner-active instructional strategies. In addition to professional education, our purposes include the generation of field-relevant research that extends the knowledge base and the provision of services to the community to inform practice.

**Accreditation**

The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation covers initial teacher preparation and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel. In addition, the program in instructional technology received national recognition from the Association for Education Communications and Technology (AECT). The Childhood Education program has received national recognition from the Association of Childhood Education International (ACEI).

**Faculty**

The graduate faculty includes teacher educators, counselors, classroom teachers, principals, superintendents, instructional systems designers,

psychologists, corporate training specialists, and producers of training and instructional materials.

## **Campus Locations**

Graduate programs are offered at NYIT's campuses in Old Westbury and Manhattan. Courses and some programs are also offered in partnership with school districts, New York State Teacher Centers, and the United Federation of Teachers. These off-campus sites are located throughout the New York City and lower Hudson area. The Master of Science in Instructional Technology Programs, the Master of Science in Childhood Education, the Master of Science in Adolescence Education: Specialist in Mathematics, and the Master of Science in Adolescence Education: Specialist in Science are also available fully online.

Please note: Not all courses or programs are offered at each campus or location. Consult your advisor and the semester course schedule for locations of specific programs.

## **Facilities**

The School of Education degree and certificate programs are supported by Wisser Library, and Manhattan Campus Libraries, the Academic Computing Laboratories (ACL), the Educational Media Center (EMC), the Curriculum Materials Center (CMC), software libraries, computer multimedia, and television facilities. Facilities and the availability of specific materials and equipment differ across campuses and locations.

## **Computer Requirements**

NYIT has established minimum requirements for computer ownership/availability. All School of Education students are encouraged to purchase wireless laptop computers consistent with the NYIT guidelines. Course requirements may also include the use of specific software. Please check with your faculty advisor for specifics for your program.

## **Class Schedules**

Each three-credit graduate class meets for a minimum of 37.5 contact hours. The course instructor records students' contact hours in all course formats: face-to-face, online, or blended courses. In addition to class time, a minimum of two hours outside preparation is expected for each class hour (NYSED regulation).

Graduate courses are generally scheduled Monday through Thursday evenings and on weekends as well. Offsite schedules may vary.

Some classes and programs are offered fully online in 15-week sessions in the fall, spring, and summer semesters.

Candidates admitted to the master's programs are expected to follow a cohort schedule of two classes per semester. School Counseling candidates are expected to take two classes each semester, including the summer session, for a total of 18 credits per year.

The schedule of the Instructional Technology program for Professional Trainers generally allows students to attend classes at times convenient for working professionals. Online course options are available for both the advanced certificates and the full master's program.

Note: schedules may be modified; see semester course schedules for updated information. Some sections are reserved for cohort groups.

## **Program Completion**

All programs of study offer sequenced courses with the expectation that candidates take two courses per semester; some also include a two-course summer component. At this rate, candidates will complete their programs as follows:

### **Program Typical Time to Completion**

School Leadership and Technology - 2 years  
School Counseling - 3 years  
Teacher Education - 2-3 years  
Instructional Technology - 2 years  
Instructional Technology – Professional Trainer - 2 years  
Certificate Programs - 1 year

## **Time Limit**

A maximum of five years is allowed for the completion of all master of science degrees. The five-year period begins with the date of matriculation. NYIT reserves the right to withdraw matriculation status from any candidate who does not fulfill his/her degree within this time requirement. Should a candidate need extra time to complete the course of study, a written petition must be made. Extensions of time must be approved by the program coordinator/chair, the dean of the school, and the provost.

If candidates are working full time, we recommend they register for no more than six (6) semester hours per term.

## **Admission Standards**

Applicants to all graduate programs are expected to have earned an undergraduate GPA of 3.0 or better. Additional requirements vary by program. Applicants who do not meet the 3.0 GPA criterion may petition the department for an exception. Applicants need address inquiries about the alternative admissions review to the chair/coordinator of the program.

## **Academic Probation**

Automatic probation is imposed on a School of Education graduate student under any of the following conditions:

1. GPA falls below 3.0 in any semester
2. Cumulative GPA falls below 3.0 in any semester

3. Incomplete or failure in a course or fieldwork

### **Dismissal from the Program**

A student on academic probation during the previous semester will be dismissed from the program after review by program faculty and the dean under any of the following conditions:

1. Two consecutive semesters in which the GPA is below 3.0
2. Two consecutive semesters in which the cumulative GPA is below 3.0
3. Two or more F grades in a semester
4. Documented unprofessional behavior or unresolved (two semesters) disposition issues

### **Retaking Courses**

Students may retake a course(s) and have the new grade used in the computation of the GPA under these conditions and limits:

1. A student may retake a specific course only one time.
2. The total number of courses that may be retaken is limited to two (2).
3. Courses may be retaken in which students have received a C, F, IF, W, or WF.

### **Academic Advisement**

All students in the School of Education are assigned a faculty advisor. It is the student's responsibility to meet regularly with his or her assigned advisor for guidance and approval of course selections, program progress, degree requirements, and other educational matters. Call 516.686.7777 to schedule an appointment with an advisor.

### **Academic Standards**

Candidates are expected to satisfactorily complete the established course of study for their certificate or degree, and to maintain an overall grade point average (GPA) of 3.00 or higher. Candidates whose cumulative GPA falls below 3.00 are permitted one semester on probation within which they are expected to bring up their GPA to the standard. Failure to meet the standard after one semester of probation will result in the blocking of further registration. Candidates are also expected to make satisfactory academic progress. Those who have two or more unresolved incomplete grades will not be permitted to attempt further coursework.

Candidates are expected to exhibit professional conduct and excellent moral and ethical behavior. Candidates are also expected to satisfactorily pass all prescribed examinations. Candidates' academic achievement, as well as progress toward their degree or certificate, is monitored throughout the program of study. In addition, formal gateway assessments are part of all programs.

### **General Admission Requirements for Master's Degree Programs**

All persons who wish to pursue a graduate certificate, degree or advanced diploma in the School of Education must apply and be accepted prior to taking courses in the program. Most of the programs offered by the School of Education lead to New York State certification, develop a special expertise, and prepare candidates for a new or enhanced professional role. Thus, in addition to general admissions requirements, the programs have prerequisites and other criteria that must be met.

Applicants to a master's program in the School of Education must possess a baccalaureate degree in an appropriate field from an accredited college or university and have earned an undergraduate grade point average (GPA) of 3.00 or higher. Applicants must also provide proof of immunization against measles, mumps and rubella (except for fully online programs). Applicants, including international students, must also be proficient in speaking, reading and writing English. See section on international students for information about the TOEFL examination.

### **Admission to the Master of Science in Childhood Education - Initial Certification**

In addition to the requirements for master's degree programs, applicants to this program must:

- Have an earned bachelor's degree with a major or its equivalent (minimum of 30 credits) in biology, chemistry, economics, English, history, life science, mathematics, physics, or psychology.
- Have completed the general education core required for childhood certification by successfully taking college-level courses in English, social studies, science, mathematics, a language other than English, and a form of creative expression. (Otherwise qualified applicants will be permitted to enter the program and make up deficits in general education in up to two areas.
- Demonstrate academic achievement and potential for success in graduate studies by having earned a 3.0 (or higher) cumulative undergraduate GPA. Applicants whose GPA is 2.85 to 2.99 may be accepted "with conditions" and will have to achieve a 3.0 GPA in their first 12 credits to continue in the program. Applicants with GPAs below 2.85 must take the GRE and earn a minimum 1000 on tests taken prior to June 2010 or a score of 300 combined from any two tests on the new GRE. They may be accepted "with conditions" and will be required to achieve a 3.0 GPA in their first 12 credits to continue in the program.
- Provide evidence of having achieved a passing score on the NYSTCE Liberal Arts and Science Test (LAST).
- Participate successfully in a structured interview with program faculty.
- Submit two letters of recommendation.
- Achieve a satisfactory rating on a writing sample.

Note: Candidates pursuing New York State teacher certification must be United States citizens.

### **Admission to Master of Science in Childhood Education - Professional Certification**

Applicants to the program must:

- Possess a baccalaureate degree from an accredited college or university
- Complete an application (online or paper) and application fee (\$50) payable to New York Institute of Technology
- Submit official transcripts from all colleges previously attended
- Provide evidence of MMR from a physician (except fully online students)

- And, for those to whom it applies, submit documentation of NYS provisional or initial certification and/or Graduate Record Examination (GRE) scores

Note: Candidates pursuing New York State teacher certification must be United States citizens.

#### **Admission to Master of Science in Adolescence Education: Specialist in Mathematics**

Applicants to the program must:

- Possess a baccalaureate degree from an accredited college or university
- Complete an application (online or paper) and application fee (\$50) payable to New York Institute of Technology
- Submit official transcripts from all colleges previously attended
- Provide evidence of MMR from a physician (except fully online students)
- And, for those to whom it applies, submit documentation of NYS provisional or initial certification and/or Graduate Record Examination (GRE) scores

Note: Candidates pursuing New York State teacher certification must be citizens of the United States.

#### **Admission to Master of Science in Adolescence Education: Specialist in Science**

Applicants to the program must:

- Possess a baccalaureate degree from an accredited college or university
- Complete an application (online or paper) and application fee (\$50) payable to New York Institute of Technology
- Submit official transcripts from all colleges previously attended
- Provide evidence of MMR from a physician (except fully online students)
- And, for those to whom it applies, submit documentation of NYS provisional or initial certification and/or Graduate Record Examination (GRE) scores

Note: Candidates pursuing New York State teacher certification must be citizens of the United States.

#### **Admission to Middle School (7-9) Extensions to Childhood Education**

Applicants for admission to the 7-9 extension program to childhood education certification must be in the process of completing or possess valid initial, permanent or professional certification in childhood education (Grades 1-6) or elementary education and demonstrated completion of at least 30 semester hours of college course work in the subject area [English, mathematics or science (biology, chemistry, or physics)] to be taught with a minimum GPA of 3.0. Acceptable courses for each certification area are described below:

##### **a. Mathematics**

30 credits in courses offered by a mathematics department that are considered core requirements toward a degree in mathematics. For example, courses in mathematical reasoning, quantitative methods, number theory and concepts, algebra, analytic geometry, calculus, geometry, trigonometry, data analysis, probability, and discrete mathematics are acceptable.

##### **b. Biology**

30 credits in scientific methods, cell biology, biochemistry, anatomy and physiology, comparative anatomy, genetics and evolution, biological diversity, human biology, and ecology.

##### **c. Chemistry**

30 credits in scientific methods; matter and atomic structure; energy, chemical bonds and molecular structure; chemical reactions; and quantitative relationships.

##### **d. Physics**

30 credits in scientific methods, mechanics, thermodynamics, electricity, magnetism, waves, sound, light, and quantum theory and the atom.

##### **e. English**

30 credits in courses offered by an English department that are considered core requirements toward a degree in English are acceptable. For example, courses in composition, English literature, poetry, playwriting, grammar, and English linguistics are acceptable. A maximum of 6 semester hours of credit for study in related areas such as speech, drama, theater, and journalism may be allowed toward this requirement.

Students should contact the department for advisement regarding concentration coursework.

#### **Admission to the Master of Science in Instructional Technology–Educational Technology Specialist**

In addition to the requirements for master's degree programs, applicants to this program must provide evidence of:

- initial/provisional or permanent/professional New York State certification in any teaching area
- having achieved a passing score of the NYSTCE Content Specialty Test (CST) for the area of their initial certification

#### **Admission to the Master of Science in Instructional Technology–No Certification**

In addition to the requirements for master's degree programs, applicants to this program must have an earned bachelor's degree in an appropriate field.

#### **Admission to the Master of Science in Instructional Technology–Professional Trainers**

Candidates must meet the general requirements for master's degrees in the School of Education.

#### **Admission to the Advanced Certificate Programs for Educators**

Applicants for the following advanced certificate programs must have a bachelor's degree in an appropriate field and must possess initial, permanent or professional New York State teaching certification:

- Advanced Certificate in Computers in Education
- Advanced Certificate in Teaching 21st-Century Skills
- Advanced Certificate in STEM Education
- Advanced Certificate in Virtual Education

#### **Admission to the Advanced Certificate Programs for Trainers**

Applicants for the following advanced certificate programs must have a bachelor's degree in an appropriate field and an interest or experience in training:

- Advanced Certificate in Emerging Technologies for Training
- Advanced Certificate in Instructional Design for Global e-Learning

#### **Admission to the Advanced Diploma in School Leadership and Technology**

Applicants to the Advanced Diploma in School Leadership and Technology must:

- Have an earned master's degree from an accredited institution with a graduate grade point average (GPA) of 3.00 or higher.
- Have completed at least three years' successful teaching experience.
- Possess permanent or professional New York State teaching certification.
- Be able to demonstrate technology competency.
- Participate successfully in a structured interview with program faculty.
- Achieve a satisfactory rating on a writing sample.
- Submit two letters of reference from school building or district administrators endorsing their candidacy.

#### **Admission to the Master of Science in School Counseling**

In addition to the general requirements, applicants to this program must:

- Participate successfully in a structured individual/or group interview with program faculty.
- Submit a supplemental background packet including a resume, student statement of understanding, school/community experience summary, and professional goal statement.
- Submit three reference forms provided by the department.

#### **Admission to the Certificate in Student Behavior Management**

Candidates must meet the general requirements for a master's degree in the School of Education.

#### **Admissions Procedures for Programs in School Counseling**

An applicant will be considered only when all parts of the application are complete and have been received and any required assessments (interview, test, writing sample, etc.) have been completed.

The following components of the application should be submitted in a single package:

- Completed application
- Application fee (\$50 check or money order) payable to NYIT
- Official transcripts from all colleges previously attended (in sealed envelopes from the issuing institutions)
- Evidence of MMR immunization from your health care provider (except for fully online programs)
- Copy of NYS initial/provisional and/or professional/permanent teacher certification (if required by your program)
- Copy of your score report for the NYSTCE Liberal Arts and Sciences Test (LAST) and Content Specialty Test (CST) (if required for your program)
- Report of score from the Graduate Record Examination (GRE) if you are seeking admission based on low GPA
- Two letters of endorsement from school personnel (School Leadership programs only) or two letters of recommendation (Teacher Education)

International candidates must also submit acceptable TOEFL scores and may be asked to submit GRE examination scores, or WES, before they can be considered for admission.

Admissions processing takes four to six weeks. Please submit your materials and arrange for your interviews/assessments and standardized tests well in advance of the semester in which you wish to enroll.

#### **Non-Matriculated Study**

Individuals may apply to enroll as non-matriculated students and take up to, but not more than, 3 courses or 9 credits, if they have earned a baccalaureate degree from an accredited college or university and register during a published registration period. Enrollment as a non-matriculated student does not imply eligibility for or pre-approval for any certificate, degree or diploma program in the School of Education. Courses taken as a non-matriculated student do not automatically count toward completion of a program to which the student subsequently applies and is admitted.

#### **Transfer Credit**

Up to six (6) graduate credits may be transferred at the time of admission to a graduate program or during the first semester. No transfer requests will be considered after the first semester. To have courses approved for transfer, they may not have been used toward another degree and must be equivalent to courses in the graduate program of study, taken within the last five years, and have been completed with a grade of B or better.

Candidates may be required to complete one or more assignments, field experiences, or practica related to the course or courses for which the transfer credits will be applied. These assignments or other activities are required in order to complete the degree and must meet program standards. Candidates may be required to re-take a course if their performance on the required assignment does not meet the program

standards.

To request a transfer of credit, complete a transfer request form (available from the Admissions Office), and submit it along with an official transcript showing the course(s) and a photocopy of the course(s) catalog description. Requests for transfer will be reviewed by the Admissions Office and by the program chair/coordinator. Note: transfers are not made to satisfy requirements for any advanced certificate program.

### **Permission to Take a Course at Another Institution**

In certain special circumstances, permission is given for a matriculated student to take a course at another college or university and to transfer the credit to NYIT to fulfill part of a degree requirement. Matriculated students should not take a course at another college or university with the expectation that it can be applied to their NYIT programs unless prior written permission has been obtained. The approval form, available from advisors, must be signed by the program coordinator or division chairperson, the dean, and the designee at the college or university at which the course will be taken.

Candidates who have permission to take a course at another institution may be required to submit for review work samples or other artifacts demonstrating achievement of the course objectives for the course made exempt through the transfer of credits. See section above. Although prior approval for the course is required, the course does not become part of the candidate's record at the School of Education until the candidate has submitted a copy of the signed approval form, a transfer of credit form, and a transcript from the other institution showing completion of the courses with a grade of B (3.0) or better.

### **Use of Certificate Credits in a Degree Program**

Individuals who begin a certificate program and who are subsequently admitted to a related master's degree program may apply relevant certificate courses toward the degree if they earned a grade of 3.00 or higher.

### **Matriculation**

To be matriculated, candidates must apply, be accepted and enroll in a program of study. No one will be permitted to take more than three courses (9 credits) as a non-matriculated student. Students who have not applied and been accepted into a program will be blocked from further study at the completion of 9 credits.

### **Maintaining Matriculation**

Once admitted to a program, students are required to maintain matriculation by either registering for/completing courses toward their degree or diploma, or by registering for Maintenance of Matriculation, EDCO/EDEL/EDIN/EDLT/EDTR 666, a non-credit course registration substitute.

If for any reason you cannot continue consecutive registration for coursework, you must register for Maintenance of Matriculation for each semester you are not taking courses. By registering for Maintenance of Matriculation, you continue in the program to which you were admitted. Failure to maintain matriculation may result in the need to re-apply and may also result in having to complete additional courses or other requirements in order to graduate.

### **Degree Requirements**

Each degree and certificate program of study is prescribed. Substitutions for courses can be made only with the approval of the program chair/coordinator and the dean. Approval of substitutions must be sought in advance of taking the course and requires completion of a course substitution form. The forms are available from coordinators, advisors, chairs and the dean's office.

All changes to programs (substitutions, transfers of credits, waivers, changes of grade, and exemptions) require approval and records of these actions must be kept in students' files as well as indicated on official records. Students who need any of these academic program actions should follow up with their faculty advisors to assure their files are complete. Failure to follow up and assure records are complete may result in a denial or delay in graduation approval.

### **Gateway Assessment**

Periodic assessments are conducted for all School of Education students. They take place at entry to program, prior to internship, student teaching or other practice course, at the end of these experiences, and prior to graduation. They include, but are not limited to, a review of academic achievement (GPA), degree progress, dispositions, professional skills, and evidence of completion of prerequisites or coursework required as a result of admission screening. In addition, candidates' achievement of program objectives by successfully completing key assignments in each course is monitored throughout their course of study. Failure to demonstrate the target knowledge and skills on these assignments (even if a passing grade in the course has been received) may result in remedial action, including but not limited to redoing an assignment or field experience. NYIT reserves the right to revoke matriculation for any candidate who does not meet the standards and requirements for gateway assessment. The following are additional assessment requirements:

### **Teacher Education**

Candidates' gateway assessments include academic progress, prerequisite/ corequisite requirements, field experience logs (if required), dispositions, professional skills, and a cumulative review of professional portfolio components including key assignments from courses.

### **Advanced Diploma in School Leadership and Technology**

In addition to the gateway review, candidates must earn a passing score on the School Leaders Licensure Test, complete a leadership style self-assessment, have an assessment interview with a member of the program faculty, and present a portfolio consistent with the Educational Leadership Constituents Council (ELCC) Standards and the National Educational Technology Standards for Administrators (NETS-A). Candidates must also submit a satisfactory proposal for the internship experience signed by the appropriate superintendent of schools, building principal, and the candidate.

### **School Counseling**

Candidates who have completed 12 credits in the school counseling program participate in interim assessment with their advisor. The candidate and advisor review: academic progress to date, field experiences, progress toward achieving program competencies, and any remaining admissions conditions. The interim assessment is critical in evaluating candidates' academic progress and affective development in the acquisition of the attitudes, knowledge, and skills essential to becoming an effective school counselor.

### **Graduation Requirements**

Candidates for the Master of Science in Childhood Education seeking New York State initial certification must satisfactorily complete 45 credits of which at least 39 must be completed at New York Institute of Technology.

Candidates for the Master of Science in Childhood Education seeking New York State professional certification must satisfactorily complete 36 credits of which at least 30 must be completed at New York Institute of Technology.

Candidates for both Master of Science in Adolescence Education degrees satisfactorily complete 36 credits of which at least 30 must be completed at New York Institute of Technology.

Candidates for all three Master of Science in Instructional Technology degree programs must satisfactorily complete at least 36 credits of graduate work, of which at least 30 credits must be completed at NYIT in the prescribed program of study.

Candidates for the Advanced Diploma in School Leadership and Technology leading to the School Building Leader (SBL) and Educational Technology Specialist certificates must satisfactorily complete at least 33 credits of graduate study of which at least 24 credits must be completed at NYIT in the prescribed program of study. In addition, candidates must complete professional portfolios and receive a positive recommendation from their cooperating administrators.

Candidates for the Master of Science in School Counseling must satisfactorily complete at least 48 credits of graduate study of which at least 42 credits must be completed at New York Institute of Technology in the prescribed program of study.

Candidates in advanced certificate programs and extensions must satisfactorily complete all credit requirements at New York Institute of Technology as per the prescribed program of study.

Candidates for the advanced certificate program in Student Behavior Management must complete the 15 credits at New York Institute of Technology in their prescribed program of study.

### **Graduate Assistantships**

A limited number of graduate assistantships are awarded each semester to superior candidates with strong academic backgrounds. Candidates generally have strength in a particular area such as curriculum development, behavioral science, multimedia, Web design, writing, research, training, or information technology. Assistantships provide tuition waivers and require recipients to contribute to the School through work in special projects, office support, instructional development, research, training and materials production, computer applications, and or other assignments.

To be eligible for an assistantship, candidates must be fully matriculated and attending full-time (9-12 credits) during the academic year (fall/spring). For continuing students, a minimum GPA of 3.25 is required; for new students, the dean makes recommendations based on prior academic and/or professional achievement. Graduate assistants work 10 hours per week for 15 weeks for a three-credit assistantship or 20 hours per week for 15 weeks for a six-credit assistantship. International students may not work more than 20 hours per week. Graduate assistants may not work as student aids or in work study positions concurrently. They must also be in good standing with the bursar and with their academic program. Graduate assistants must meet NYIT criteria for teaching support, laboratory support or other position- or school-specific criteria. They must reapply each semester and meet all eligibility criteria. Reappointment is not guaranteed.

To apply for a graduate assistantship in the School of Education:

1. Submit an assistantship application to the dean in the semester prior to the one for which the assistantship is sought and include a resume and the names and phone numbers of two references;
2. Secure the approval of their academic or program advisor who will recommend them and attest that they meet NYIT's academic and non-academic requirements for graduate assistantships;
3. Make an appointment with the assistant to the dean for an interview;
4. Demonstrate knowledge and skill level appropriate to the position;
5. Maintain high academic performance;
6. Meet school and college-wide requirements for assisting in undergraduate instruction, special projects, instructional development, research, training and materials production, computer applications and microcomputer laboratory supervision;
7. Perform assigned assistantship functions for the School of Education.

Assistantships are reviewed for renewal each semester and continuation is not guaranteed.

**School of Engineering and Computing Sciences**

# **School of Engineering and Computing Sciences**



**Nada Marie Anid, Ph.D., Dean**

#### **UNDERGRADUATE PROGRAMS**

- [Computer Science, B.S. »](#)
- [Electrical and Computer Engineering, B.S. »](#)
- [Electrical and Computer Engineering Technology, B.S. »](#)
- [Engineering Management, B.S. »](#)
- [Information Technology, B.S. »](#)
- [Mechanical Engineering, B.S. »](#)
- [Telecommunications Network Management, B.S. »](#)
- [Telecommunications Technology, A.A.S. »](#)

#### **GRADUATE PROGRAMS**

- [Computer Science, M.S. »](#)
- [Information, Network, and Computer Security, M.S. »](#)
- [Electrical and Computer Engineering, M.S. »](#)
- [Energy Management, M.S. »](#)
- [Environmental Technology, M.S. »](#)

School of Engineering and Computing Sciences

## **Undergraduate Programs: School of Engineering and Computing Sciences**



# UNDERGRADUATE

[Computer Science, B.S. »](#)

[Electrical and Computer Engineering, B.S. »](#)

[Electrical and Computer Engineering Technology, B.S. »](#)

[Engineering Management, B.S. »](#)

[Information Technology, B.S. »](#)

[Mechanical Engineering, B.S. »](#)

[Telecommunications Network Management, B.S. »](#)

[Telecommunications Technology, A.A.S. »](#)

## Mission

The School of Engineering and Computing Sciences prides itself on its high-quality undergraduate and graduate programs that prepare students for advanced studies and challenging positions in business, government, and industry. The school is guided in this mission by the three tenets embraced by NYIT: the professional preparation of students, applications-oriented research, and access to opportunity for all qualified students.

Integral to success are our faculty's dedication to teaching, scholarship, and service; the support of NYIT alumni, industrial advisory boards, friends and employers; and the college's state-of-the-art facilities that provide students with a solid foundation for achievement.

To accomplish its mission, the School of Engineering and Computing Sciences:

- Offers a broad range of outstanding, accredited academic programs.
- Supports faculty members who are effective teacher-scholars committed to a student-centered, stimulating learning and research environment.
- Engages students in applied projects, innovative design, and computing solutions to real industry questions.
- Fosters connections and partnerships with employers, alumni, and the community at large.
- Provides the physical space and modern facilities that befit a premier technology institute.

## Vision - Engineering for Society: Innovating for a Better World!

At NYIT's School of Engineering and Computing Sciences, students have the opportunity to work on 21st-century technological challenges that directly affect the world in which they live. The school is known as "the place" where innovators, engineering firms, public utilities, and federal and state agencies seek talented faculty and students to advance their projects, inventions and technologies in the classroom, the lab, the field, or onsite. By the time they graduate, our "industry ready" students are equipped with the fundamentals needed to pursue graduate studies and are prepared to join the workforce with minimal on-the-job training.

## Degrees

The School of Engineering and Computing Sciences offers baccalaureate degrees in computer science, electrical and computer engineering, information technology, mechanical engineering, engineering management, electrical and computer engineering technology, and telecommunications network management. An associate's degree in telecommunications technology is also offered. Students who have not chosen a specific branch of engineering as a major, or who do not fully satisfy the entrance requirements for engineering, may be classified with an "undeclared" status in the School of Engineering and Computing Sciences up to the end of their second year. Transfer students and students who have completed more than two years of coursework should check with both their academic and financial aid advisors regarding their status as majors. The school also offers master's degrees in computer science, environmental technology, electrical and computer engineering, energy management, and information, network and computer security.

School of Engineering and Computing Sciences

## Computer Science, B.S.



## Computer Science

**Full-time Faculty:** K. Balagani, S. Barone, S. Billis, M. Colef, X. Cui, , W. Ding, P. Gasti, H. Gu, H. Heskiaoff, A. Jafari, E. Kafriksen, F. Lee, Y. Saito, J. Wu, T. Zhang

**Adjunct Faculty:** H. Chin, S. Ben-Avi, K Kazi, H. Taylor, A. Lee

Computer science is the stimulating force at the center of the information revolution of the 21st century. Advancements in computer science have transformed all aspects of society and new fields of study have emerged such as bioinformatics, robotics, network security, computer graphics, telemedicine, data and information management, artificial intelligence, interaction between computers and humans, and software engineering. As a field of study, computer science encompasses the analysis, design, and implementation of computer-based systems as well as their maintenance and advancement.

The Bachelor of Science in Computer Science offered by NYIT prepares graduates to be creative, inquisitive, analytical, and detail-oriented. The program is designed to allow students to gain theoretical knowledge and apply it to developing an in-depth specialization in one area of concentration, ensuring they become proficient in developing computer applications in a number of frameworks.

By the end of the first term of junior year, computer science majors must select a concentration in consultation with an advisor. Areas of concentration include network security and information management. The concentration in network security focuses on network infrastructure and network security aspects and prepares students to handle information technology (IT) security infrastructure challenges that arise in the design, analysis, and implementation of computer networks. This concentration emphasizes the theory and technology behind network design, operation, performance, and defense against security threats. Courses study a variety of topics such as defense-in-depth, firewalls, intrusion detection systems, cryptography, and virtual private networks.

The concentration in information management focuses on the management of data and prepares students to design, analyze, and implement information systems. Courses study a variety of topics such as data collection, data organization, information retrieval, and data mining. Application areas include finance, banking, defense, and health.

Within this general direction and the mission of the School of Engineering and Computing Sciences, the program faculty, with input from stakeholders (employers, alumni, and industrial advisory board), have determined program educational objectives (PEOs) to prepare versatile computer scientists who:

- Are successfully employed in computer science or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

In support of these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

- Apply knowledge of computing and mathematics appropriate to the discipline.
- Analyze a problem and identify and define the computing requirements appropriate to its solution.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- Function effectively on teams to accomplish a common goal.
- Understand professional, ethical, legal, security, and social issues and responsibilities.
- Communicate effectively with a range of audiences.
- Analyze the local and global impacts of computing on individuals, organizations, and society.
- Engage in and recognize the need for continuing professional development.
- Use current techniques, skills, and tools necessary for computing practice.
- Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
- Apply design and development principles in the construction of software systems of varying complexity.

To ensure that degree candidates can successfully apply these outcomes, all students in the Computer Science program are required to complete a substantial project, which utilizes the full extent of the technical skills and knowledge gained throughout the curriculum as well as an understanding of the relevant economic, societal, and ethical issues appropriate for effective computer science practice. Projects will be evaluated based on teamwork, when appropriate, and the effective written and oral presentation of ideas.

The Department of Computer Science also offers two graduate programs leading to a Master of Science in Computer Science and a Master of Science in Information, Network, and Computer Security.

# Computer Science, B.S., with Concentrations in Network Security or Information Management

## Discovery Core <sup>[1]</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits

(4) Formerly known as IENG 400

<b>Math and Science:</b>		Credits:
MATH 170	Calculus I	4
PHYS 170 <b>OR</b>	General Physics I	
CHEM 110 <b>OR</b>	General Chemistry I	
BIOL 110	General Biology I	4
		Total: 8 credits

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>2</sup>	2

(2) This course may be waived for students and transfer students with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>ETCS 108 Computer, Internet and Society:</b>		Credits:
ETCS 108	Computer, Internet and Society	3

<b>Computer Science:</b>		Credits:
CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming II	3
CSCI 235	Elements of Discrete Structures	3
CSCI 260	Data Structures	3
CSCI 270	Probability and Statistics for CS	3
CSCI 312	Theory of Computation	3
CSCI 318	Programming Language Concepts	3
CSCI 330	Operating Systems	3

CSCI 335	Design and Analysis of Algorithm	3
CSCI 345	Computer Networks	3
CSCI 380	Introduction to Software Engineering	3
CSCI 455	Senior Project	3
CSCI Electives <sup>3</sup>		6
		Total: 45 credits

(3) All electives must be approved by the department.

**Select one of the following concentrations: Network Security or Information Management**

<b>Network Security (choose 4 courses from the following):</b>		<b>Credits:</b>
CSCI 357	CISCO Academy Level 1	3
CSCI 380	Intro to Comp and Network Security	3
CSCI 440	Network Security and Perimeter Protection	3
CSCI 445	Operating System Security	3
CSCI 460	Special Topics I	3
CSCI 470	Special Topics II	3
		Total: 12 credits

<b>Information Management (choose 4 courses from the following):</b>		<b>Credits:</b>
CSCI 300	Database Management	3
CSCI 365	Information Retrieval	3
CSCI 401	Database Interfaces and Programming	3
CSCI 415	Introduction to Data Mining	3
CSCI 460	Special Topics I	3
CSCI 470	Special Topics II	3
		Total: 12 credits

<b>Mathematics:</b>		<b>Credits:</b>
MATH 180	Calculus II	4
MATH 310	Linear Algebra	3
		Total: 7 credits

<b>Sciences:</b>		<b>Credits:</b>
[PHYS 170 General Physics I applied to Discovery Core Curriculum]		
PHYS 180	General Physics II	4
Life Science/Biology Elective		3
<b>OR</b>		
[CHEM 110 General Chemistry I applied to Discovery Core Curriculum]		
CHEM 150	General Chemistry II	4
Physics Elective		3
<b>OR</b>		
[BIOL 110 General Biology I applied to Discovery Core requirement]		
BIOL 150	General Biology II	4
Physics Elective		3
		Total: 7 credits

<b>Mathematics/Science Electives:</b>		<b>Credits:</b>
Mathematics/Science Electives		6

<b>General Elective:</b>		<b>Credits:</b>
General Elective		3

**Total credits required 121-123**

# Electrical and Computer Engineering, B.S.



**Full-time Faculty:** S. Barone, S. Billis, S. Blank, J. Cheung, M. Colef, F. Delgosha, Z. Dong, A. Farajidavar, A. Jafari, E. Kafriksen, Y. Saito, S. Wadoo, M. Wernicki, T. Zhang, S. Sorour

**Adjunct Faculty:** A. Gelman, D. Hoitsma, K. Kazi

The primary goals of the Electrical and Computer Engineering program at NYIT are to produce well-rounded graduates with a broad range of skills, aptitudes and interests who are prepared for successful careers in industry, government, or the pursuit of graduate studies.

These goals are satisfied by required and elective courses in liberal arts, humanities, science, mathematics, computer science, and electrical engineering with an increasing emphasis on design. Established sequences provide both depth and breadth in the major areas of study and offer a degree of flexibility through the choice of elective courses.

NYIT's liberal arts and humanities core curriculum is designed to provide students with skills related to career and graduate school success and prepare them to be responsible citizens and engineers. To achieve this goal, the core curriculum offers a broad perspective of advanced courses in social science, philosophy, and literature. Written and oral presentation skills are intended to carry over into major areas of study.

Today's engineering students must understand both hardware and software used in controls, signal processing, VLSI, communication networks (i.e., wireless), and computer operating systems. NYIT's Electrical and Computer Engineering program addresses this need through a sequence of course requirements. The use of modern engineering tools and computers is integrated into nearly all engineering courses.

Two Capstone courses provide students with a design experience under the guidance of a faculty advisor. This experience draws significantly on knowledge and skills acquired in previous coursework in digital control, micro computers, VLSI, and other areas. While projects may be self-contained, they incorporate engineering standards and practices and provide a major design experience as required by the Accreditation Board for Engineering and Technology (ABET). Students work in teams to design a system or component of a system. Teams work independently, with the instructor serving as a mentor. Designs incorporate engineering standards and multiple realistic constraints such as their impact on society, health and environmental considerations, literature and patent search, and project management. Weekly progress reports and a final oral and written presentation are required.

Within this general direction and the mission of the School of Engineering and Computing Sciences, the program faculty, with input from stakeholders (employers, alumni, and industrial advisory board), have determined Program Educational Objectives (PEOs) to create versatile engineers who will:

- Be successfully employed in engineering or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

- Apply knowledge of mathematics, science, and engineering.
- Design and conduct experiments as well as analyze and interpret data.
- Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- Function on multidisciplinary teams.
- Identify, formulate, and solve engineering problems.
- Understand professional and ethical responsibility.
- Communicate effectively.
- Understand the larger-scale impact of engineering solutions in global, economic, environmental, and societal contexts.
- Engage in and recognize the need for lifelong learning.
- Understand and know about contemporary issues.
- Use techniques, skills, and modern engineering tools necessary for engineering practice.

Since its inception in 1982, the Electrical and Computer Engineering program has been accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD

The Department of Electrical and Computer Engineering also offers a graduate program leading to a Master of Science in Electrical and Computer Engineering.

### Policy: Graduation Requirements

1. Students enrolled in the Electrical and Computer Engineering program must:

- Earn a grade of C (2.0) or higher in MATH-170 and PHYS-170.
- Have a minimum cumulative GPA of C (2.0) in mathematic courses.
- Have a minimum cumulative GPA of C (2.0) in physics courses.

2. Students enrolled in the Electrical and Computer Engineering program are permitted no more than three grades below a C (2.0) in engineering major courses. If a student earns less than a C in more than three engineering major courses, he/she must repeat one or more of them with a grade of C or better. Once a course is repeated and a grade of C or better is attained, that course will no longer be counted in fulfillment of this requirement. The course(s) to be repeated will be determined in consultation with and approved by an engineering academic advisor.

Repeating courses may impact eligibility for financial aid. Students should consult with a financial aid advisor before registering for a repeated course

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Bachelor of Science in Electrical and Computer Engineering

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.		
<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits
(4) Formerly known as IENG 400		
<b>Math and Science:</b>		Credits:
MATH 170	Calculus I	4
CHEM 107	Engineering Chemistry I	4
		Total: 8 credits

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>2</sup>	2

(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Electrical Engineering:</b>		Credits:
EENG 125	Fundamentals of Digital Logic	3
EENG 212	Electrical Circuits I and Eng. Tools	4
EENG 270	Introduction to Electronic Circuits	3
EENG 275	Electronics Laboratory I	1
EENG 281	Electrical Circuits II	3
EENG 310	Electronic Circuit Applications	3
EENG 315	Electronics Laboratory II	1
EENG 320	Control Systems	3
EENG 330	Electromagnetic Theory I	3
EENG 341	Signal and Systems	3
EENG 360	Electronics Laboratory III	3
EENG 370	Microprocessors	3
EENG 382	Random Signals and Statistics	3
EENG 401	Communication Theory	3
EENG 403	Electronics Laboratory IV	1
EENG 489	Design Project	2
EENG 491	Senior Design Project	2
EENG/CSCI Electives <sup>3</sup>		6
		Total: 48 credits

(3) All electives must be approved by the department.

<b>Computer Science:</b>		Credits:
CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming I	3
CSCI 235	Elements of Discrete Structures	3
CSCI 260	Data Structures	3
CSCI 330	Operating Systems	3
		Total: 18 credits

<b>Mechanical Engineering:</b>		Credits:
MENG 211	Engineering Mechanics I (Statics)	3
		Total: 3 credits

<b>Mathematics:</b>		Credits:
MATH 180	Calculus II	4
MATH 260	Calculus III	4
MATH 310	Linear Algebra	3
MATH 320	Differential Equations	3
		Total: 14 credits

<b>Physics:</b>		Credits:
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4
PHYS 225	Intro to Modern Physics	3
		Total: 11 credits

<b>Liberal Arts Electives :</b>		Credits:
Liberal Arts Electives		3

**Total credits required: 135-137**

School of Engineering and Computing Sciences

## Electrical and Computer Engineering Technology, B.S.



**Full-time Faculty:** L. Amani, L. Amara, B. Beheshti, A. Kashani, R. Meyers, L. Pavlidis, G. Salayka  
**Adjunct Faculty:** T. Decanio, A. Golubev, R. Benferhat

The Department of Electrical and Computer Engineering Technology offers courses leading to a Bachelor of Science in Electrical and Computer Engineering Technology. Engineering technology is the nationally accepted terminology for education programs designed to prepare engineering technologists who apply scientific and engineering knowledge and methods, combined with technical skills, in support of engineering activities. Engineering technologists often work closely with engineers to design, develop, and test systems that impact society and the environment.

Entering students enroll directly in the program areas leading to a Bachelor of Science. Graduates from community colleges and technical institutes with an A.A.S. in engineering technology may transfer into the upper two years of the corresponding program leading to a Bachelor of Science.

Graduates of electrical and computer engineering technology programs often hold positions as electrical, computer, and electronics technologists. Alumni surveys have shown entry-level positions for new graduates in product design, testing, development, and sales as well as field engineering, technical operations, quality control, and information technology. Graduate studies in related technical fields are accessible through this degree, and eligibility to become a registered professional engineer is another possibility offered in many states.

Within this general direction and the mission of the School of Engineering and Computing Sciences, the program faculty, with input from other stakeholders (employers, alumni, and industrial advisory board), have determined program educational objectives (PEOs) to create versatile electrical and computer engineering technologists who:

- Are successfully employed in electrical and computer engineering technology or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes describing what students are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to have acquired the ability to:

- Apply appropriate mastery of the knowledge, techniques, skills, and modern tools of their disciplines.
- Apply current knowledge and adapt to emerging applications of mathematics, science (i.e., physical sciences such as physics or chemistry at or above the level of algebra and trigonometry), engineering, and technology through the ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of electrical/electronics and computer systems.
- Conduct, analyze, and interpret experiments and apply experimental results to improve processes.
- Apply creativity in the design of systems, components, or processes appropriate to program objectives; in particular, the ability to analyze, design, and implement hardware and software computer systems, control systems, instrumentation systems, communications systems, computer systems, or power systems.
- Function effectively on teams.
- Identify, analyze, and solve technical problems; in particular, the application of electric circuits, computer programming, associated software applications, analog and digital electronics, microcomputers, operating systems, and local area networks to the building, testing, operation, and maintenance of systems.
- Communicate effectively.
- Recognize the need for and the ability to engage in lifelong learning.
- Understand professional, ethical, and social responsibilities.
- Respect diversity and knowledge of contemporary professional, societal, and global issues.

The Electrical and Computer Engineering Technology program is accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, phone: 410.347.7700, [www.abet.org](http://www.abet.org).

# Curriculum Requirements for Bachelor of Science in Electrical and Computer Engineering Technology

## Discovery Core <sup>[1]</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits

(4) Formerly known as IENG 400.

<b>Math and Science:</b>		Credits:
TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3
		Total: 7 credits

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>2</sup>	2

(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Electrical Technology:</b>		Credits:
ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
ETEC 231	Electronics Technology II	4
ETEC 310	Communication Circuits	4
ETEC 410	Control Systems Technology	4
ETEC 495	Seminar Project <b>OR</b>	3
CTEC 495	Seminar Project	
		Total: 27 credits

<b>Computer Technology:</b>		Credits:
CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4
CTEC 235	Microcomputers I	4
CTEC 241	Circuit Design and Fabrication	4
CTEC 243	Applied Computational Analysis I	3
CTEC 247	Applied Computational Analysis II	3

CTEC 335	Microcomputers II	4
CTEC 350	Microcontroller Based Systems	3

Total: 31 credits

**Electrical and Computer Technology Electives<sup>3</sup> (Choose 9 elective credits from the following):** Credits:

CTEC 430	Digital Signal Processing	3
CTEC 460	Computer Networking Technology	3
CTEC 471	Internet Development	3
ETEC 240	Energy Technology	3
ETEC 420	Communication Circuits II	3
ETEC 470	Fiber-Optic Communication Technology	3
ETEC 490	Special Topics	3
ETEC 491	Special Topics II	3
MTEC 210	Introduction to Computer Aided Design	3

Total: 9 credits

(3) Other advanced ETEC/CTEC electives with the approval of the Chairperson.

**Engineering Management:** Credits:

IENG 240	Engineering Economics	3
IENG 251	Project Engineering	3

Total: 6 credits

**Social Sciences and Economics:** Credits:

ECON 101	Economics	3
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**Mathematics and Physics:** Credits:

TMAT 155	Technical Mathematics II	4
TMAT 161	Basic Applied Calculus	3
PHYS 150	Introductory Physics II	3
CHEM 107	Engineering Chemistry	4

Total: 14 credits

**Liberal Arts:** Credits:

Liberal Arts Elective		3
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**Total credits required: 130-132 credits**

**School of Engineering and Computing Sciences Curriculum**

## Curriculum Requirements for Associate in Applied Science, Electrical Technology

### Discovery Core <sup>[?]</sup>

**Foundations:** Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3

Total: 12 credits

(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

**Math and Science:** Credits:

TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3

Total: 7 credits

## Major Requirements

### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>2</sup>	2
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(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

### Electrical Technology:

Credits:

ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
ETEC 231	Electronics Technology II	4

Total: 16 credits

### Computer Technology:

Credits:

CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4
CTEC 235	Microcomputers I	4
CTEC 241	Circuit Design and Fabrication	4
CTEC 243	Applied Computational Analysis I	3

Total: 21 credits

### Mathematics and Science:

Credits:

TMAT 155	Technical Mathematics II	4
MATH161	Basic Applied Calculus	3

Total: 7 credits

**Total credits required 63-65**

**School of Engineering and Computing Sciences**

## Information Technology with concentration in Computer Security



### Information Technology with Concentration in Computer Security

**Full-time Faculty:** K. Balagani, S. Billis, M. Colef, X. Cui, W. Ding, P. Gasti, A. Jafari, E. Kafrissen, F. Lee, Y. Saito, J. Wu, T. Zhang

**Adjunct Faculty:** H. Chin, A. Lee

The primary goal of the Information Technology program at NYIT is to produce well-rounded graduates with a wide range of skills, aptitudes and interests, who are prepared for successful careers in industry and government and/or graduate studies. This objective is accomplished through courses in information technology, computer science, liberal arts, humanities, and science. Established sequences are meant to provide both depth and breadth in the major areas of study, and offer a degree of flexibility through a choice of elective courses allowing

students to specialize in areas of interest. Students can select a minor concentration in an area of interest such as communication arts, business, architecture, and others. The minor concentration provides students with an opportunity to focus in an area of application and interest. In addition to NYIT's extensive computer facilities, students have access to state-of-the-art laboratories in computer and network security, electronics, telecommunications, and more.

Graduates find employment in a variety of technical career roles such as software engineer, network administrator, systems analyst, computer programmers, sales engineers, and technical consultants.

Within this general direction and the mission of the School of Engineering and Computing Sciences, faculty members of the program, with input from other stakeholders (employers, alumni, and industrial advisory board), have determined program educational objectives (PEOs) to create versatile information technologists who will:

- Be successfully employed in information technology or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes describing what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire the ability to:

- Apply knowledge of computing and mathematics appropriate to the discipline.
- Analyze a problem and identify and define the computing requirements appropriate to its solution.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- Function effectively on teams to accomplish a common goal.
- Understand professional, ethical, legal, security, and social issues and responsibilities.
- Communicate effectively with a range of audiences.
- Analyze the local and global impacts of computing on individuals, organizations, and society.
- Engage in and recognize the need for continuing professional development.
- Use current techniques, skills, and tools necessary for computing practice.
- Use and apply current technical concepts and practices in the core information technologies.
- Identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems.
- Effectively integrate IT-based solutions into the user environment.
- Understand best practices and standards and their application.
- Assist in the creation of an effective project plan.

#### School of Engineering and Computing Sciences Curriculum

## Curriculum for B.S. in Information Technology, Information & Network Security Concentration

Discovery Core <sup>[1]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
(1) Intensive English as a second language is not acceptable as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.		
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits
(4) Formerly known as IENG 400.		
<b>Math and Science:</b>		Credits:

MATH 161	Basic Applied Calculus	3
Physics		3
		Total: 6 credits

### Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>2</sup>	2

(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>ETCS 108 Career Discovery :</b>		Credits:
ETCS 108	Career Discovery	3

<b>Computer Science:</b>		Credits:
CSCI 125	Computer Programming I	3
CSCI 155	Computer Organization and Architecture	3
CSCI 185	Computer Programming II	3
CSCI 235	Design and Analysis of Algorithms	3
CSCI 260	Data Structures	3
CSCI 330	Operating Systems	3
CSCI 345	Computer Networks	3
		Total: 21 credits

<b>Information Technology:</b>		Credits:
ITEC 251	Applied Discrete Structures I	3
ITEC 290	Database Systems	3
ITEC 305	Internet Programming I	3
ITEC 320	Web-based Multimedia Development I	3
ITEC 410	Internetworking Lab	1
		Total: 15 credits

### Professional Concentration Options (choose one)--Information and Network Security Option or General Option

<b>Information and Network Security Option Choose 3 courses::</b>		Credits:
ITEC 365	Secure Programming	3
ITEC 385	Intro to Comp and Network Security	3
ITEC 440	Network Security and Perimeter Protection	3
ITEC 445	Operating System Security	3
ITEC 450	Seminar Project	3
ITEC 460	Topics in Information Technology	3
ITEC Elective		3
		Total: 9 credits

<b>General Option:</b>		Credits:
CSCI/ITEC Electives <sup>3</sup>		9
		Total: 9 credits

(3) All electives must be approved by the department.

<b>Engineering Management:</b>		Credits:
IENG 251	Project Engineering	3

<b>Management:</b>		Credits:
MGMT 421	Cyber Law, Policy and Ethics	3

<b>Math Elective:</b>		Credits:
Math Elective		3

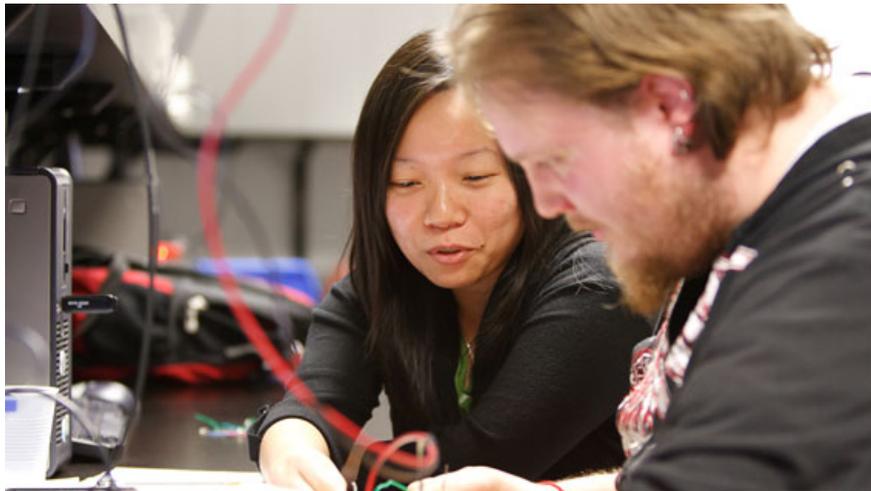
<b>Electives:</b>		Credits:
Electives		15

<b>Science Elective:</b>		Credits:
Science Elective		3
<b>Science and Technology Electives :</b>		Credits:
Science and Technology Electives		6
<b>Liberal Arts Elective:</b>		Credits:
Liberal Arts Elective		6

**Total credits required: 121-123**

**School of Engineering and Computing Sciences**

## Mechanical Engineering and Engineering Management



**Full-time Faculty:** H. Fox, J. B. Lee, J. Ma, F. Li, S. Lu, R. Tabi

**Adjunct Faculty:** S. Berri, S. Cosares, R. Phillips, R. Gilkes, D. O'Keefe, R. H. Rahemi, R. Saporita

NYIT offers courses leading to the Bachelor of Science in Mechanical Engineering at the Old Westbury campus. This program was initially implemented at NYIT in 1982 and first accredited in 1986 by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, phone: 410.347.7700, [www.abet.org](http://www.abet.org). Students have the option of selecting a concentration of courses in aerospace engineering in the mechanical engineering option.

The primary objectives of the mechanical engineering curriculum (as written in the college catalog and on the department's website) are to produce a versatile engineering graduate capable of growth within industry or prepared to pursue advanced studies. The objectives listed below reflect NYIT's overall mission: career-oriented education to prepare students for successful careers in an information-age society and applications-oriented research expanding the knowledge base of society and contributing to economic development of the region, state, and nation.

The important mission element to emphasize is the applied orientation of the college in general, and the engineering programs in particular. Emphasis is on the design/computer/applications components in the spectrum of mechanical engineering programs, and objectives are fulfilled by courses in the sciences, humanities and mechanical engineering, with increasing emphasis on design. Established sequences for students provide them with a broad education and the flexibility to allow some degree of depth in an area of interest.

Providing the curriculum's backbone are the sciences, mathematics and the basic levels of mechanical engineering courses, which constitute the fundamental knowledge base needed by students for an array of advanced courses. NYIT's liberal arts and humanities core curriculum is designed to provide students with additional knowledge and skills related to job and graduate school success. It is concerned with the student as a citizen and community leader; to that end, it provides a broad perspective of history, philosophy, and literature. One of the major features of the core curriculum is an emphasis on learning through written, oral, and electronic presentations. These communication skills carry over effectively into advanced mechanical engineering courses.

For the mechanical engineering major, students take courses in both the thermal/fluids and solid mechanics tracks. In both stems of the curriculum, the sequence of courses has increasing emphasis on computer usage and design, requiring students to take 12 credits of designated design courses.

Design courses include a capstone course and electives, the latter chosen depending on a student's interests. Design projects encompass engineering components using the skills developed throughout the curriculum, economic issues appropriate to the effective practice of engineering, and written language and oral communication skills.

Within this general direction and the mission and vision of the School of Engineering and Computing Sciences, program faculty, with input from stakeholders (employers, alumni, and industrial advisory board), have determined program educational objectives (PEOs). The

Department of Mechanical Engineering aims to train versatile engineers who will:

- Be successfully employed in engineering or their chosen career path;
- Pursue graduate studies and/or continued education in their field; and
- Function as responsible members of society through engagement in community or professional organizations.

To support these objectives, the curriculum has been developed to provide student outcomes that describe what degree candidates are expected to know and be able to do by the time they graduate. Upon graduation, students are expected to acquire an ability to:

- Apply knowledge of mathematics, science, and engineering.
- Design and conduct experiments and analyze and interpret data.
- Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- Function on multidisciplinary teams.
- Identify, formulate, and solve engineering problems.
- Understand professional and ethical responsibility.
- Communicate effectively.
- Understand with broad education the impact of engineering solutions in global, economic, environmental, and societal contexts.
- Engage in and recognize the need for lifelong learning.
- Understand and know about contemporary issues.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.

The Mechanical Engineering program has been accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, phone: 410.347.7700, [www.abet.org](http://www.abet.org), 111 Market Place, Suite 1050, Baltimore, MD. 21202, phone: 410.347.7700, [www.abet.org](http://www.abet.org).

**Policy: Graduation Requirement**

1. Students enrolled in Mechanical Engineering must:

- Earn a grade of C (2.0 GPA) or higher in MATH-170 and PHYS-170.
- Have a minimum cumulative GPA of C (2.0) in mathematics courses.
- Have a minimum cumulative GPA of C (2.0) in physics courses.

2. Students enrolled in Mechanical Engineering are permitted no more than three grades below a C (2.0) in engineering major courses. If a student earns less than a C in more than three engineering major courses, he/she must repeat one or more of them to earn a C or better. Once a course is repeated and a grade of C or better is obtained, that course will no longer be counted in fulfillment of this requirement. The course(s) to be repeated will be determined in consultation with and approved by an engineering academic advisor.

Repeating courses may impact eligibility for financial aid. Students should consult with a financial aid advisor before registering for a repeated course.

**Five-Year Combined Program - B.S. in Mechanical Engineering and M.S. in Energy Management**

NYIT offers a five-year combined degree program leading to a Bachelor of Science in Mechanical Engineering and a Master of Science in Energy Management. As an interdisciplinary program, the curriculum is designed to train students who intend to function in engineering and leadership roles in various energy-related industries.

For program details, please contact the chairperson of the Department of Mechanical Engineering.

**Aerospace Engineering Concentration**

The concentration in aerospace engineering is designed to give mechanical engineers the opportunity to focus on aircraft and space vehicle design. Material capabilities, production, and propulsion are emphasized to enable an engineer to meet the changing priorities of the aerospace industry.

**Engineering Management**

The department offers courses leading to the Bachelor of Science in Engineering Management. As an interdisciplinary program, the curriculum is designed to train students who intend to function in leadership roles in various manufacturing or service environments. Students take courses in industrial engineering, management, and other technical and liberal arts disciplines.

# Curriculum requirements for Bachelor of Science in Mechanical Engineering - Aerospace Concentration

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		<b>Credits:</b>
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3

FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits

(1) Intensive English as a second language is not acceptable as a permissible substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits

(4) Formerly known as IENG 400

<b>Math and Science:</b>		Credits:
MATH 170	Calculus I <sup>2</sup>	4
PHYS 170	General Physics I <sup>2</sup>	4
		Total: 8 credits

(2) M.E. students are permitted to register concurrently for Calculus I and Physics I and Calculus II and Physics II.

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>3</sup>	2

(3) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Mechanical Engineering:</b>		Credits:
MENG 105	Engineering Graphics	2
MENG 211	Engineering Mechanics I (Statics)	3
MENG 212	Engineering Mechanics II (Dynamics)	3
MENG 221	Strength of Materials	4
MENG 240	Thermodynamics	3
MENG 270	Instrumentation and Measurement	1
MENG 310	Introduction to Material Science	3
MENG 321	Intro to Computer Aided Design	3
MENG 324	Vibrations and System Dynamics	3
MENG 340	Fluid Mechanics	3
MENG 346	Energy Conversion	4
MENG 349	Heat Transfer	3
MENG 370	Machine Design	4
MENG 373	Engineering Analysis	3
		Total: 42 credits

<b>Aerospace Engineering:</b>		Credits:
AENG 360	Aerodynamics	3
MENG 343	Thermofluids Laboratory <b>OR</b>	
AENG 466	Aerospace Laboratory	1
AENG 463	Propulsion	3
AENG 490	Flight Vehicle Design	4
AENG 492	Senior Aerospace Design	4
		Total: 15 credits

<b>Computer Science:</b>		Credits:
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CSCI 125	Computer Programming I	3
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**Electrical Engineering:** Credits:

EENG 201	Introduction to Electrical Engineering	4
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**Engineering Management:** Credits:

IENG 240	Engineering Economics	3
IENG 245	Statistical Design I	3

Total: 6 credits

**Mathematics and Science:** Credits:

MATH 180	Calculus II <sup>2</sup>	4
MATH 260	Calculus III	4
MATH 320	Differential Equations	3
PHYS 180	General Physics II <sup>2</sup>	4
PHYS 225	Introduction to Modern Physics	3
CHEM 107	Engineering Chemistry	4

Total: 22 credits

All students are required to take a mathematics placement examination prior to registration, and may have to take a developmental mathematics course (MATH 096-MATH 100, or MATH 101) before taking required mathematics courses.

**Liberal Arts:** Credits:

Liberal Arts		3
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**Total credits required: 133-135 credits**

School of Engineering and Computing Sciences Curriculum

## Curriculum Requirements for Bachelor of Science in Engineering Management

### Discovery Core <sup>[?]</sup>

**Foundations:** Credits:

FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3

Total: 18 credits

(1) Intensive English as a second language is not accepted as a substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

**Seminars:** Credits:

ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>5</sup>	3

Total: 12 credits

(5) Formerly known as IENG 400

**Math and Science:** Credits:

MATH 170	Calculus I	4
CHEM 107	Engineering Chemistry I	4

Total: 8 credits

## Major Requirements

### ETCS 105 Career Discovery:

Credits:

ETCS 105	Career Discovery <sup>2</sup>	2
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(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

### Industrial Engineering:

Credits:

IENG 240	Engineering Economics	3
IENG 245	Statistical Design I	3
IENG 251	Project Engineering	3
IENG 345	Statistical Design II	3
IENG 350	Quality Control and Reliability	3
IENG 380	Operations Research I	3
IENG 425	Systems Simulation	3
IENG 475	Industrial Engineering Design I	3
IENG 476	Industrial Engineering Design II	3
IENG 510	Energy Management	3
IENG 590	Energy Policy, Econ, & Tech	3
IE Electives		6

Total: 39 credits

### Management:

Credits:

ACCT 101	Accounting I	3
ECON 105	Principles Economics I	3
FINC 201	Corporation Finance	3
MGMT 200	Principles of Management	3
MRKT 200	Introduction to Marketing	3

Total: 15 credits

(3) All management electives and substitutions for any required management courses must be approved by the department chairperson.

### Computer Science:

Credits:

CSCI 125	Computer Programming I	3
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### Mechanical Engineering:

Credits:

MENG 105	Engineering Graphics	2
MENG 310	Intro to Material Sciences	3

Total: 5 credits

### Mathematics and Physics:

Credits:

MATH 180	Calculus II	4
MATH 310	Linear Algebra	3
PHYS 170	General Physics I	4
PHYS 180	General Physics II	4

Total: 15 credits

### Technical Electives:

Credits:

Technical Electives <sup>4</sup>		3
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(4) Electives may be advanced level mathematics such as MATH 260, 320 or advanced level engineering or industrial engineering courses, or other approved electives.

### Liberal Arts:

Credits:

Liberal Arts		6
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**Total credits required: 124-126**

# Curriculum Requirements for Bachelor of Science in Mechanical Engineering

## Discovery Core <sup>[1]</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits

(1) Intensive English as a second language is not acceptable as a permissible substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.

<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>2</sup>	3
		Total: 12 credits

(3) Formerly known as IENG 400

<b>Math and Science:</b>		Credits:
MATH 170	Calculus I	4
PHYS 170	General Physics I	4
		Total: 8 credits

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>3</sup>	2

(3) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Mechanical Engineering:</b>		Credits:
MENG 105	Engineering Graphics	2
MENG 211	Engineering Mechanics I (Statics)	3
MENG 212	Engineering Mechanics II (Dynamics)	3
MENG 221	Strength of Materials	4
MENG 240	Thermodynamics	3
MENG 270	Instrumentation & Measurement	1
MENG 310	Introduction to Materials Science	3
MENG 320	Materials Mechanics Laboratory <b>OR</b>	
MENG 343	Thermofluids Laboratory	1
MENG 321	Introduction to Computer Aided Design	3
MENG 324	Vibrations and System Dynamics	3
MENG 340	Fluid Mechanics	3
MENG 346	Energy Conversion	4
MENG 349	Heat transfer	3
MENG 370	Machine Design	4
MENG 373	Engineering Analysis	3
MENG 470	Senior Mechanical Engineering Design	4

Total: 47 credits

<b>Design Electives (Choose 2 courses from the following):</b>			Credits:
AENG 490	Flight Vehicle Design		4
MENG 443	Energy System Analysis & Design		4
MENG 446	Heating, Ventilation, & Air Conditioning		4
MENG 486	Advanced Machine Design		4
			Total: 8 credits
<b>Mechanical Engineering Electives:</b>			Credits:
Mechanical Engineering Electives			3
Choose 3 credits from non-required AENG, IENG, MENG or graduate MENG courses with approval of the Academic Department Chairperson.			
<b>Computer Science:</b>			Credits:
CSCI 125	Computer Programming I		3
<b>Electrical Engineering:</b>			Credits:
EENG 201	Introduction to Electrical Engineering		4
<b>Engineering Management:</b>			Credits:
IENG 240	Engineering Economics		3
IENG 245	Statistical Design I		3
			Total: 6 credits
<b>Mathematics and Sciences:</b>			Credits:
MATH 180	Calculus II		4
MATH 260	Calculus III		4
MATH 320	Differential Equations		3
PHYS 180	General Physics II		4
PHYS 225	Introduction to Modern Physics		3
CHEM 107	Engineering Chemistry I		4
			Total: 22 credits
<b>Liberal Arts Electives:</b>			Credits:
Liberal Arts Electives			3

**Total Required Credits: 134-136**

School of Engineering and Computing Sciences

## Telecommunications Network Management, B.S.



**Faculty:** L. Amani, L. Amara, B. Beheshti, A. Kashani, R. Meyers, L. Pavlidis  
**Adjunct Faculty:** R. Benferhat, V. Legio

NYIT offers courses leading to the Bachelor of Science in Telecommunications Network Management degree which meets the increasing need of the telecommunications industry for current principles, applications, technology, and regulatory policies. The telecommunications industry undergoes constantly dramatic changes such as convergence towards computing and needs graduates who are capable of understanding consumer needs, planning according to market needs, and utilizing equipment to its maximum performance with a focus in network management, and analysis. The program not only covers the basic Operations, Administration, and Maintenance (OAM) aspects of network management but also emphasizes the changes implemented in the Telecommunications Management Network (TMN) protocol model.

The curriculum discusses the applications and equipment used in industry. This includes courses in the areas of telecommunications and wireless technology as well as electrical and computer engineering technology, and Internet application development. A business perspective is provided with courses in accounting, finance and law.

Entering students enroll directly in the program leading to the Bachelor of Science degree in Telecommunications Network Management. Graduates from community colleges with A.A.S. degrees in Telecommunications Technology and related areas may transfer into the upper two years of the Bachelor of Science degree program in Telecommunications Management.

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Bachelor of Science in Telecommunications Network Management

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition <sup>1</sup>	3
FCWR 151	Writing II: Foundations of Research Writing <sup>1</sup>	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 304	Communication for Technical Professions	3
		Total: 18 credits
(1) Intensive English as a second language is not acceptable as a 161 substitution for any of these requirements. The only permissible substitution is FCWR 111 and FCWR 161 in place of FCWR 101 and FCWR 151.		
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 309	Technology and Global Issues <sup>4</sup>	3
		Total: 12 credits
(4) Formerly known as IENG 400		
<b>Math and Science:</b>		Credits:
TMAT 135	Technical Mathematics I	4
PHYS 130	Introductory Physics	3
		Total: 7 credits

## Major Requirements

<b>ETCS 105 Career Discovery:</b>		Credits:
ETCS 105	Career Discovery <sup>2</sup>	2

(2) This course may be waived for students and transfers with sophomore or higher status. All course substitutions must be approved by the department chairperson.

<b>Telecommunications:</b>		Credits:
TELE 110	Telecomm. Fundamentals	3
TELE 210	Data Networking Fundamentals	3

TELE 220	Applied Telecommunications	3
TELE 310	Telecomm. Law and Policy	3
TELE 321	Cellular and Wireless Technologies	3
TELE 420	Internetworking Technology I	3
TELE 431	Internetworking Technology II	4
		Total: 22 credits

**Telecommunications Networks Electives (Choose two courses from the following):**

Credits:

TELE 330	High Speed Information Networks	3
TELE 340	Advanced Topics in Telecomm	3
TELE 345	LAN and Internetworking	3
ETEC 470	Fiber-Optic Communication Technology	3
ETEC 490	Special Topics	3
Elective Course <sup>3</sup>		3
		Total: 6 credits

(3) Electives must be approved by the department chairperson.

**Computer Technology:**

Credits:

CTEC 204	Programming Techniques I	3
CTEC 206	Programming Techniques II	3
CTEC 216	Digital Electronics	4
CTEC 311	Introduction to Operating Systems	3
CTEC 471	Internet Development	3
		Total: 16 credits

**Electrical Technology:**

Credits:

ETEC 110	Electrical Technology I	4
ETEC 120	Electrical Technology II	4
ETEC 131	Electronics Technology I	4
		Total: 12 credits

**Technology Electives:**

Credits:

(CSCI, ITEC, ETEC, CTEC, TELE, etc.)		3
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**Management:**

Credits:

ACCT 101	Accounting I	3
ECON 101	Basic Economics	3
ECON 201	Money and Banking	3
QANT 201	Statistical Sampling Theory	3
QANT 405	Management Science	3
		Total: 15 credits

**Mathematics and Physics:**

Credits:

TMAT 155	Technical Mathematics II	4
MATH 151	Fundamentals of Calculus	3
CHEM 107	Engineering Chemistry	4
		Total: 11 credits

**Liberal Arts Electives:**

Credits:

Liberal Arts Electives		3
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**Total credits required: 125-127**

**School of Health Professions**

**School of Health Professions**



**Patricia M. Chute, Ed.D., Dean**

**[Master of Science in Clinical Nutrition](#)**

Mindy Haar, M.S., R.D., C.D.N., Director

**[Master of Science in Mental Health Counseling](#)**

Oren Shtayermman, Ph.D., M.S.W., LMSW, Program Director

**[Master of Science in Occupational Therapy](#)**

Ellen Greer, Ph.D., OTR/L, Chair

**[Doctor of Physical Therapy](#)**

Karen Friel, P.T., D.H.S., Chair

**[Master of Science in Physician Assistant Studies](#)**

Salvatore Barese, PA-C, Ed.D., Chair

**[Bachelor of Science in Nursing](#)**

Susan Neville, Chair

**[Bachelor of Science in Health Sciences](#)**

Mindy Haar, M.S., R.D., C.D.N., Director

The School of Health Professions offers baccalaureate degrees in Health Sciences and Nursing. The school also offers master's degrees in Clinical Nutrition, Occupational Therapy, and Physician Assistant Studies, and a Doctor of Physical Therapy degree. The school collaborates with NYIT's College of Osteopathic Medicine in its academic endeavors.

**CLNU** - Clinical Nutrition

**MHCO** - Mental Health Counseling

**OCTH** - Occupational Therapy

**PHTH** - Physical Therapy

**PHAS** - Physician Assistant Studies

**HSCI** - Health Sciences

**NURS** - Nursing

**School of Health Professions**

**Health Sciences, B.S.**



The **Bachelor of Health Sciences** offers students an excellent foundation in health sciences as well as liberal arts and basic sciences. It is designed to prepare graduates for entry-level administrative positions in the private and public sectors of health care such as the pharmaceutical industry, medical centers, clinics, fitness and wellness centers, the health insurance industry, community health centers and government health departments. In addition, coursework includes prerequisites to pursue graduate study in occupational therapy, physical therapy, physician assistant studies, dentistry, optometry, podiatry, and other health-related professions or business.

Our faculty are accomplished health professionals from a multitude of disciplines who possess a passion for teaching. Their experiences, participation in professional organizations, and cutting-edge research at local, national, and international venues impact how their students think about health. Pre-health career advisement is ongoing and designed to assure alignment of students' strengths, interests and academic performance with appropriate professional paths.

Students are introduced to community health issues and health professions in two introductory courses. Advanced courses include Introduction to Clinical Nutrition Practice, Medical Terminology, Medical Ethics, Health Information Management, and Health Care Payment Systems. Senior year includes a two-semester practicum capstone where students have the opportunity to meld professional and research skills with knowledge of health and basic sciences in an authentic work setting.

#### School of Health Professions Curriculum

## Curriculum Requirements for the Bachelor of Science in Health Science

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Health care Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science Choice	3
ICBS 309	Anthropological Approaches to Health Seminar	3
		Total: 12 credits

<b>Math and Science:</b>		Credits:
MATH 141	Precalculus <b>OR</b>	4
MATH 170	Calculus I	4
BIOL 110	General Biology I	4
		Total: 8 credits

Note: MATH 141 Precalculus **OR** MATH 170 Calculus I is required.

### Major Requirements

<b>Health:</b>		Credits:
HSCI 190	Community Health Implications	3
HSCI 210	Medical Terminology	2
HSCI 400	Seminar	3
HSCI 410	Senior Practicum I	3
HSCI 415	Senior Practicum II	3
HSCI 420	Biomedical Ethics	3
HSCI 425	Health Information Management	3
HSCI 430	Health Care Payment Systems	3
HSCI 195	Professional and Cultural Issues	3
NTSI 201	Introduction to Clinical Nutrition	3
		Total: 29 credits

<b>Management:</b>		Credits:
MGMT 200	Principles of Management	3
		Total: 3 credits

<b>Behavioral Science:</b>		Credits:
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 310	Abnormal Psychology	3
		Total: 10 credits

<b>Life Sciences:</b>		Credits:
BIOL 150	General Biology II	4
BIOL 210	Human Gross Anatomy	4
BIOL 310	Human Physiology	4
BIOL 330	Microbiology <b>OR</b>	4
BIOL 345	Medical Microbiology	4
CHEM 110	General Chemistry I	4
CHEM 150	General Chemistry II	4
CHEM 210	Organic Chemistry I <b>OR</b>	4
CHEM 215	Bio Organic Chemistry	4
		Total: 28 credits

Notes:  
CHEM 210 Organic Chemistry I **OR** CHEM 215 Bio Organic Chemistry is required.

BIOL 330 Microbiology **OR** BIOL 345 Medical Microbiology is required.

<b>Physics:</b>		Credits:
PHYS 140/141	Physics for Life Sciences	4

<b>Electives:</b>		Credits:
Electives		9

**Total credits required 123**

# Nursing, B.S.



As health care professionals who focus on immediate, hands-on patient care, nurses are critically important members of health care teams, providing patient education and diagnosing and treating human responses to illness. Nursing is a science, an art, and a respected profession within the health care system. The Department of Nursing offers a **Bachelor of Science in Nursing** degree at NYIT's Old Westbury campus. The vision and mission of the Department of Nursing is to promote and demonstrate excellence in nursing practice. The course of study includes traditional classes in the liberal arts and sciences, such as chemistry, sociology, anatomy, and physiology and courses in nursing science and clinical practice. State-of-the-art nursing labs, including patient simulation models for clinical practice, enhance the teaching-learning environment. In addition, this program offers a number of unique features not found in other nursing programs.

First, it is founded on the concepts and theories of transcultural nursing. The NYIT nursing student takes courses that take into consideration the multicultural experiences of both patients and health care professionals. To this end, anthropology courses have been incorporated into the curriculum, and transcultural topics into core nursing courses.

Second, clinical practice locations are varied in scope and are not limited to the hospital setting. Students learn how professional nursing has expanded into community-based facilities, such as home care agencies, school-based clinics, extended care facilities, rehabilitation centers, and ambulatory care clinics. These foci, i.e., transcultural nursing, team-based care, and community-based nursing practices will prepare the student for the realities of nursing in the 21st century. The faculty consists of highly experienced professionals who have vast educational, clinical, and leadership experience and who are committed to teaching, advising and mentoring students to foster academic and professional success. Upon graduation, students are eligible to take the NCLEX-RN licensure exam.

The four-year program is composed of two phases. The pre-professional phase (years 1 and 2) consists of courses in the liberal arts and sciences, and the professional phase (years 3 and 4) consists of core nursing and supportive courses. All nursing students must achieve a cumulative grade point average of 2.75 for admission to and progression in the nursing program.

Students are required to complete all prerequisite courses listed as freshman and sophomore courses on the Nursing Degree Map (with no required prerequisite course below a grade of C+) and show evidence of good ethical, moral, and personal character. Please be advised that admission into the pre-professional clinical phase is competitive. The number of students accepted into this phase depends on accreditation requirements, available resources, class cap limits, and college GPA.

Progression will be based on overall highest ranked college GPA and meeting fully the established criteria. A minimum grade of C+ in all required prerequisite courses identified as followed (freshman and sophomore): TMAT 135; CHEM 105, 215; BIO 210, 260, 270, 310, 330/345; FCSC 101; PSYC 101, 210, 221. Students may repeat only two (2) of the above required prerequisite courses in which they earned a grade of C or below; these courses may be repeated only once. This requirement includes courses taken at other colleges. Students who fail to achieve this requirement are not admissible to the nursing program.

Students will be required to take nationally normed tests throughout the curriculum. Students will be required to meet all requirements of the Department of Nursing and affiliating agencies and provide evidence of specific immunizations and health clearances as well as current certification in Basic Cardiac Life Support before clinical placement. Students should be advised that requirements may change during the program and that they will be required to meet current standards for clinical affiliation placements and progression in the major irrespective of date of program admission. Students will be required to purchase the official NYIT student uniform, which will be worn for clinical rotations. Clinical placements are by the clinical lottery policy outlined in the Nursing Student Handbook.

The clinical lottery policy is applicable to ALL nursing students regardless of their admission date into the nursing program. Please be advised that students may be assigned to any of the clinical facilities. Clinical hours may vary according to clinical site availability and may include any day of the week, including weekends, evenings or nights and might be eight- or 12-hour shifts. During the Preceptored Senior Capstone Clinical Rotation, students must follow the shift of their assigned preceptor; this may require the student to work the nights, evenings, or weekends. Transportation to the clinical sites is the responsibility of the student.

All Health Professions students have access to the library and other facilities of the NYIT's College of Osteopathic Medicine. Please check this catalog's Admissions section: Special Requirements for Nursing for detailed information on admission and progression in the nursing major.

## **Policy: Progression in the Nursing Major**

In order to progress in the nursing major, students must receive minimum grades of C+ in all required nursing courses and maintain a minimum cumulative College GPA of 2.75. Students who earn a grade of C or lower or who fail any segment of a nursing course, clinical nursing course or lab (NURS 102, 301, 310, 315, 351, 360, 401, 410, 430, 421, 451, 461, 470, 480) will be allowed to repeat the course or clinical lab rotation only once. Students who repeat a nursing course must achieve a grade of B or better. Failure to do so in this repeated course or clinical lab will constitute a course failure and dismissal from the nursing program. Students who earn a C or lower for a required nursing course or clinical lab rotation for a second time will be dismissed from the nursing program. Withdrawal from a course is only permitted in the case of a documented illness, personal emergency, or unusual circumstance and not because of a course/clinical/lab rotation failure or anticipated failure. Given the nature of nursing practice, students will not be permitted to use a withdrawal from a course to avoid a failure.

The Nursing Student Handbook outlines policies pertaining to the nursing major. Students are held accountable to meet current requirements regardless of date of admission to the clinical phase of the program.

### **Professional Clinical Phase Requirements**

All students are required to complete the following by Aug. 15 prior to entry into the professional phase of the nursing program. Any student who does not complete this information, providing copies of the necessary documentation for his/her file, will not be able to enter the professional phase.

#### **Health Evaluation Form**

Annual physical, required lab work, and PPD are required, and when indicated, an annual chest X-ray.

- 1. Pre-Clinical Checklist**

This form will be maintained in the student's file to serve as verification that all necessary items are completed.

- 2. Infection Control Class**

This class will be arranged during the semester that the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class. Fee involved.

- 3. HIPAA/Patient Health Information Confidentiality**

This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class. Fee involved.

- 4. Child Abuse Prevention**

This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class. Fee involved.

- 5. Patient Safety Information**

This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.

- 6. Basic Cardiac Life Support (BCLS/CPR)**

A copy of the student's provider status will be maintained on file. Student is responsible for keeping the card current. Fee involved.

- 7. Uniforms**

Students are required to purchase and wear the official NYIT Department of Nursing uniforms from the designated uniform company. Initial uniform cost is approximately \$200.

- 8. Student Nurse Lab Package**

The student is required to purchase a Lab Nurse Pack (approximate initial cost \$60) to be used throughout the curriculum for clinical practice lab. Additions to the nurse pack will be required as students progress to higher-level clinical courses.

- 9. Total Curriculum Support and Tutorial Program**

Each student is required to enroll in this online support protocol each semester (five semesters) beginning in NURS 102 and ending with a comprehensive NCLEX-RN Review Course. The approximate cost is \$125 per semester.

- 10. Certified Background Check by Designated Agency**

Students may be required as part of the requirements for clinical rotations to have a background check performed by a designated agency. Please be advised that an unsatisfactory background check may result in the student having to withdraw from the program. Fee involved of approximately \$100.

- 11. National Student Nurses Association**

Annual dues: \$40 per year.

Students should be advised that requirements may change during the program and that they will be required to meet current standards for clinical affiliation placements and progression in the major, irrespective of date of program admission.

### **Policy for Clinical Absence**

Clinical time is limited; therefore, no unexcused clinical absences are permitted. In the event of a clinical absence due to an emergency, personal illness, or unusual circumstance, the student is responsible for contacting the faculty member before the clinical or within 24 hours of the absence. The student must submit a written explanation along with appropriate documentation for the absence. The student who has an unexcused clinical absence will be at risk for not meeting the requirements of both the course and the program and will be at risk for clinical failure.

### **Policy: Completion of Professional Phase of the Nursing Program Time Limit**

Students are accepted as a cohort into the professional phase of the nursing program in the spring semester of the sophomore year (fourth semester) beginning with the first nursing course, NURS 102. The professional phase of the nursing program consists of five consecutive semesters. A student must complete the curriculum within 3.5 years. If a student needs to take a leave from the program, extenuating circumstances will be considered by the department and upon department approval, a student who is deemed eligible to return must take and pass competency exams for all prior completed coursework. If passed successfully, the student may then progress forward in the curriculum. If unsuccessful in meeting course competencies, the student must repeat the coursework.

# Curriculum Requirements for the Bachelor of Science in Nursing

## Discovery Core <sup>1?</sup>

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 302	Communication for Health care Careers	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 309	Anthropology of Health	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
TMAT 135	Technical Math I	4
CHEM 105	Applied Chemistry	3
		Total: 7 credits

## Major Requirements

<b>Nursing:</b>		Credits:
NURS 102	Introduction to Nursing and Nursing Process	2
NURS 301	Nursing Therapeutics I	4
NURS 310	Transcultural Nursing I	3
NURS 315	Pharmacology for Nursing	3
NURS 351	Nursing Therapeutics II	4
NURS 360	Transcultural Nursing II	3
NURS 401	Nursing Therapeutics III	4
NURS 410	Transcultural Nursing III	3
NURS 421	Nursing in the Community	5
NURS 430	Research in Nursing	3
NURS 451	Nursing Therapeutics IV	4
NURS 461	Transcultural Nursing IV	4
NURS 470	Leadership in Professional Nursing	3
NURS 480	Nursing Capstone	4
		Total: 49 credits
<b>Behavioral Science:</b>		Credits:
ANTH 101	Introduction to Anthropology	3
PSYC 101	Introductory Psychology	3
PSYC 210	Statistical Analysis	4
PSYC 221	Human Development	3
		Total: 13 credits
<b>Life Sciences:</b>		Credits:
BIOL 210	Human Gross Anatomy	4
BIOL 260	Nutrition and Diet Therapy	3
BIOL 270	Pathophysiology	3
BIOL 310	Human Physiology	4
BIOL 330 or BIOL 345	Microbiology or Medical Microbiology	4

Electives:

Credits:

Electives

6

Total credits required 127

School of Management

## School of Management



Jess Boronico, Ph.D., Dean, School of Management

### [Undergraduate Programs »](#)

- [Business Admin., A.A.S.](#)
- [Business Administration, B.S.](#)
- [Hospitality Management, B.P.S.](#)
- [B.S. and M.B.A. Accounting](#)
- [Global Partner Program](#)

### [Graduate Programs »](#)

- [M.B.A.](#)
- [Executive M.B.A.](#)
- [Human Resources & Labor Relations, M.S.](#)
- [Advanced Certificate in Human Resources Management](#)
- [B.S. and M.B.A. Accounting](#)
- [Executive Certificate](#)

School of Management

## School of Management: Undergraduate Programs



The School of Management's academic programs aim to educate students on how to harness information and knowledge on prevalent trends that impact on business sustainability and growth in the 21st century, specifically:

- globalization and the resulting increase in market diversity
- opportunity for innovation that derives from these expanded opportunities
- the power of technology's transformational effect on business within this environment

All students will utilize this knowledge to develop integrative strategic initiatives that support business development, add value to an organization, and serve their community. Resulting academic programs also reflect the viewpoints of the Association to Advance Collegiate Schools of Business (AACSB) and other accrediting organizations, perspectives of external and internal stakeholder groups, and both support and advance the school's "Statements of Identification," which include the vision, mission and campaign statements. Together, these latter elements inform a well-balanced but diverse and comprehensive portrait of the School's long-term, medium-term, and short-term strategies and planning activities.

Students who graduate from the School of Management will join alumni who have achieved significant distinction in the workforce, and we look forward to hearing of our alumni's lifelong achievements, and distinctive milestones attained, in support of professional aspirations.

### **School of Management Statements of Identification**

Towards guiding the long, mid, and short-term priorities and initiatives for the school and its stakeholders, these statements send a signal to the community of both the standards of best practice that the school shares in common with, as well as the distinctive competencies that separate it in unique ways from its competitive set and both peer and aspirant institutions of higher learning.

### **Vision and Mission Statements**

The School of Management mission, to *provide high quality, career advancing business education opportunities within the context of a dynamic, technologically enabled, and global business environment* supports the School's vision to *be a preeminent and distinguishable leader among institutions of higher education in the provision of internationally based academic business programs*.

### **Campaign Statement: Creating New TEMPOS in Global Business Education ...**

The School of Management operationalizes the school mission through "Creating New *TEMPOS* in Global Business Education...", signaling its commitment to excellence in:

- Integrated Technology
- Experiential Education
- International Marketplaces
- Professional Enrichment
- Career Orientation
- Student Advancement and Achievement

**Integrated Technology:** (The "T" in TEMPOS) is closely aligned with the professional workspace, and includes Bloomberg, Compustat, E-Views, Peachtree, Oracle/PeopleSoft, and SPSS, among others. In this way BSBA students harness the transformational impact of technology on business with the long-term objective of creating value-adding contributions to their employer, upon graduation.

**Experiential Education:** (The "E" in TEMPOS) complements in-class instruction in diverse ways, including academic service learning, study abroad, faculty-mentored undergraduate research, and work experiences interacting directly with business leaders and industry partners. Interested students should speak directly to either their faculty advisor or the School of Management Director for Experiential Education to discuss specific opportunities that are currently being offered each semester. **Students are required to complete one experiential education activity in partial fulfillment of degree requirements (BUSI495).**

**International Marketplaces:** (THE "M" in TEMPOS) and the overall impact of globalization are integrated into the academic programs through the contextualization of each Master Syllabus, across all courses by way of both learning goals and student learning outcomes. Moreover, globalization is also represented in the programmatic learning goals for the BSBA program, and all program options have one dedicated international business-related learning goal in the discipline being studied.

**The Professional Enrichment Program:** (The "P" in TEMPOS) complements traditional pedagogy with supplemental experiences during which our students meet and network with area specialists, learn from business leaders, and are exposed to contemporary and cutting edge

business issues that are not otherwise discussed in an academic curriculum. In this way students are exposed to those issues that currently impact local and global business enterprise, from the perspective of business leaders, with insights and perspectives offered that can be integrated into student academic studies and professional endeavors. Secondly, the program offers workshops and activities designed to strengthen the professional polish of the student. These include the “mocktail social,” “dress for success seminar,” and “business etiquette workshop,” among others. Interested students should speak directly to either their faculty advisor or the School of Management Director of Professional Enrichment to discuss specific opportunities that are currently being offered each semester. **Students are required to complete professional enrichment seminars in partial fulfillment of degree requirements (BUSI495).**

**Career Orientation:** (The "O" in TEMPOS) involves the creation and updating of all course-level learning goals, which are designed to support industry-driven objectives, and are referenced by executives in the employment market. In this way, the school's academic programs are career oriented and designed to strengthen student job placement and advancement in the workforce.

**The Student Advancement Program:** (the "S" in TEMPOS) supports the school's commitment to student engagement into their educational experiences, cooperative learning, community engagement, and personal growth. The co-curricular program sponsors activities that engage students across varied platforms with their peers, faculty and staff, community members, and industry partners. Whether it is by way of clubs and honor societies, or field trips to the stock exchange, the program seeks out those activities that bring stakeholder groups together for the purpose of creating a vibrant community with synergies that advance the academic and professional aspirants of all participants. Interested students should speak directly to their faculty advisor or the School of Management Executive Director of Student Advancement for activities that are available each semester. **Students are required to complete activities in partial fulfillment of degree requirements (BUSI495).**

### **Triple Platforms of Excellence**

In support of the mission, the three platforms of excellence, Professional Enrichment, Experiential Education, and Student Advancement, have been developed within the School of Management to advance the school's mission and ensure student success. All students are advised to refer to the brochures for each of these three platforms, and speak to their advisor or the directors of each program concerning their completion of activities in each program in partial fulfillment of degree requirements (BUSI495).

### **Undergraduate Programs Supported and Locations**

Bachelor of Science in Business Administration (B.S.B.A.): Abu Dhabi, China, New York

Bachelor of Professional Studies (B.P.S.) in Hospitality Management: New York

Associate of Applied Science (A.A.S.): New York

### **School of Management Assurance of Learning**

All students and organizations expect an assurance that graduates of the School of Management are achieving the stated learning goals of the program. In this spirit, the educational approach taken is one that is outcomes-based. That is, student-learning outcomes are created across every course to validate and support achievement of programmatic, concentration-specific, and course-level learning goals. These outcomes also strengthen the student's ability to make value-adding contributions to an organization.

Moreover, as previously mentioned, course-level learning goals and related outcomes for each class are designed to include invariant, contextual, and instructor-specific categories. In this way students receive learning experiences that are uniform across sections (e.g. invariant), globalized (e.g. contextual), and niche-specific (e.g. instructor-specific), focusing on the specific domain expertise of the instructor.

Student progress is monitored not only by way of the "grade" in the course or for any class requirement, but also through "scores" that translate student achievement across the various learning goals in the program, area of study, or course level. An "assessment scorecard" is provided to students so that they may review their progress in the academic program against the various goals (at the program, major, and course level). Students also receive informal marks on assignments and other class requirements for the purpose of formative assessment, providing a continuous set of inputs that do not impact directly of the course grade, but serve as a guide to help students prioritize their effort towards those specific areas that ensure effective learning.

Finally, the School of Management continually updates its curriculum so that it is both contemporary and competitive. Outcomes assessment is continuous, and inputs from students and all stakeholders are utilized to both revise academic programs as well as externally reference the curriculum for relevancy.

**School of Management**

## **B.S. and M.B.A. Accounting**

### **Bachelor of Science/Master of Business Administration (B.S./M.B.A.) in Accounting Curricular Requirements:**

The 150-credit-hour B.S./M.B.A. Accounting (CPA Track) program aims to prepare students to successfully complete the CPA (Certified Public Accountant) examination and pursue a rewarding career in the public accounting profession. Graduates are qualified for admission to the New York State CPA examination immediately upon completion of the 120-credit-hour undergraduate components of this joint degree program, but must complete all program requirements, pass the CPA examination, and practice public accounting in New York State for a minimum of one year to become a New York State CPA.

Degree requirements for this program include 120 credit hours of undergraduate coursework earned in addition to the M.B.A. curricular requirements. The program is in keeping with the professional educational requirements for public accounting licensure as specified in the recent amendments to sections 52.13, 70.1 and 70.2 of the NYSED Regulations of the Commissioner.

## B.S./M.B.A. Learning Goals:

At the successful completion of the B.S./M.B.A. program, the student will be able to:

- conduct research and analysis related to practice/contemporary issues and questions in accounting theory, as well as auditing and taxation, and effectively communicate such findings
- synthesize accounting concepts, the regulatory environment, and professional practice issues and challenges
- appraise the significance and evaluate the impact of ethics, professionalism and social responsibility in accounting

### School of Management Curriculum



# Curriculum Requirements for the B.S./M.B.A. in Accounting

## Major Requirements

### Undergraduate Courses: Liberal Arts:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCIQ 101	Foundations of Inquiry	3
FCSC 101	Foundations of Scientific Process	3
FCWR 301	Communication for Business	3
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
ECON 105	Principles of Economics I	3
ECON 110	Principles of Economics II	3
ECON 201	Money and Banking	3
MATH 125	Finite Mathematics	3
MATH 151	Fundamentals of Calculus	3
MIST 101	Introduction to Computer Applications	3
Second Science		3
Liberal Arts Electives		9

Total: 60 credits

### Undergraduate Courses: General Business:

Credits:

FINC 201	Corporate Finance	3
MRKT 101	Introduction to Marketing	3
MGMT 201	Business Organization	3
QANT 301	Statistical Sampling Theory	3
QANT 305	Qant Apps Maing Mgmt Decis Management	3

Total: 15 credits

### Undergraduate Courses: Accountancy:

Credits:

ACCT 101	Accounting I	3
ACCT 105	Accounting II	3
ACCT 306	Cost Accounting	3
ACCT 325	Financial Accounting	3
ACCT 406	Internal Auditing	3

Total: 15 credits

### Graduate M.B.A. Courses: Graduate Accountancy:

Credits:

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ACCT 601	Managerial Accounting	3
ACCT 702	Intermediate Financial Acct	3
ACCT 705	Financial Accounting Theory*	3
ACCT 710	Tax Aspects of Mgmt Dscns*	3
ACCT 711	Federal Taxation	3
ACCT 712	Financial Statement Analysis	3
ACCT 716	Advanced Accounting	3
ACCT 725	Professional Auditing	3
ACCT 731	Cmpt-Based Audit/Research	3
ACCT 735	Fund Accounting	3
		Total: 30 credits

**Graduate M.B.A. Courses: General Business:**

		Credits:
LLAW 701	Business Law I	3
LLAW 750	Business Law II	3
QANT 601	Quantitative Methods II	3
FINC 601	Financial Management	3
ECON 601	Managerial Economics	3
MRKT 601	Marketing Management	3
MGMT 601	Environment of Business	3
MIST 705	Information Resource Mgmt	3
MGMT 610	Operations Mgmt	3
MGMT 690	Business Policy Seminar	3
		Total: 30 credits

**Total Program Credits\*\* 150 credits**

\* Students may elect to substitute other M.B.A. courses for either ACCT 705 or ACCT 710 or both.

\*\* Exit Requirement: Comprehensive Oral Exam (no credit).

**School of Management**

## **Business Administration, B.S.**



The School of Management Bachelor of Science in Business Administration program prepares aspiring business leaders for success in an evolving, uncertain, and dynamic business environment. The challenges of the business frontiers have never been so exciting, and our curriculum, driven by the concept that technology is transformational, the business world is globalized, and that these jointly impact on the ability of those with entrepreneurial inclination to create and implement new and innovative business models, ensures that our graduates are ready to add value and change the face of the business landscape when they enter the workforce.

In addition to the program curriculum requirements, below, all students must satisfy the Professional Enrichment, Experiential Education, and Student Advancement components of the BUSI495 course in the upper core. Students should refer to brochures for these platforms to better comprehend and review alternatives that are available. All students must also register for and complete BUSI100 School of Management orientation during their first semester of study. This zero credit hour requirement ensures that all students are familiarized with the School's

processes, requirements, and other orientation-specific items that help to ensure student success. The course, offered as pass/fail, must be completed in partial fulfillment of B.S.B.A. degree requirements and cannot be waived.

### **Program features include:**

- Significant elements of globalization and its impact on business. This is addressed (a) in each option, where a domain-specific global-intensive course is required, and also (b) in each course, where the Master Syllabi contains a contextualized learning goal and student learning outcome which speaks to either the impact that globalization has had on business within the context of the course or specific localized elements of the course relevant to the community where the course is taken;
- The completion of a capstone course both in the business program core and the chosen option. These capstone courses tie together the learning objectives of the option and unify them by way of the option's overarching learning goal. In addition, the B.S.B.A. program core capstone course (BUSI435) unifies much of the educational experience and ensures domain integration across the functional areas of business;
- A unique and required course in business innovation and research. In this course students must create entrepreneurial innovations for processes, products, or services, and conduct the appropriate research in support of this potential venture. In this way students add value to those organizations that include venturing as a part of their strategic management processes;
- Established best-practice protocols in pedagogy through its implementation of Bloom's taxonomy into the learning goals of its academic programs, options, and courses. In this way the school ensures that students not only gain knowledge and develop understanding, but are able to apply this knowledge, conduct relevant analysis, synthesize multiple domains and information together, and evaluate alternatives in support of effective decision making; and
- Mandatory participation, by all students, into the school's [Professional Enrichment](#), [Experiential Education](#), and [Student Advancement](#) programs. These co-curricular "Triple Platforms of Excellence" ensure that students hear from professionals in the workforce through attendance at seminars and workshops, "learn by doing" through a required educational experience that engages students into the workforce applying what has been learned in the classroom, and take responsibility for their educational experiences through engagement with other students, faculty, community and professionals in the student advancement program. These exciting co-curricular experiences are tied together in the required BUSI495 Professional Enrichment Capstone course.

Undergraduate students wishing to pursue a career as a CPA are encouraged to enter into the Accounting Dual Degree program.

### **Evening Division:**

If you would like to complete your bachelor's degree but have limited time, the School of Management offers courses through its Evening Division. Designed to meet the needs of either non-traditional adult learners wishing to return to college or working professionals interested in pursuing a part-time evening program that leads to the Bachelor of Science (or Bachelor of Professional Studies) degree in a business discipline, the program has flexible programmatic options tailored to meet the needs of our adult learner.

- The school provides advising by trained personnel during the evening at both the Old Westbury and Manhattan campus location during "after-work" hours;
- The school will consider transferring previously earned credit hours into the academic program when combined with work experience;
- The school offers courses in both fifteen week and seven week formats, online and distance learning formats, weekends and also summer evening hours; and
- The program provides unique opportunities to apply what is being learned in practical settings - through the Dean's Student Intern program, adult learners can design their own real-world projects, suited to their own professional needs with mentored support to merge theory into practice in their chosen project.

Moreover, the school's Evening Division allows our students to:

- Study at your own pace, taking up to four courses per semester with flexible schedules;
- Attend evening classes in a flexible format that includes one night per week, or two nights per week for a course;
- Learn from faculty highly respected in their fields; and
- Be part of a small class of 20 or fewer students.

Overall, the School of Management Evening Division is designed to advance the educational opportunities for an often under-represented but significantly vibrant and engaged workforce and adult learner population. Students may begin in the fall, spring, or summer semesters. For additional information please contact Dr. Diamando Afxentiou: Executive Associate Dean.

### **B.S.B.A. Programmatic Learning Goals:**

Upon graduation from the Bachelor of Science in Business Administration program, the graduating student will be able to demonstrate attainment of programmatic learning goals. The degree of attainment realized is a shared and collaborative responsibility that engages students, faculty, staff and other stakeholder groups, working together to maximize students' opportunities to be successful.

Programmatic learning goals are partitioned into two categories: general learning goals, and management-specific learning goals. The former are considered transferable and have relevancy across all disciplines of study, both in business and outside of business. These goals are also in support of the general education learning goals. The latter, which are management-specific, speak specifically to those issues that impact on success in the business environment.

#### **B.S.B.A. General Learning Goals:**

At the successful completion of the B.S.B.A. program, the student will be able to:

- Communicate clearly and concisely;
- Compare, contrast, and apply basic ethical concepts; and
- Illustrate cultural awareness and analyze the impact of globalization on business.

#### **B.S.B.A. Management-Specific Learning Goals:**

At the successful completion of the B.S.B.A. program, the student will be able to:

- Demonstrate competency and make decisions in each of the functional business disciplines;

- Use technology as a decision support tool in business and in the major;
- Conduct and utilize research to support business innovation; and
- Integrate functional disciplines together to effect sound policy making and business planning.

These seven learning goals are further decomposed into learning objectives, and students receive an "assessment scorecard" as they progress through the academic program detailing their attainment of each goal and objective. In this way the School of Management affects "formative assessment," at the program level, to inform students of their progression through the academic program.

### **B.S.B.A. Options:**

In addition to completing courses in the general education and the business program core, the School of Management offers students the choice of seven options that form concentrated areas of studies. All students must choose an option for their B.S.B.A. program. Each of the seven options have major-specific learning goals, and learning objectives, which are stated, below. These are in addition to, but also supportive of the earlier-stated programmatic learning goals.

**Accounting Learning Goal (Pathway 1):** At the successful completion of the B.S.B.A. with an option in Managerial Accounting, students will be able to prepare and interpret a complete set of financial statements that assist in the management decision making process.

**Accounting Learning Objectives (Pathway 1):** Towards achieving the B.S.B.A. option in managerial accounting learning goal, the student will be able to:

1. *Interpret* and *apply* the accounting for Liabilities and Stockholder's Equity;
2. *Apply* the accounting for Assets, the Income Statement and Cash Flow Statement;
3. *Analyze* the comprehensive array of cost aspects and utilize them to impact management policy;
4. *Critique* corporate financial statements and appropriateness of financial reporting; and
5. *Integrate* Internal Controls within a company in compliance with Sarbanes-Oxley.

**Accounting Learning Goal (Pathway 2):** At the successful completion of the B.S.B.A. with an option in Public Accounting, students will be able to analyze and integrate tools of the accounting problems associated with financial statements.

**Public Accounting Learning Objectives (Pathway 2):** Towards achieving the B.S.B.A. public accounting option learning goal, the student will be able to:

1. *Interpret* and *apply* the accounting for Liabilities and Stockholder's Equity;
2. *Apply* the accounting for Assets, the Income Statement and Cash Flow Statement;
3. *Analyze* the comprehensive array of cost aspects and utilize them to impact management policy;
4. *Research, interpret* and *recommend* effective tax strategies; and
5. *Integrate* auditing principles and procedures under generally accepted auditing standards in auditing financial statements.

**Note:** Students interested in pursuing the CPA examination are advised to enroll into the joint BS/MBA Program in Accounting, should refer to the School of Management's Graduate Catalog for degree requirements and follow Pathway 2 of the accounting option, above..

**Finance Learning Goal:** At the successful completion of the B.S.B.A. with an option in Finance, students will be able to analyze, interpret and recommend strategies using financial data sets.

**Finance Learning Objectives:** Towards achieving the B.S.B.A. finance option learning goal, the student will be able to:

1. Integrate various financial paradigms into corporate financial decision-making and policies;
2. Evaluate how investment decisions are made by individuals and institutions;
3. Apply international financial management concepts to enhance the value of the firm;
4. Analyze corporate financial statements and evaluate the firm's performance; and
5. Estimate short-term investment and financing needs of a firm.

**Human Resource Management Learning Goal:** At the successful completion of the B.S.B.A. with an option in Human Resource Management, students will be able to formulate a talent management plan that supports an organization's strategy.

**Human Resource Management Learning Objectives:** Towards achieving the B.S.B.A. human resource management learning goal, the student will be able to:

1. *Recommend* HR practices that enhance workforce and organizational performance;
2. *Apply* principles of human behavior to the design of workforce practices;
3. *Evaluate* the impact of globalization on workforce practices;
4. *Evaluate* HR practices for compliance with employment and labor laws; and
5. *Negotiate* and *recommend* practices for establishing a productive relationship between labor and management.

**International Business Learning Goal:** At the successful completion of the B.S.B.A. with an option in International Business, students will be able to analyze the global business environment for a multi-national firm, and develop international business strategies to enhance sustainability.

**International Business Learning Objectives:** Towards achieving the B.S.B.A. international business learning goal, the student will be able to:

1. *Survey* environmental factors and their impacts on the decision making process of a multinational;
2. *Analyze* the international economic environment for a firm operating in a global setting;
3. *Integrate* social media and emerging technologies to leverage opportunities in the global environment;
4. *Apply* international financial management concepts to enhance the value of the firm; and
5. *Determine* how marketing principles are utilized by international firms.

**Management Learning Goal:** At the successful completion of the B.S.B.A. with an option in management, students will be able to evaluate the impact of management policy on an organization's performance, and to deploy managerial techniques effectively in real-life business

situations.

**Management Learning Objectives:** Towards achieving the B.S.B.A. management option learning goal, the student will be able to:

1. *Evaluate* the impact of globalization on a firm's success and challenges;
2. *Distinguish* the role of human behavior in organizations, particularly in the context of managerial practices;
3. *Analyze* how new venture creation contributes to advancing management strategy;
4. *Design* a knowledge management plan that impacts on a firm's performance; and
5. *Deploy* the appropriate techniques for effective human resource management.

**Marketing Learning Goal:** At the successful completion of the B.S.B.A. with an option in marketing, students will be able to conduct primary and secondary marketing data analysis and develop global marketing strategy.

**Marketing Learning Objectives:** Towards achieving the B.S.B.A. marketing option learning goal, the student will be able to:

1. *Design and implement* an integrated marketing communications strategy and program;
2. *Assess* a marketing distribution system and a retail marketing mix;
3. *Identify* new product opportunities and manage the product life cycle and systematic product development process;
4. *Organize, measure and analyze* relevant marketing information to provide recommendations for marketing decision making; and
5. *Evaluate* global macro environmental trends and their impact on the elements of marketing strategy and programs.

**Small Business and Entrepreneurial Studies Learning Goal:** At the successful completion of the B.S.B.A. with an option in Small Business and Entrepreneurial Studies (SBES), students will be able to analyze, initiate, and implement a viable small business or entrepreneurial venture.

**Small Business and Entrepreneurial Studies Learning Objectives:** Towards achieving the B.S.B.A. small business and entrepreneurial studies learning goal, the student will be able to:

1. *Construct* a plan that integrates the functional area expertise needed to initiate and run a small business or entrepreneurial venture;
2. *Synthesize* classical ethical schools of thought as they apply to entrepreneurial decision making processes;
3. *Integrate and apply* contemporary global information technologies to the development of a small business or entrepreneurial venture;
4. *Evaluate* the market potential of new product ideas; and
5. *Design* an effective development plan for a technological innovation.

#### **School of Management B.S.B.A. Academic Policies and Standards:**

The School of Management implements processes for the B.S.B.A. degree program that are in addition to those of the University for the purpose of ensuring effective student selection and retention. School of Management academic policies are in addition to NYIT academic policies and standards.

1. At least fifty (50) percent of the total credit hours in all traditional business subjects required for the B.S.B.A. degree must be completed in the School of Management. This implies that:
  - a. At least twenty-seven (27) credit hours of the fifty-one (51) credit hour business program core and the option in the B.S.B.A. program must be earned in the School of Management's School of Management at NYIT;
  - b. At least thirty (30) credit hours of the sixty (60) credit hours of traditional business subjects counted toward the B.S.B.A. degree requirements must be earned in the School of Management's School of Management at NYIT;
2. No course credit for coursework completed at a community/two-year institution may be applied to, or transferred in, as a 300 or 400 level business course;
3. Any 300 or 400 level business course taken at another institution is transferable into the B.S.B.A. curriculum only if the credit hours have been earned from a licensed AACSB accredited four-year degree-granting institution;
4. A minimum grade of C- or better is required in order to transfer credit hours in traditional business subjects, earned elsewhere, into the B.S.B.A. program;
5. B.S.B.A. students with dual options must complete the full complement of option courses for each; no credit may be applied to two disparate degree requirements;
6. Students pursuing the B.S.B.A. as a second bachelor's degree must complete the entire business program core and option requirement (subject to 1, 2 and 3, above) and complete a minimum of thirty six additional credit hours of study.

**School of Management Curriculum**

## **Curriculum Requirements for the Bachelor of Science in Business Administration**

Discovery Core <sup>[?]</sup>

Foundations:

Credits:

FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3
		Total: 18 credits
<b>Seminars:</b>		Credits:
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Science choice		3
MATH 125	Finite Mathematics	3
		Total: 6 credits

### Major Requirements

<b>Liberal Arts:</b>		Credits:
MATH 151	Fundamentals of Calculus	3
ECON 105	Principles of Economics I	3
ECON 110	Principles of Economics II	3
QANT 201	Statistical Sampling Theory	3
		Total: 12 credits

<b>Business Core Lower Business Core:</b>		Credits:
BUSI 100	School of Management Orientation <sup>1</sup>	3
ACCT 101	Accounting I	3
ACCT 110	Managerial Accounting	3
LLAW 110	Legal Environment of Business	3
FINC 201	Corporation Finance	3
MGMT 200	Principles of Management	3
MRKT 200	Introduction to Marketing	3
		Total: 18 credits

<sup>1</sup> Pass/Fail grading

<b>Upper Business Core:</b>		Credits:
MIST 315	Information Systems	3
QANT 300	Production and Operations Management	3
QANT 405	Management Science	3
BUSI 405	Business Research and Innovation	3
BUSI 435	Business Policy and Strategy	3
BUSI 495	Professional Enrichment Capstone <sup>1</sup>	3
		Total: 15 credits

<sup>1</sup> Pass/Fail grading

**Select One Option (2) Group**  
 Select one of the following option groups:

- Accounting
- Finance
- Human Resource Management
- International Business
- Management
- Small Business and Entrepreneurial Studies
- Marketing

**Accounting Option <sup>2, 3, 4</sup>:** Credits:

ACCT 205	Accounting II	3
ACCT 306	Cost Accounting	3
ACCT 316	Intermediate Accounting I	3

Total: 9 credits

**And either Accounting Option - Pathway 1 or Accounting Option - Pathway 2****Accounting Option - Pathway 1 (designed for students interested in managerial accounting):** Credits:

ACCT 315	Financial Statement Analyses	3
ACCT 406	Internal Auditing	3
ACCT 435	Accounting Seminar, Research, and Communication	3

Total: 9 credits

**Accounting Option - Pathway 2 (designed for students interested in public accounting) (3;4):** Credits:

ACCT 302	Federal Taxation I	3
ACCT 411	Auditing	3
ACCT 416	Advanced Accounting	3

Total: 9 credits

**Finance Option <sup>2</sup>:** Credits:

ACCT 315	Financial Statement Analyses	3
FINC 301	International Financial Management	3
FINC 320	Advanced Financial Management	3
FINC 325	Principles of Investment and Security Analysis	3
FINC 401	Working Capital Management	3
FINC 405	Modern Portfolio Theory	3

Total: 18 credits

**Human Resource Management Option <sup>2</sup>:** Credits:

HRMT 315	Human Resource Management	3
LLAW 310	Employment Law	3
MGMT 335	International Business	3
MGMT 370	Organizational Behavior	3
HRMT 430	Labor-Management Relations	3
HRMT 435	Talent Management	3

Total: 18 credits

**International Business Option <sup>2</sup>:** Credits:

ECON 320	International Economics	3
FINC 301	International Financial Management	3
MGMT 335	International Business	3
MIST 335	Global Entrepreneurship and Web-Based Technologies	3
MRKT 405	International Marketing	3
MGMT 440	International Business Capstone	3

Total: 18 credits

**Management Option <sup>2</sup>:** Credits:

HRMT 315	Human Resource Management	3
MGMT 311	Knowledge Management	3
MGMT 335	International Business	3
MGMT 370	Organizational Behavior	3
QANT 410	Business Analysis	3
MGMT 425	Strategic Technology Management	3

Total: 18 credits

**Small Business and Entrepreneurial Studies Option <sup>2</sup>:** Credits:

MRKT 320	Management of New Product Development	3
SBES 310	Small Business and Entrepreneurial Creation	3

SBES 315	Cloud Computing-Based Venture Platforms	3
SBES 320	Business and Professional Ethics	3
SBES 420	Entrepreneurial Technology and Innovation Management	3
SBES 460	Business Plan Development Capstone	3
		Total: 18 credits
<b>Marketing Option <sup>2</sup>:</b>		Credits:
MRKT 301	Management of Promotions	3
MRKT 320	Management of New Product Development	3
MRKT 330	Marketing Distribution Systems	3
MRKT 401	Marketing Research	3
MRKT 405	International Marketing	3
MRKT 410	Marketing Strategy and Policy	3
		Total: 18 credits
<b>Business Electives:</b>		Credits:
Business Electives		9
<b>Liberal Arts Electives:</b>		Credits:
Liberal Arts Electives		12

### Total Credits 120

(2) In Abu Dhabi students may select either the Finance or the Management option only.

(3) The curriculum for the combined 150-credits [Bachelor of Science in Accounting and Master of Business Administration – Certified Public Accounting Track](#) is described in the NYIT graduate catalog.

(4) In New York State there is an academic requirement of 150 credits for eligibility to sit for the CPA exam; go to the [New York State Education Department, Office of Professions](#) for further details.

**School of Management**

## Global Partner Program



### School of Management Partnered Programs:

**Nanjing:** NYIT established NYIT-Nanjing, the first American undergraduate campus in China, in October 2007. The programs are delivered on the modern Nanjing University of Posts and Telecommunications (NUPT) campus in Xianlin, easily accessible to Nanjing's many cultural and commercial attractions. As vital part of our 21st-century global university, NYIT-Nanjing students often enjoy spending one or more semesters at NYIT's New York campuses.

NYIT-Nanjing's academic programs are operated in conjunction with NUPT, a partner university accredited by China's Ministry of Education and accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, with program specifications also overseen by the Jiangsu Province Education Department. Among the four NYIT undergraduate programs offered in Nanjing, all taught in English, is the School of Management B.S./GBA program, with an option in International Business (only). Students who complete all degree requirements also receive the B.S.B.A. degree from NUPT.

NYIT degree requirements are identical to those offered elsewhere in the School of Management, with the exception that elective coursework is typically prescribed per the requirements of local regulatory agencies that provide consent for the delivery of the academic program in Nanjing and NUPT. As noted, students completing the complete dual-degree requirements receive both the aforementioned NYIT BS/GBA degree as well as the Bachelor of Science in Business Administration degree from NUPT.

Students pursuing the NYIT B.S./G.B.A. dual-degree requirements with an option in International Business follow:

- (a) the [degree map for the B.S.B.A. program](#) toward earning the NYIT B.S.B.A. credential only – this degree map is the same for all NYIT students who attain the B.S.B.A. credential from NYIT; or
- (b) the degree map, below, if they wish to earn the dual-degree, with credentials from both NYIT and NUPT:

### School of Management B.S./G.B.A. Degree Map (NANJING-NUPT)

(all courses 3 credit hours (sch) unless specified otherwise; NUPT courses are noted)

<b>Semester 1</b>
BUSI100 (0 sch)
ACCT101
ECON105
FCWR111
FCSP105
MATH170 (4 ch - MATH125 substitute - NUPT)

#### Semester 2

Accounting choice (NUPT)

ACCT110

ECON110

FCWR161

FCIQ101

MATH180 (4 ch - MATH151 substitute - NUPT)

<b>Semester 3</b>
MGMT200
ECON201
LLAW 110
FCSC101
SOCI101 (NUPT)
QANT201 (NUPT)

#### Semester 4

FINC201

MRKT200

FCWR301 Professional Communication for Business

IENG240 (NUPT)

PHYS115 (NUPT)

Microeconomics (NUPT)

<b>Semester 5</b>
MGMT335
ICPH Philosophy/Ethics Choice
FINC320
MIST315
MATH310 (NUPT)
PSCI355 (NUPT)

**Semester 6**

ECON320

FINC301

ICLT Literature Choice

QANT300

HIST310 China History (2 sch - NUPT)

HIST310 Maoism (4 sch - NUPT)

<b>Semester 7</b>
QANT405
ICSS Social Science Choice
MRKT405
BUSI405
ECONE480E

**Semester 8**

MIST345

ICBS Behavioral Science Choice

MGMT440

BUSI435

BUSI495 (0 sch)

**School of Management Curriculum**

Discovery Core [?]		
Seminars:		Credits:
ICLT 3xx	Literature choice	3
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
ICSS 3XX	Social Science choice	3

**School of Management**

**Hospitality Management, B.P.S.**



## **Bachelor of Professional Studies in Hospitality Management (B.P.S.) Program**

The B.P.S. program missions if to provide high quality, hands-on, career advancing educational opportunities within the context of a dynamic, technologically enabled, guest service-focused, and globally integrated hospitality environment.

### **Program Features Include:**

- **Career Centered Preparation:** Upon graduation, students will have met their external experiential requirements and attained invaluable development beyond the classroom that will have enabled them to be most well-rounded and highly qualified candidates in the job market.
- **Student Focused:** Our small class sizes ensure an intimate, personalized learning environment. Moreover, a hospitality faculty advisor will be available to students from the day they enroll at NYIT until graduation.
- **Hospitality Focused Clubs & Associations:** Students can become a part of NYIT's National Society of Minorities in Hospitality Chapter, the Professional Convention Management Association Chapter and/or the Society of Hosteurs. These student-run associations and clubs bring everyone within the NYIT community together for a variety of social, charitable and educational activities. In addition, students have the opportunity to work professional events and participate in industry focused tours, including vineyards, casinos, hotels, trade shows and more.
- **Diverse Community:** Our students come from around the globe to savor the opportunities provided by NYIT's geographic location and access to the hospitality industries leading food service, lodging and tourism organizations. Opportunities to study abroad are also available.
- **Industry-Experienced Faculty:** NYIT's Department of Hospitality Studies faculty and adjunct instructors bring unique and varied specialties with centuries of combined industry experience to provide our students with a progressive education in state-of-the-art facilities.
- **Technology Infused:** From the Blackboard online learning environment, to our interactive virtual classrooms, we infuse technology into every course.
- **Dynamic Hands-On Coursework:** From experiential internships, to beverage tasting courses, to on-site operations visits, our courses put you in intimate contact with the people and products that will prepare you for the industry upon graduation. Our B.P.S. degree enables our students to dedicate over sixty percent of their degree exclusively to our passion: Hospitality.
- **Industry Focused:** We offer outstanding student development through affiliations with internationally recognized hospitality organizations and associations, exclusive internship offerings and attendance at conferences.

### **Strategic Initiatives**

- to integrate the School of Management key strategic initiatives into its curriculum:
- to ensure student competency and opportunity for placement and successful advancement in the business environment
- to ensure the development of business-related requisite skill sets.
- to provide seminars, workshops, forums and dynamic opportunities for students to engage in experiential learning activities.
- to cultivate partnerships by participating at conferences to further lifelong learning and an understanding of contemporary issues in the hospitality field.
- to publish intellectual contributions and attend activities and conferences for the purpose of presenting scholarly works.
- to create an environment for students conducive to success, including programs for individualized orientation, advisement, tutoring, student advisory committees, social engagement activities, and peer mentoring programs.

### **B.P.S. Programmatic Learning Goals**

At the successful completion of the B.P.S. program, students will be able to:

1. interpret the legal implications behind operational decisions, draft enforceable internal and external organizational standards, including the management of operations and the training of human capital (Law and Organizational Policy)
2. integrate the core management and accounting functions to ensure financial viability of a hospitality organization (Financial Management)
3. properly design and implement cost effective food service menus reflecting market specific research, food and beverage product knowledge and industry trends to compliment the layout and design of a food service operation (Food and Beverage)
4. integrate the core business and tourism management functions to ensure the successful design, delivery and assessment of a convention, event, meeting , or exhibition (Event Planning)
5. survey the economic environment, demonstrate the impact of this environment on lodging and food facilities, and develop a marketing and operations plan for a given economic climate that accounts for risk components (Lodging and Operations design)

6. synthesize and evaluate actions that impact on the advancement of a hospitality leader (Business Foundations)

**School of Management B.P.S. Academic Policies and Standards**

The School of Management implements processes for the B.P.S. degree program that are in keeping with those of NYIT. There are no academic policies and standards in addition to these.

**School of Management Curriculum**

# Curriculum Requirements for the Bachelor of Professional Studies in Hospitality Management (1)

Discovery Core <sup>[?]</sup>		
<b>Foundations:</b>		<b>Credits:</b>
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3
		<b>Total: 18 credits</b>
<b>Seminars:</b>		<b>Credits:</b>
ICLT 3xx	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICSS 3XX	Social Science choice	3
ICBS 3XX	Behavioral Science choice	3
		<b>Total: 12 credits</b>
<b>Math and Science:</b>		<b>Credits:</b>
BIOL 103	Nutrition and Society	3
MATH 115	Introductory Concepts of Mathematics.	3
		<b>Total: 6 credits</b>

**Major Requirements**

<b>Hospitality Program Core Requirements Lower Business Core Courses:</b>		<b>Credits:</b>
HOSP 100	Introduction to Hospitality	3
HOSP 130	Front Office Sales and Management	3
HOSP 140	Purchasing, Procurement and Supply Management	3
HOSP 210	Service Excellence	3
HOSP 220	Strategic Planning and Marketing	3
HOSP 240	Operations Cost Control	3
HOSP 260	Hospitality Managerial Analysis	3
		<b>Total: 21 credits</b>

<b>Hospitality Program Core Requirements Upper Business Core Courses:</b>		<b>Credits:</b>
HOSP 320	Hospitality Law	3
HOSP 330	Meetings, Events, Conventions, and Expositions	3
HOSP 340	Beverage Evaluation and Management	3
HOSP 360	Asset, Rick, and Revenue Management	3
HOSP 420	Leadership and Employee Relations	3
HOSP 430	Facility and Concept Development	3
HOSP 440	Menu Development and Design	3
HOSP 460	Entrepreneurship, Franchise and Multi-Unit Management	3

HOSP 470	Senior Seminar Capstone	3
		Total: 27 credits
<b>HOSP 270 Supervised Fieldwork:</b>		Credits:
HOSP 270	Supervised Fieldwork	3
<b>General Business Requirements:</b>		Credits:
ACCT 101	Accounting	3
ECON 101	Basic Economics	3
LLAW 101	Business Law I	3
MIST 101	Intro. to Computer Applications	3
		Total: 12 credits
<b>Elective Courses:</b>		Credits:
Elective Courses *		21

\* At least twelve credit hours must be in HOSP courses; Transfer students must take at least one HOSP course in partial fulfillment of this curriculum requirement.

**Total Credits: 120**

**(1) This degree is currently offered only at NYIT's New York campuses.**

**College of Osteopathic Medicine**

## NYIT College of Osteopathic Medicine



NYIT offers those interested in careers in medicine an educational opportunity through its medical school, the College of Osteopathic Medicine, located on the Old Westbury campus.

[2011-2013 College of Osteopathic Medicine Catalog »](#)  
(7 MB PDF download)

- For College of Osteopathic Medicine course descriptions, see the [downloadable College of Osteopathic Medicine](#) course catalog.

Founded in 1977, when NYIT received a charter from the New York State Board of Regents, the College of Osteopathic Medicine was the first college of osteopathic medicine in New York State.

The College of Osteopathic Medicine is committed to training osteopathic physicians for a lifetime of practice and learning based on established science and critical thinking, integrating osteopathic philosophy, principles and practice.

The College of Osteopathic Medicine offers a rigorous, fully accredited, four-year Doctor of Osteopathic Medicine Program leading to the Doctor of Osteopathic Medicine (D.O.) degree. Two curricular options are available: a traditional lecture discussion based pathway, and a highly student-centered problem based learning pathway.

In addition, students can obtain concurrent degrees with the D.O./Master of Business Administration or D.O./Master of Science in clinical nutrition. Foreign-trained physicians who wish to retrain as physicians leading to the Doctor of Osteopathic Medicine are encouraged to apply for College of Osteopathic Medicines program for émigré physicians. For those who seek to combine a B.S. with a D.O. degree, the College of Osteopathic Medicine collaborates with a group of select colleges to offer students this seven-year program. In addition, College of Osteopathic Medicine students have access to advanced training in anatomy, osteopathic manipulative medicine, and basic and clinical research through the pre-doctoral Academic Medicine Scholarship/Masters of Neuromuscular Sciences program.

College of Osteopathic Medicine students enjoy state-of-the art facilities. More than a thousand wired, high-performance network drop-off points are available, as is access to Lapland, a student lab with wireless laptops. Anatomy, pathology, and osteopathic manipulative medicine labs, as well as four major auditoriums, are all wired as "smart" classrooms, and Web conferences, streaming video, and rich media are employed as a major mode of interaction between students and faculty on and off campus.

The College of Osteopathic Medicine is nationally recognized as an innovator in osteopathic medical education, as well as for its integration of leading-edge technology into the academic process.

### **Requirements for Admission to the College of Osteopathic Medicine**

Applicants for first-year class admission in the college must meet the following academic requirements prior to matriculation:

1. A baccalaureate degree from an accredited college or university is required.
2. Applicants must have completed an acceptable academic year sequence, with a grade of "C" or better, in the following pre-requisite courses:
  - English: 6 semester hrs.
  - Biology, including a basic course in general biology or general zoology (lecture and laboratory): 8 semester hours
  - General Chemistry (lecture and laboratory): 8 semester hours
  - Organic Chemistry (lecture and laboratory): 8 semester hours
  - Physics (lecture and laboratory): 8 semester hours
3. Each applicant must submit Medical College Admission Test (MCAT) scores. Test scores must not be more than three years old. Scores should be reported directly to AACOMAS (Code 600).

The above are minimum requirements for admission to the College of Osteopathic Medicine. Students are encouraged to enroll in additional courses such as calculus, comparative anatomy, genetics, physical chemistry, biochemistry and behavioral sciences and neurosciences. The potential applicant should complete these courses as early as possible.

In assessing a candidate for admission, both cognitive and noncognitive factors are considered.

For further information, contact:

Admissions Office  
NYIT College of Osteopathic Medicine  
Northern Boulevard  
P.O. Box 8000  
Old Westbury, New York 11568-8000  
Phone: 516.686.3747; Fax: 516.686.3831  
[nyit.edu/medicine](http://nyit.edu/medicine)

### **Additional Programs**

## **Additional Programs**

[Aerospace Studies »](#)

[Army ROTC »](#)

[English Language Institute »](#)

[Extended Education »](#)

[Vocational Independence »](#)

### **Aerospace Studies**

## **Aerospace Studies**

Lt. Col. Mark A. Russell  
United States Air Force

## **Air Force Reserve Officers' Training Corps (AFROTC)**

The Air Force ROTC education program provides preprofessional preparation for future Air Force officers. It is designed to develop men and women who can apply their education to their initial active duty assignments as Air Force commissioned officers.

The two major AFROTC curriculum offerings spanning the student's college career are: General Military Course (GMC), freshman and sophomore years, and Professional Officer Course (POC), junior and senior years. Graduate students are eligible for the two-year program.

As an AFROTC cadet, students are eligible to compete for AFROTC scholarships in selected academic areas. All scholarship students, as well as cadets in the last two years of the program, receive a tax-free stipend of \$200 a month. Upon graduation, students are commissioned second lieutenants in the United States Air Force.

AFROTC field training is offered during summer months at select Air Force bases throughout the United States. Students in the four-year program participate in four weeks of field training, usually between sophomore and junior years. Students applying for entry into the two-year program must successfully complete five weeks of field training prior to enrollment in the Professional Officer Course. Major areas of study in the Field Training Program include junior officer training, aircraft and aircrew orientation, career orientation, survival training, base functions and Air Force environment, and physical training.

A Leadership Laboratory is taken an average of two hours per week throughout the student's period of enrollment in AFROTC. The first two years of the leadership laboratory include a study of Air Force customs and courtesies, drill and ceremonies, issuing military commands, instructing, directing, and evaluating the preceding skills, studying the environment of an Air Force officer, and learning about areas of opportunity available to commissioned officers.

### **Aerospace Studies**

The last two years consist of activities classified as advanced leadership experiences. They involve the planning and controlling of military activities of the cadet corps; the preparation and presentation of briefings and other oral and written communications; and the providing of interviews, guidance, and information that will increase the understanding, motivation, and performance of other cadets. For more information, please call the main office at 718.862.7201. Students may register for AFROTC at the same time and in the same manner as for other college courses at NYIT.

### **General Military Course (GMC)**

The General Military Course (ROTC 101, 102, 201, 202) is the first half of the four-year program and it is taken during freshman and sophomore years. This program provides an examination of the broad range of U.S. military forces in the contemporary world, with particular attention to the United States Air Force, its organization, and its mission.

### **Professional Officer Course (POC)**

The Professional Officer Course (ROTC 301, 302, 401, 402) is available to juniors who have at least two years of college remaining. This program is highly competitive, so it is important to apply early in sophomore year. The program provides an examination of the broad range of U.S. civil-military relations, the environmental context in which the U.S. defense policy is formulated and implemented, and the principles and practices of leadership as they relate to the U.S. Air Force.

#### **ROTC 101**

The Foundation of the United States Air Force  
1-2-1

This course is a survey course designed to introduce students to the United States Air Force. It provides an overview of the basic characteristics, missions, and organization of the Air Force. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with leadership experiences.

#### **ROTC 102**

Continuation of ROTC 105  
1-2-1

This course continues the teaching begun in ROTC 101.

#### **ROTC 201**

The Evolution of USAF Air and Space Power  
1-2-1

This course features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air power and to motivate sophomore students to transition from AFROTC cadet to Air Force ROTC officer candidate. In addition, aspects of the 200 course begin to prepare cadets for their experiences in field training. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with leadership experiences.

#### **ROTC 202**

Continuation of ROTC 201  
1-2-1

This course continues the teaching begun in ROTC 201.

#### **ROTC 301**

Air Force Leadership Studies  
1-2-1

This course teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills. Cadets have an opportunity to try out these leadership and management techniques in a supervised environment as juniors and seniors. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course.

#### **ROTC 302**

Continuation of ROTC 301

1-2-1

This course continues the teaching begun in ROTC 301. Prerequisite: ROTC 301.

### **ROTC 401**

National Security Affairs/Preparation for Active Duty

1-2-1

This course is designed for college seniors and gives them the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession and requires a measure of sophistication commensurate with the senior college level. A mandatory Leadership Laboratory complements this course by providing advance leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course. Prerequisite: ROTC 301 and 302.

### **ROTC 402**

Continuation of ROTC 401

1-2-1

This course continues the teaching begun in ROTC 401. Prerequisite: ROTC 401.

**Army ROTC**

## **Army Reserve Officers Training Corps (ROTC)**

**Lt. Col. C. William Gaylor, Chairperson**

### **Army ROTC At NYIT**

Army Reserve Officers' Training Corps (ROTC) is a program that provides college students with the skills and leadership training to become officers in the U.S. Army, U.S. Army Reserve, and Army National Guard. Cadets develop maturity, responsibility, leadership ability, self confidence, and other qualities essential to success in any field. Upon successful completion of ROTC, cadets receive commissions as second lieutenants in one of the Army's specialized branches.

NOTE: If eligible, you can apply for an ROTC scholarship worth up to \$16,000 a year for tuition, \$450 for books, and \$150 spending allowance while in school. Contact Major Mitch Hadad at 516.463.5648 or e-mail [mlsmeh@hofstra.edu](mailto:mlsmeh@hofstra.edu).

### **Army Reserve Officers' Training Corps: Military Science**

**Chairperson/Senior Professor: C. Henderson.**

**Assistant Professors: G. Cleland, R. Callender, A. Herring, C. Murray, V. Rea, S. Rubenstein.**

The Army Reserve Officers' Training Corps (ROTC) program qualifies students for appointment as officer's of the United States Army, Army Reserve, or Army National Guard. Students attend military science classes during their regular course of studies. Students develop maturity, responsibility, and dependability while earning the gold bar of an Army second lieutenant.

Army ROTC offers two different programs to all qualified college and university students. The traditional four-year program gives students the opportunity to take ROTC courses in each of their four years of college.

The four-year program consists of the basic (ROTC 103, 104, 203, 204) and advanced (ROTC 303, 304, 403, 404) courses. The basic course is open to all students. It consists of training in leadership, management, military skills, and physical fitness. Students learn to apply these skills inside and outside the classroom. In addition, a variety of outside social and professional enrichment activities are available. ROTC textbooks, uniforms, and other essential materials for the basic course are furnished to the students. Sophomores who did not take ROTC 103 and 104 may compress ROTC 103 and 104 and ROTC 203 and 204 to complete the basic course. There is no military obligation for enrolling in the basic ROTC course.

After they have completed the basic course, students who have demonstrated the potential to become officers' and who have met physical and scholastic standards are eligible to enroll in the advanced course. The advanced course is usually taken during the final two years of college. It includes instruction in management, tactics, ethics, and further leadership development. Textbooks and uniforms in the advanced course are also furnished to students.

During the summer between their junior and senior years of college, advanced course cadets attend a paid six-week training session called advanced camp. Advanced camp gives cadets the chance to practice what they have learned in the classroom, and introduces them to Army life "in the field."

The two-year program is designed for students who did not take ROTC during their first two years of school or students entering a two-year post-graduate course of study. To enter the two-year program, students must first attend a paid five-week basic camp, normally held during the summer between sophomore and junior years of college. After they have successfully completed basic camp, students who meet all the necessary enrollment requirements are enrolled in the advanced course.

To receive full semester credit for the advanced course and advanced camp (12 semester hours), a student must be commissioned as a second lieutenant in the Army upon course completion. Partial credit may be awarded at the chairperson's discretion if the student fails to complete the advance course. NOTE: All basic military science courses include the appropriate number of class hours, plus a required leadership laboratory and additional classes in physical training each week. A field trip of approximately three days provides practical experience in

small organization leadership. All students are expected to attend the leadership laboratory, physical training, and the field trip.

### **Army ROTC Scholarship Program**

The Army Reserve Officers' Training Corps (ROTC) scholarships offer assistance to meet the rising costs of school. Scholarships are awarded for two, three, and four years, strictly on merit, to the most outstanding students as follows:

- tuition and mandatory educational fees up to \$16,000
- a specific amount for miscellaneous fees such as laboratory, student activity, transcript, and graduation fees
- a flat rate for textbooks, classroom supplies, and equipment (approximately \$225 per semester)
- an allowance of \$150 a month each school year the award is in effect

Like other organizations, the Army is oriented toward technological advancement. Eligible students may apply for an Army ROTC scholarship worth up to \$16,000 per year.

For further information, write or call the Hofstra University Military Science Department, 265 Physical Fitness Center, Hempstead, NY 11549-1300, 516.463.5648 or fax 516.463.4937, as per the NYIT/Hofstra cross-town agreement.

### **Credit Toward a Liberal Arts Degree**

ROTC 103, 104 and 203, 204, totaling two semester hours of credit, are designated as non-liberal arts credit. These credits are acceptable toward a baccalaureate degree if they fall within the total non-liberal arts credits allowed for that degree. ROTC 303, 304, summer camp, and ROTC 403, 404 total 12 semester hours of credit. These credits are acceptable toward a degree as determined by advisement with the department chairperson.

### **Army Commissioning Requirements**

In order to be commissioned as a second lieutenant, students must satisfactorily complete the basic course, advanced course, and advanced camp or their equivalents. Students must also receive their college degree and ensure they have taken an approved course in written composition, human behavior, military history, computer fundamentals, and mathematical reasoning. Cadets must be recommended for a commission by the department chairperson.

### **Army Reserve Officers' Training Corps**

#### **Basic Course**

##### **ROTC 103: Introduction to the United States Army**

1-2-1

Fall. Course offers an in-depth look at the organization and mission of the United States Army. An introduction to the basic techniques of leadership in small organizations is provided, as well as an introduction to military skills. No liberal arts credit.

##### **ROTC 104: Foundations of Leadership**

1-2-1

Spring. Course continues the discussion of effective leadership. Leadership and basic ethical principles are discussed. An introduction to military skills is provided by instruction in first aid and land navigation. No liberal arts credit.

##### **ROTC 203: Leadership Principles**

1-2-1

Fall. Course continues the discussion of effective leadership through a study of personal skills and historical examples. Emphasizes the principles of war as a tool of analysis; continues instruction in the basic military skills of first aid, communications, and land navigation. No liberal arts credit.

##### **ROTC 204: Requirements of the Junior Officer**

1-2-1

Spring. Course examines the fundamental requirements of the decision-making process as it relates to the Junior Officer. The ability to supervise and motivate the small organizations is examined. No liberal arts credit.

#### **Basic Camp**

Basic camp training is used to give students who were not enrolled in the basic course (ROTC 103, 104, 203 or 204) an opportunity to receive placement credit to enter the advanced course. This is a voluntary five-week camp conducted at Fort Knox, Ky. The basic camp gives the student an in-depth look at the organization of the United States Army. Students receive instruction in basic military skills and leadership techniques. Successful completion of basic camp allows the student to enroll in the advanced course.

#### **Advanced Course**

##### **ROTC 303: Advanced Camp Preparation**

3-2-3

Fall. Course examines in detail the leadership and military skills necessary to succeed at advanced camp. The leadership and military skills learned in the basic course are thoroughly reviewed. Emphasis is on planning and controlling a small organization. Leadership laboratories, field trips and a written essay in military history are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp or the approval of department chairperson.

##### **ROTC 304: Advanced Camp Preparation II**

3-2-3

Spring. Course examines the problems associated with situational ethics and control of the small organization. Continues to develop the leadership and military skills necessary to succeed at advanced camp. Throughout the semester students are required to draft and develop correspondence, conduct oral presentations, and prepare management programs that they will develop, conduct, and evaluate. Leadership

laboratories, field trips, and pre-camp are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp and ROTC 303, or approval of department chairperson.

### **Advanced Camp**

Advanced Camp training gives the student an understanding of the practical aspects of Army life and supplements the theoretical work given during the school year. This is a five-week camp conducted at Fort Bragg, N.C. Successful completion of the advanced camp is a commissioning prerequisite. Subjects covered include practical exercises in the following:

- leadership
- weapons familiarization
- land navigation
- infantry tactics and techniques
- drill, parades, and ceremonies
- physical training

Training is intensive and methods are the same as followed in training units under field conditions. Emphasis is on the development of leadership and individual confidence as may be required of any officer regardless of branch.

### **ROTC 403: Organizational Command**

3-2-3

Fall. Responsibilities of command at the organizational level. Provides detailed fundamentals of training, supply and personnel management techniques within the large organizations. Emphasis on application and evaluation of command and staff relationships. Leadership laboratories and field trips are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp, ROTC 303, 304, and advanced camp, or the approval of department chairperson.

### **ROTC 404: Organizational Effectiveness**

3-2-3

Spring. Ethical standards are discussed as the guide for effective leadership. Applications of leadership dimensions are taught. They fall into six categories: communications (written, oral, oral presentation); personal motivational behavior, interpersonal behavior (influence); administrative skills (planning and organization, delegation); and decision-making skills (problem analysis, decisiveness, judgment). Leadership laboratories, field trips and a written essay on professional ethics are required. Prerequisites: ROTC 103, 104, 203, 204, or basic camp, ROTC 303, 304, 403 and advanced camp or the approval of department chairperson.

## **Extended Education**

## **Extended Education**



### **Extended Education**

Extended Education responds to the ever-changing global marketplace by providing intensive educational programs—for both professional and personal enhancement—that often complement degrees and degree pathways. Extended Education reacts quickly to changes in the workplace, providing solutions to corporate needs. Program offerings help individuals retrain and enhance their skills so they may advance in their careers in emerging specialties, or as they redefine their chosen fields. Both non-credit and certificate programs are available. For a catalog please call 1.800.886.NYIT or visit [nyit.edu/exted](http://nyit.edu/exted).

- [Sustainable Building Advisor Program](#)
- [AutoCAD Certificate](#)
- [Certificate in Interior Decoration](#)

## Non-Credit Certificate Programs and Courses

Extended Education offers quality programs designed to meet the needs of part-time, nontraditional adult student populations. Non-credit certificates and courses draw upon the curricular strengths of NYIT to provide professional training and personal enrichment in architecture, art and design, AutoCAD, computer technology, corporate training, engineering, interior decoration and much more. Professional development courses are offered for architects and engineers that meet continuing education requirements. For more information, call 1.800.886.NYIT. These are offered at a variety of times and affordable rates at convenient campus locations in the New York metropolitan area. For a catalog please call 1.800.886.NYIT or visit [nyit.edu/exted](http://nyit.edu/exted).

### Pre-College Program for High School Students

NYIT offers a pre-college program for high school sophomores, juniors and seniors. Students participate in college level study at one of New York's premier colleges while earning college credits. For more information call 1.800.886.NYIT.

## Extended Education

# AutoCAD Certificate

This certificate program is designed to build job mastery for the practicing construction professional, architect, designer, engineer, or technician. The courses presume no previous background in the use of AutoCAD, but those who enroll are expected to have basic computer skills and knowledge of the basic principles of drafting. To earn the certificate in AutoCAD, each participant must complete all four courses (XCAD-023, XCAD-024, XCAD-025 & XCAD-026), which may be taken in different semesters. Courses also may be taken individually for skill enhancement.

### **XCAD-023**

#### **AutoCAD Level I**

During this hands-on course, architects, engineers, drafters, and design professionals use AutoCAD, and learn about the tools and techniques necessary to complete and edit production drawings using basic 2-D commands.

### **XCAD-024**

#### **AutoCAD Level II, Part A**

In this intermediate course, participants use AutoCAD and expand on basic 2-D commands to refine and edit production drawings.

### **XCAD-025**

#### **AutoCAD Level II, Part B**

As a continuation of the AutoCAD Level II Part A, this course expands participants' knowledge of advanced 2-D commands to increase their customizing ability and productivity. 3-D commands will not be covered in this course.

### **XCAD-026**

#### **AutoCAD Level III: 3-D Modeling and Rendering**

Using AutoCAD, students learn to use the 3-D commands to create and use drawing planes while gaining skills to render surface and solid models.

### **XCAD-027**

**AutoCAD Advanced 3-D** - Elective- not part of certificate

## Extended Education

# Certificate in Interior Decoration

The interior decoration certificate program is aimed at adults who wish to pursue a new or an alternate career as an interior decorator. Upon successful completion of eight 10-week courses (five required and three electives) students will be awarded a certificate in interior decoration. The required courses are: XDSG-001, XDEC-001, XDEC-002, XDEC-005, and XFSH-014. Courses meet for 10 sessions unless otherwise stated. Students must apply for the certificate in interior decoration upon completion of the program (applications are available at the Office of Extended Education). Students may also take individual courses for personal enrichment. An *advanced* certificate in interior decoration requires that a total of 12 (10-week) courses be successfully completed.

### **XDSG-001**

#### **Design...Where It All Begins**

This course introduces students to the fundamentals of interior decoration. Integration of form, color, and texture into a harmonious whole is

at the core of this course. Spatial and 3-D organization are covered as well. This is a project-oriented, "learn-by-doing" class.

#### **XDEC-001**

##### **Basic Drafting for Interior Decorators**

Students learn the methods and techniques of basic drafting and detailing for interior space planning. Students are taught how to execute scale, room plans, reflective ceiling plans, and elevations. Prerequisite: XDSG-001. Equipment is required: estimated cost is \$125 (not included in cost of course).

#### **XDEC-002**

##### **Interior Decorating and Applications I**

In this course, interior decoration skills are developed via a series of projects. Students begin to apply their knowledge to simple interior spaces. Emphasis is placed on function, analysis, and space planning. Students also begin to incorporate color, furniture, and finishing, while graphically representing the interior space. Prerequisites: XDSG-001, XDEC-001.

#### **XDEC-005**

##### **Business Practices for Interior Decorators**

An introduction to the many aspects involved in maintaining a successful interior decorating practice. Topics covered include contracts, legal responsibilities, fees, marketing strategy, client interviewing, and professional organizations.

#### **XFSH-014**

##### **Fabrics and Materials**

An overview of materials used in the decorating process, with emphasis on fabrics. The use of basic materials such as upholstery, draperies and curtains, flooring, carpeting, wall covering, and paint will be discussed, as well as execution processes including measuring, ordering, installation, and maintenance.

#### **XDEC-037**

##### **Going Green in Your Home and Workplace**

Create a more thoughtful and healthier environment for your family and the planet through the selection of earth-friendly products including fabrics, floor coverings, paint and finishes, lighting, and furniture.

#### **XDEC-038**

##### **Feng Shui and Healthy Living for Designers**

By applying the ancient knowledge of Feng Shui and green design principles to the home and workplace, you will learn to choose healthy options for your clients and the planet. In this class, you will develop an awareness of how to select colors, shapes, textures and accessories to uplift the energy in a space. A field trip to a green resource showroom is included.

#### **XDEC-004**

##### **Kitchens and Baths**

Students will be responsible for the actual development and execution of a kitchen and bathroom project. Issues to be addressed will include color, texture, function, lighting, and special considerations related to kitchens and baths. Prerequisite: XDEC-001.

#### **XDEC-029**

##### **Practical Decorating**

This is a course that addresses the practical world of an interior decorator. All phases of a design job—including obtaining clients, determining and fulfilling their needs, and delivering the product— will be discussed.

#### **XDEC-027**

##### **The History of Furniture**

Learn about the history of furniture dating from ancient Egypt and Greece through the Western European countries. In addition, learn about the contributions of China and Japan. See how the evolution of furniture has influenced today's world of decorating.

#### **XDEC-033**

##### **Space Planning: Residential**

Introduction to historical development of interior decoration and design. Topics include: study of space planning—furniture layouts in a residence; analysis of color psychology in a living environment; and preparation of a residential space plan project. Prerequisites: XDSG-001 and XDEC-001.

#### **XDEC-009**

##### **Resource Sampler Workshop**

Offering hands-on experience for students with a basic background in decorating, this course will consist of lectures and numerous field trips. Transportation and expenses for all field trips are the responsibility of the student. The first class will be held on campus; the remaining classes will be field trips.

#### **XDEC-010**

##### **Accessories**

Accessories are essential in putting the finishing touches on any room. Topics will include: the use of color in accessories and accent pieces; the importance of using the right artwork, flowers, collectibles, and pillows; and more.

#### **XART-046**

##### **Color Workshop for Interior Decorators**

This course will explore many of the aspects of color, such as the psychological and emotional responses to color, and how different cultures and age groups relate to color. Students will learn about the uses of color in various industries, and the relationship of color to light and texture. This understanding will help designers develop appropriate color schemes for clients.

#### **XART-027**

##### **Portfolio Workshop – Color Rendering**

This course presents demonstrations of techniques using color pencils and magic markers. It includes color rendering of interior fabrics and materials, lights and shadows, and matting of finished work.

#### **XDEC-028**

##### **Window Fashions**

Students learn about the proper specification, fabrication, and installation of soft and hard window fashions, with special emphasis on multilayered treatments. Draperies, valences, cornices, swags and jabots, blinds, shutters, shades, and trimmings will be explored and defined. Special-challenge windows, such as bay, angle-top, and Palladian, are included. Students receive instruction on how to balance practical and aesthetic factors in developing the best overall design solution. The use of real-life scenarios clarifies material covered in the course.

#### **XDEC-006**

##### **Lighting**

Proper lighting is vital to the success of an interior design. Types of artificial light, their location, quantity, color balance, lifespan, output, and other characteristics are topics that will be examined. Students will learn how to develop a lighting plan and specification schedule. A field trip to a lighting showroom may be included to enhance and clarify the material covered in class.

#### **XCAD-023**

##### **AutoCAD Level I**

Learn to use the tools and techniques necessary to complete and edit production drawings using basic 2-D commands.

### **Extended Education**

## **NYIT Sustainable Building Advisor Program**

This nine-month program (meeting on Fridays and Saturdays) enables students to become familiar with strategies and tools for implementing sustainable building practices. It is designed specifically to address the construction environment in the greater New York area. Program objectives include: identifying and discussing key practices of sustainable building; establishing competencies in applying LEED® and relevant criteria or established guidelines; analysis of costs and benefits of incorporating sustainable building measures; learning about and taking advantage of financial incentives and technical assistance offered by governments, utilities, and non-profit organizations; working with architects, designers, builders, building operators, and utilities to improve a building's performance; establishing a sustainable design goal for project development; and assisting in the education and training of staff in sustainable building. Approved by the U.S. Green Building Council as a 400-level mastery course and by the the American Institute of Architects for 100 learning units.

Please contact 516.686.7490 for more information.

### **Vocational Independence Program**

## **Vocational Independence Program**



Executive Director, Associate Dean: Ernst VanBergeijk, Ph.D.

Faculty: C. Alter, M.J. Burner, P. Cappellino, P. Cavanagh, S. Delaney, R. Ezeani, A. Freund, G. Frisina, C. Hawkins, S. Incorvaia, D. Krainski, N. Lamont, C. Jockle, J. Parkinson, W. Mayer, M. Ranaldo, H. Schorr, M. Stylianou, R. Ventura, E. Vlasak, T. White

The Vocational Independence Program (VIP) at NYIT is a three-year certificate program for students with moderate to severe learning disabilities, including those with a diagnosis of high functioning autism or an autism spectrum disorder. It is the program's mission to maximize the potential of individuals with learning differences in order to enable them to lead successful, independent lives. VIP is officially designated by the U.S. Department of Education as a Comprehensive Transition and Postsecondary (CTP) program, a designation that allows for VIP students to be considered for specific types of financial aid: Pell Grants, Federal Supplemental Educational Opportunity Grants, and work study funds. VIP students select from either a vocational or degree preparation concentration, and receive instruction in academics, social functioning, independent living competencies, and vocational skills. Depending on a student's concentration, he/she performs extensive community-based work internships and/or takes credit classes at NYIT's Old Westbury campus (transportation is provided). In addition to social and recreational activities on campus, the program offers day trips, weekend outings, and an annual (and optional) trip abroad. Recent international trips have included Italy, Ireland, and Costa Rica.

## **The VIP Certificate**

Founded in 1987, NYIT's program is one of the oldest, residential, university-based, CTP programs in the United States. Its students are members of the NYIT community and live on the Central Islip site, where an associate dean leads the program.

After completing a common core curriculum, students choose to go on to either vocational preparation (for students whose primary post-graduation goal is to obtain employment) or degree preparation (for students who want to matriculate at a community or junior college, a technical school, or a four-year college).

After completing three years of coursework (each semester averaging the equivalent of 15-18 credits of classes and internships), VIP graduates achieve one of two outcomes: 1) they transition into the world of work and independent living; or 2) they transition into a degree-bearing college, university, or technical school program, eventually leading to work and independent living.

VIP classes are kept small to support a student's transition to a college environment. Community-based internships and training in independent living and social skills supplement formal classes. A unique aspect of VIP is that it is the only transition program in the country with an extensive classroom and experiential travel-training course of study during a student's first two years. Students who qualify through an ongoing appraisal process may enroll in NYIT credit courses.

Students receive grades and/or assessments for all aspects of the program, including lecture classes, vocational instruction, and independent living instruction. Instructors provide students with course outlines and objectives at the start of each semester.

The program's support structure is strong, with at least four advisors/counselors who coordinate the academic, budgeting, vocational, and social dimensions of each student's program. A full-time director of residential life, a full-time medical director, and trained resident advisors staff the program's residence hall, providing 24/7 support for students.

**Curriculum Overview:** In their first year, students take classes that help them adjust to the collegiate experience (e.g., executive functioning skills, managing a personal budget) as well as core courses in health, social psychology, computers, and civics. Classroom experiences help them to maximize their potential for independence, and both classwork and homework have an experiential focus. Students do much of their learning outside the classroom as part of the larger NYIT community, with field trips to nearby Long Island and New York City sites rich in historic, cultural, and environmental relevance. VIP freshmen use class time to explore different avenues of independence in conjunction with their vocational training, as instructors help them to discover and expand personal strengths. Each student receives personalized academic advisement as well as access to a computer lab study hall.

During sophomore year, VIP students build on the growth they achieved as freshmen. Having identified a vocational area of interest, their classroom experiences continue to help them develop essential skills, and they participate in a community-based vocational internship in one of six focus areas: childcare, eldercare, office skills/clerical, retail, food services, and hospitality. Examples of placements by focus area are Sodexo Inc. for food service, The Arbors Assisted Living for eldercare, and Marshalls and Paper Factory stores for retail. Sophomore students also hone communications skills in classes and are taught in technology-rich environments with computers, Smart Boards,<sup>TM</sup> and digital video to foster learning. For example, the food and nutrition class provides students with instruction on preparing healthy meals in a newly constructed teaching kitchen with a computer-teaching podium and a large plasma-screen monitor.

By junior year, VIP students expand their participation in community-based vocational internships and/or in credit classes at NYIT. The VIP junior-year curriculum focuses on living independently. Food and nutrition, budgeting, and apartment living are key topics. Junior residence hall units sometimes include living with roommates, and class projects reflect the needs and challenges of this lifestyle. The last portion of the spring semester consists of hands-on workshops on topics that students will face after graduation; from interview techniques to dressing for success, students have the opportunity for "dry runs" with the support and guidance of advisors. In all cases, students move at their own pace and with ample feedback from faculty and staff members who are involved with their progress.

## **The VIP Vocational Concentration**

The vocational component of VIP emphasizes a cooperative educational approach that utilizes the resources of NYIT and the overall community. For students who choose the vocational concentration, the curriculum is focused on developing the necessary work skills and environmental awareness to secure some level of competitive work following graduation. Even students in the degree preparation concentration will participate in some aspects of the vocational curriculum and community work internships. VIP freshman use class time to explore different avenues of independence in conjunction with their vocational training, and instructors help them to discover and maximize personal strengths. They learn about career options through lectures, workshops, and job evaluations at several job stations. Input from social, academic, and vocational counselors plays an integral role in helping students to formulate a realistic understanding of the requirements and potential of each vocational area. This experience and counseling, coupled with vocational testing and observations by staff, enables students to choose a vocational major by the end of their first semester. During the second semester, they begin intensive skills training in a vocational field and have limited work experience. Students interact with vocational counselors and job coaches who provide on-site supervision on an as-needed or ongoing basis. The curriculum also includes training in interviewing skills, resume writing, understanding of benefits, and job search techniques. Taught by career professionals, this part of the program is designed to give each student the opportunity to master the basic skills of their chosen career. VIP students have completed community work internships at the Childcare Council of Suffolk County, Computer Associates, Stony Brook University Medical Office, and Suffolk County BOCES.

During their second year, students continue skills training while working at an internship for 2.5 days per week. By their third year, they are assigned to a work placement for three days per week, while continuing to receive guidance and training in vocational coursework and counseling.

## **Degree Preparation Concentration: VIP Credit Coursework**

In consultation with VIP staff and an academic advisor, some students select to pursue the degree preparation concentration. The post-graduation goal of these students is to matriculate at a community or junior college, a technical school, or a four-year college. All students take a set of core curriculum courses in the fall semester of freshman year. Students approved for the degree preparation concentration will work with an academic advisor to register for credit classes either during the spring semester of their freshman year or in the fall semester of their sophomore year. Typically, students take one or two-credit courses that meet two days per week (usually Monday and Wednesday). Based on their comfort with the work and their success in earlier semesters, some students may take as many as three classes per semester in their junior year. It is important to note that for the purpose of determining placement, VIP class standing is determined by the date of program entrance, not by class standing at previous schools.

VIP students taking credit courses are encouraged to utilize all of the many facilities NYIT offers to support individuals with learning disabilities, such as the NYIT-Old Westbury Learning Center and the Counseling and Wellness Center. They are also provided with academic counseling and access to study halls and computer labs. Initial registration advisement is provided by VIP, and in the case of a student matriculated to a degree program, by the particular NYIT academic department. Students are advised to register for core courses with a high probability of transfer to another college upon completion. Students registered for core courses such as English Composition can take VIP preparation classes designed to prepare them for the academic requirements of a credit course. VIP does not provide tutors for credit classes, though students procuring their own tutors are free to meet with them at VIP facilities.

Students in the degree preparation concentration participate in the vocational assessment process of the VIP freshman curriculum; however, they will usually not have a vocational placement in their sophomore year. Whenever possible, degree preparation students will have a one-day-per-week work internship in their junior year.

Whereas it would be unusual for a student attending VIP to complete a degree during the course of the program, it can occur in the case of a student who brings a considerable transcript of completed work from another college. VIP works with the NYIT Office of Admissions to evaluate such transcripts. Credit coursework supplements a VIP student's overall program. It can play an important role in preparing a VIP student for his/her next step, whether it be vocational or a transfer to another college or program.

## **Campus Life**

The NYIT program is located at a beautiful 600-acre site in Central Islip, N.Y. Facilities include a nine-hole golf course and clubhouse, athletic fields, and a health care facility. The Student Activity Center (SAC) houses a swimming pool, bowling alley, gymnasium, and two fitness centers. There is 24-hour security on campus. VIP students live in Heritage Hall, a four-floor residence hall with large student lounges and laundry facilities. It is conveniently located within a short walking distance of the SAC, athletic fields, Independence Hall (where most classes are held), and the dining hall.

VIP residential staff consists of a full-time coordinator of residential life, a full-time medical director, and trained resident advisors, who are on duty every evening starting at 5 p.m. and throughout the weekend.

## **Student Population**

Students have either graduated from a secondary school program or sometimes their secondary school provider will contract with VIP to meet the requirements of transition planning for students receiving IDEA special education services. VIP students generally have specific learning disabilities and have received special education services in high school. Reading levels range from third grade to above 12th grade.

A flexible orientation placement process allows for a wide spectrum of abilities. Participants must be able to fit comfortably into the NYIT environment and demonstrate the ability and desire for the program outcomes of either employment or matriculation in a degree-focused educational setting. In addition, students are screened for emotional needs to ensure the program is able to support them. VIP is not a residential treatment facility and does not accept students with significant mental health disabilities.

## **Admissions**

The program accepts a freshman class of 20 to 40 students from around the world. VIP students must be at least 18 years of age. Admission decisions are made on a rolling basis, and it is recommended that candidates apply as early in the school year as possible due to limited space. VIP admits students of any race, creed, gender, and national or ethnic origin.

Candidates are encouraged to visit NYIT's campus with their parents or caregivers prior to submitting an application. These visits provide applicants with the opportunity to meet with faculty and administration, observe classes, talk with students, and tour the campus. The formal application includes a parent application, references, school records, psychological/intelligence testing results, and social adaptive testing scores such as the Vineland. Potential students and their caregivers are required to participate in an on-campus admissions interview.

## **VIP Curriculum**

### **Freshman Year**

- Advanced Communication
- Banking and Budgeting
- Civics
- Cooperative Education
- Electives
- Fitness
- Health and Human Sexuality
- Independent Living Lab (as needed)
- Introduction to Employment
- Life Applications, Tools & Strategies I (Executive Functioning Course)
- Nutrition
- Pre-College English
- Social Psychology
- Travel Training for Community Living

## Sophomore Year

- Advanced Communication
- Advanced Travel Training for Community Living
- Banking and Budgeting II
- Computer & Media Applications
- Cooperative Education
- Credit Classes for Degree Preparation Students
- Electives
- Employment Strategies
- Fitness
- Food and Nutrition
- Government
- Independent Living Lab (as needed)
- Internship Seminar
- Life Applications, Tools & Strategies II (Executive Functioning Course)
- Social Psychology
- Vocational Internship Seminar
- Vocational Work Internship

## Junior Year

- Apartment Living
- Credit Classes for Degree Preparation Students
- Electives
- Employment Readiness Seminar
- Executive Functioning for Community Success
- Fitness
- Foods and Nutritional Practicum
- Health for Community Living
- Life Applications, Tools & Strategies III (Executive Functioning Course)
- Transition Program
- Vocational Seminar
- Vocational Work Internship

	<b>Annual Semester</b>	
<b>Tuition</b>	\$ 42,821	\$ 21,410.50
Room	\$ 6,024	\$ 3,012
<b>Meal Plan</b>	\$ 4,330	\$ 2,165
<b>Health Insurance*</b>	\$ 1,722	\$ 861
<b>Mandatory Accident Insurance</b>	\$ 40	\$ 20
<b>Tuition Refund Insurance**</b>	\$ 258	\$ 129
	<b>\$ 55,195</b>	<b>\$ 27,597.50</b>

\*Health insurance is optional as long as the student provides proof of insurance and chooses to opt out according to published NYIT guidelines.

\*\*Tuition Refund Insurance is optional, but the student must explicitly request to opt out according to published NYIT guidelines.

**NOTE:** The Vocational Independence Program of NYIT is approved by the U.S. Department of Education as a Comprehensive Transition and Postsecondary (CTP) Program. VIP students are eligible for some forms of federal student aid.

Vocational Independence Program

New York Institute of Technology

300 Carleton Ave.

Central Islip, NY 11722-9029

Phone: 631.348.3354

nyit.edu/vip

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## Administration and Faculty

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