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For Library information visit nyit.edu/library.

No person is authorized to make any representations or promises on behalf of the college other than those contained in this official catalog. NYIT does not discriminate in admissions or access to its programs and activities on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation, or veteran status.

NYIT provides reasonable accommodations to any person who has a temporary or permanent disabling condition. If you need to discuss an accommodation or a barrier to your full participation in programs and services please contact: disabilities compliance coordinator, Harry Schure Hall, Room 208, Northern Boulevard, P.O. Box 8000, Old Westbury, NY 11568-8000, 516.686.7976.

New York Institute of Technology is an equal-opportunity/affirmative-action employer and does not discriminate against any person because of race, color, religion, gender, age, marital status, sexual orientation, national origin, or disability, except as such conditions may constitute bona fide occupational or assignment qualifications. New York Institute of Technology reserves the right to delete any course described in this catalog for any reason and cannot guarantee enrollment into specific sections of desired courses. The college also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, or any other phase of school activity without notice. The college expects each student to know and understand the information presented in this catalog.

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Fast Facts



About NYIT

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.



University Snapshot

Global campuses: Old Westbury and Manhattan, N.Y.; Abu Dhabi, UAE; Manama, Bahrain; Nanjing, China; Vancouver, Canada

President: [Edward Guiliano](http://nyit.edu), Ph.D.

Founded: 1955

Institution type: Private, independent, nonsectarian, coeducational

Colors: Blue and gold

Nickname: Bears

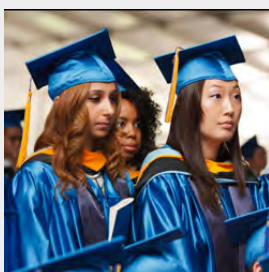
Athletic conference affiliations: NCAA I and II, Great West, ECAC



Mission Statement

Since 1955, NYIT has pursued its mission to:

*Provide career-oriented professional education.
Offer access to opportunity to all qualified students.
Support applications-oriented research that benefits the larger world.*



Accreditation

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

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

- Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
- American Osteopathic Association (AOA)
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Commission on Collegiate Nursing Education (CCNE)
- Council for Interior Design Accreditation (CIDA)
- Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)
- Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)
- National Architectural Board, Inc. (NAAB)
- National Council for Accreditation of Teacher Education (NCATE)



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 (2012-2013)

New York Campuses

Total undergraduate and graduate: 10,000

- Undergraduate students: 6,200
- Graduate students: 2,500
- Professional degree students: 1,200

58% Male, 42% Female

Global Campuses

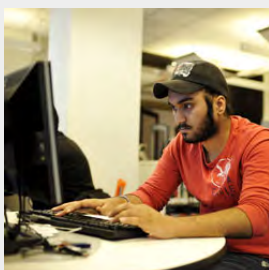
Total Undergraduate and Graduate: 3,000

65% Male, 35% Female



Diversity

Students in NYIT's undergraduate, graduate, certificate, and professional programs throughout the world comprise a diverse student body that represents nearly all 50 U.S. states and more than 100 countries.



Financial Aid

Full-time undergraduate students (2012-2013) receiving financial aid: **80%**

Total amount of institutional financial aid awarded (2012-2013): **\$37 million**

More information: nyit.edu/finaid

Student-Run Businesses

- Advertising agency



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



Honor Societies

- 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

(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



Internships

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

- 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

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.

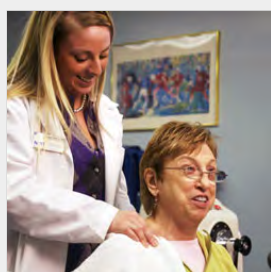
NYIT's Office of Sponsored Programs and Research (OSPAR) works with faculty members and administrators to identify and apply for funding to support research programs in all of NYIT's schools and colleges. OSPAR also facilitates proposals for funding to support student development and institutional programs 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

- 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.)
- 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: 95,000

For more information, visit nyit.edu/alumni.

Accrediting Agencies

New York Institute of Technology is chartered by the Board of Regents of The University of the State of New York and is accredited by the Middle States Commission on Higher Education. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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

NYIT's schools and programs hold accreditations from professional organizations. 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 the Bachelor of Architecture; Council for Interior Design Accreditation for the Bachelor of Fine Arts in Interior Design, Old Westbury Campus; Commission on Accreditation. American Osteopathic Association for the NYIT College of Osteopathic Medicine; Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) for the Master of Science in Occupational Therapy; Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association for the Doctor of Physical Therapy; Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) for the Master of Science in Physician Assistant Studies; Commission on Collegiate Nursing Education (CCNE) for the Bachelor of Science in Nursing.

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.

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

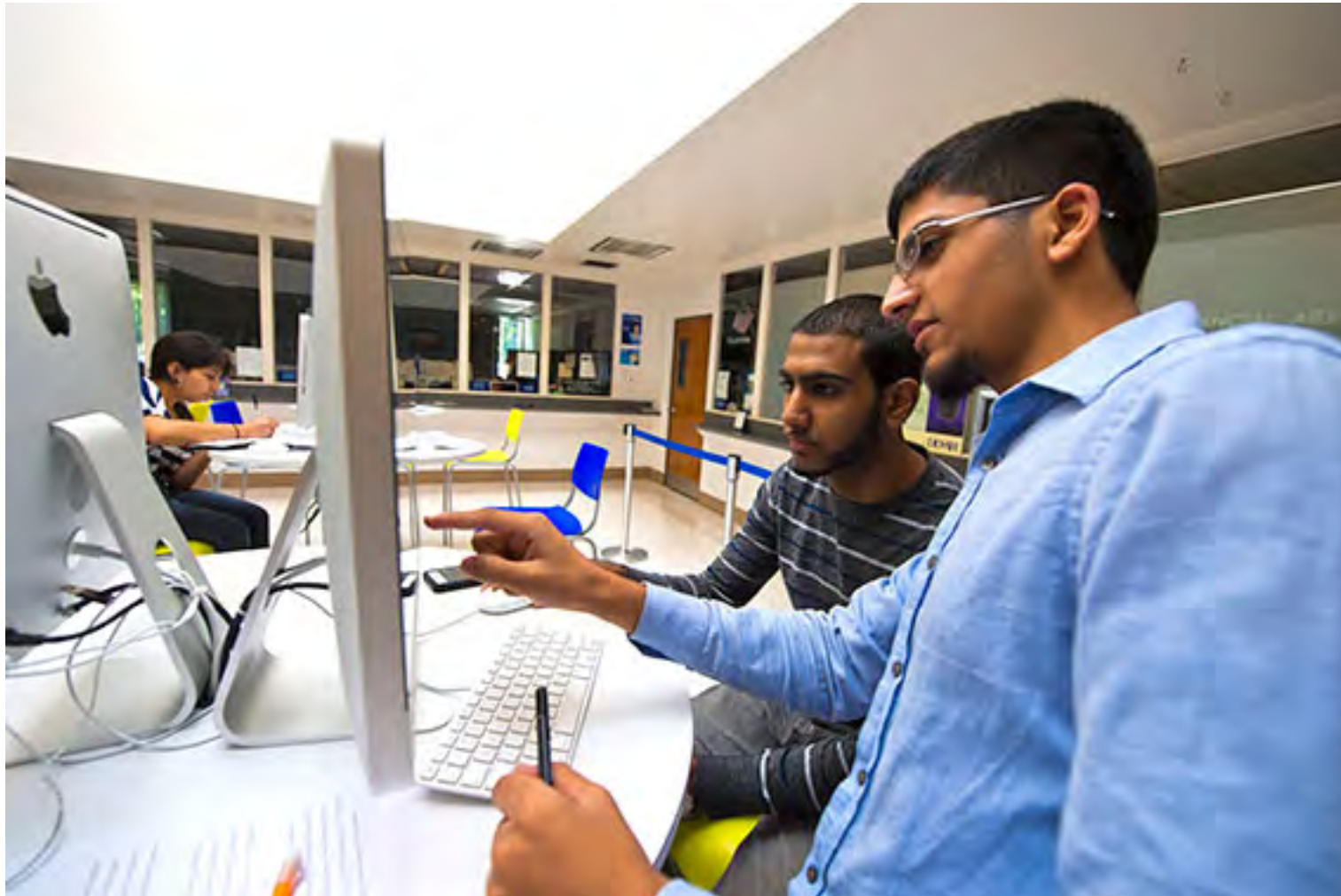
No. 15 Beijing West Road, Nanjing City, Jiangsu Province
210024 People's Republic of China
Phone: 86-025-83239100

United Arab Emirates

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

P.O. Box 45133
Abu Dhabi, United Arab Emirates

Admissions: Graduate Students



Graduate Requirements

Requirements for admission to graduate study at NYIT vary with the discipline the applicant chooses. All applicants are required to hold a bachelor's degree or its equivalent from a regionally accredited college or university (or its equivalent for international students), and must submit the completed application form, an official transcript of all previous academic study, the application fee, and such additional materials and information as the specific program or its director may require.

Applicants who have completed the application process and have been accepted for graduate study may be given a status of matriculated as defined by each program. Applicants who do not have all the necessary information in time to be processed before the beginning of a new term, may be permitted to enroll as non-matriculated students (at the discretion of the director) for one term while completing their records.

Programs do not, in general, require that the undergraduate major be in the specific field to which the applicant is seeking graduate admission. However, each program sets forth certain prerequisite courses or subject matter areas in which the student must establish proficiency before proceeding to graduate work (refer to prerequisite requirements under each program).

Prerequisite courses carry prerequisite credit only, and the credits earned may not be counted toward the number of graduate credits required for the degree. A limited number of applicants without degree objectives who have acceptable professional backgrounds may be permitted to take a maximum of nine credits as non-matriculated/non-degree students at the discretion of the appropriate program director. Please refer to the individual listing for each discipline for additional terms and conditions, if any.

Application forms and information about the programs may be obtained online at nyit.edu/admissions or from the Office of Admissions. In order to provide adequate time for processing, admissions materials should, if possible, be submitted at least eight weeks before the desired date of entrance. Applicants will be officially notified in writing of the action taken on their request for admission.

Admissions Procedures

- U.S. Students
- International Students
- Transfer Students
- Readmission of Former Students

Special School Requirements

- Architecture & Design
- College of Arts & Sciences
- School of Education
- Engineering and Computing Sciences
- School of Health Professions
- School of Management
- NYIT School of Osteopathic Medicine

How to Apply to NYIT

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

U.S. Students

Applicants with Master's Degrees

Possession of a master's degree from an accredited U.S. institution may be accepted as evidence of having met the academic and test score requirements for matriculation. However, this does not relieve the applicant of the obligation to file all undergraduate transcripts and appropriate test scores, which will be used for research purposes.

Admission – Non-Degree Status

Those who wish to apply for non-degree status must complete the Non-Degree Application and Registration form for non-matriculated students and obtain permission of the director of the appropriate graduate program. This form may be obtained in the graduate department or in the Office of Admissions. Enrollment as a non-degree student is limited to a maximum of nine credits. A nonrefundable fee of \$50 must accompany each application. M.B.A. courses are not permitted.

Satisfactory performance as a non-degree student does not guarantee acceptance into any graduate program once you have reached the limit of nine credits of graduate study. You must apply to and meet all admissions requirements and standards. Courses taken as a non-degree student may be applied toward the graduate degree if they are part of the degree's program of study. Non-degree students are urged to seek advisement from program faculty prior to registration for any course.

Early Admission

NYIT students who have an undergraduate cumulative GPA of 3.0 or better may, under proper circumstances, enroll in up to six credits of selected graduate courses before completing the undergraduate degree. Information regarding requirements, eligibility, and limitations is available in the offices of the graduate program directors.

Actual admission to the graduate program as a degree candidate can only be granted after the undergraduate degree has been received and formal requirements for admission have been met. Upon formal admission to a graduate program with matriculated status, credit may be granted toward a graduate degree for those graduate courses taken as an undergraduate but not credited toward an undergraduate degree, and completed with a grade of B or better.

Admission of International Students

International students are, in general, expected to follow the same regulations and procedures as those set forth for all entering students. In addition, international students must file a notarized [Affidavit of Support](#) and notarized bank statement(s) with the Office of Graduate Admissions.

International applicants who have earned undergraduate degrees at foreign universities must provide evidence of

English proficiency. This may be accomplished either by achieving a minimum of 550/79 on the Test of English as a Foreign Language (TOEFL), 6 on the International English Language Testing System (IELTS), or an examination deemed to be equivalent. A TOEFL score of 550 (written), 213 (computerized), or 79 (Internet-based), or IELTS score of 6 is sufficient for the applicant to obtain initial acceptance. However, if it becomes apparent to administration or faculty members that the TOEFL/IELTS score is not truly representative of English ability, either prior to or after beginning at NYIT, the college maintains the right to require the student to pass an examination in English proficiency developed by the college, and/or enroll in one or more English courses as corequisite to continue graduate study.

Applicants who submit TOEFL scores between 500 and 549 (written), 173 and 213 (computerized), or 61 and 78 (Internet-based), or IELTS scores between 5 and 6 will be required to take the NYIT English proficiency examination upon arrival as a condition of acceptance into graduate study. Such students may then be required to enroll in an appropriate English course or sequence of courses. The required English courses are corequisite to continue graduate study. Students whose registration does not include the required English courses may be deregistered from other courses. The English proficiency requirement will be satisfied by the successful completion of the required course or sequence of courses.

Applicants who submit TOEFL scores under 500 (written), 173 (computerized), or 61 (Internet-based), or IELTS scores below 5 cannot be admitted into graduate academic programs at NYIT. International graduate applicants who meet academic requirements, but do not satisfy the TOEFL or IELTS requirements are invited to apply to NYIT's English Language Institute (ELI).

Upon completion of the semester in ELI, students may be permitted to begin graduate programs without the need for additional English instruction. Some students may start graduate programs along with continued English instruction, in which case the required English courses are corequisite to continue graduate study. Students whose registration does not include the required English courses may be deregistered from other courses. Other students may be required to participate in further intensive English instruction before beginning graduate study. All students interested in the M.B.A. and M.S. in Human Resources Management and Labor Relations programs must complete ELI courses, if required, before beginning the academic program. The English proficiency requirement will be satisfied by the successful completion of the required course or sequence of courses. Students who meet academic requirements will then be considered for admission into graduate programs. An application and further details may be obtained at nyit.edu/eli.

Visas

This school is authorized under federal law to enroll nonimmigrant alien students. Students holding F-1 visas must register for the number of hours required by law and have their registration approved by the director of international education. Upon acceptance of an offer of admission, candidates are required to remit a tuition deposit of \$500, which is nonrefundable. Students applying for an F-1 student visa will not receive an I-20 until deposit is received by NYIT.

U.S. Immigration and Naturalization Department regulations require international students on F-1 visas to pursue a full-time course of study. At NYIT, this is defined as a minimum of nine credits per semester at the graduate level.

International students holding an F-1 visa issued for study at another U.S. institution must forward a [I-20 Transfer Form](#) completed by an official at the transferring school to the Office of Graduate Admissions.

International applicants who hold a valid temporary B-2 visitor's visa that is specifically stamped "prospective student" at the time of application and are accepted into a graduate program will be expected to make arrangements to meet with the Office of International Students upon arrival.

Completed applications that include all required documents from international students should be received by July 15 for the fall semester and by Dec. 1 for the spring semester.

Admission of International Graduate Applicants without U.S. Equivalent Baccalaureate Degrees (Bridge Program)

Applications from international students who have completed only a three-year postsecondary program, which is equivalent to three years of undergraduate study in the United States, or a four-year program, which is not equivalent to an American bachelor's degree, will be considered for admission with the following additional provisions:

- The student may be required to take an NYIT English proficiency examination prior to enrollment.
- Each student must complete a minimum of 30 additional undergraduate credits with a grade point average (GPA) of at least 3.0. A substantial number of these credits may be in English as a second language (ESL) courses, depending upon the results of the proficiency examination.
- Upon satisfactory completion of these 30 credits, the student will be granted provisional status in the chosen graduate program, except for the Master of Business Administration, and expected to meet all requirements of this status, which includes the achievement of at least a 3.0 GPA through the first 12 graduate credits. Master of Business Administration students must meet all entrance criteria in order to be admitted and begin taking classes as well as required to maintain at least a 3.0 GPA through the first 12 graduate credits.

Transfer Students

A limited number of graduate credits taken at other accredited institutions and completed with a grade of B or better may be credited toward the graduate degree, provided those graduate credits have not been applied toward another degree and the course content is deemed by the director to be appropriate to the major being pursued and the equivalent of that offered at NYIT. Transfer credit is only awarded to degree-seeking students with NYIT matriculant status. A maximum of nine credits taken elsewhere may, under proper conditions, be transferred into business administration, human resources management and labor relations, energy management, communication arts and architecture; and six credits into computer science, electrical and computer science engineering, environmental technology, human relations, clinical nutrition, childhood education, counseling, instructional technology and educational leadership and technology.

Normally, courses taken more than five years ago cannot be transferred, although the graduate chairperson may make exceptions following a review of the transfer request.

All requests for transfer credit must be made within the first semester of enrollment. Requests received after the first semester will not be considered. Appropriate forms are available through the Office of Graduate Admissions. Official transcripts of work to be evaluated and catalog descriptions of the course(s) taken must also be submitted and must also be sent directly from the college or university concerned to graduate admissions. Students are encouraged to initiate requests for transfer credit at the time of application for admission to a graduate degree program.

Additional college-wide policies, not mentioned here but applying equally to the graduate programs, may be found in the [undergraduate catalog](#).

Reenrollment/Readmission of Former Students

- Students who have been away from NYIT for one semester: Students who have stopped out of NYIT for one semester (not including summer) and who have not attended another institution do not need to apply for readmission. These students may return under the original catalog/curriculum of admission and must seek academic advisement from their major department. Contact the NYIT Student Solutions Center for additional information.
- Students who have been away for one semester and who have attended another institution: Students must visit the Office of Admissions to file an application for readmission along with any applicable processing fee and all the necessary supporting documentation (visit nyit.edu for more information). Students are required to present all transcripts for evaluation at the time of readmission in order to receive any applicable transfer credit for work completed at another institution and to ensure proper academic advisement, scholarship, and financial aid eligibility.
- Students who have been away from NYIT for more than one semester: Former students of NYIT who have been away for more than one semester must visit the Office of Admissions to file an application for readmission along with any applicable processing fee and all the necessary supporting documentation. Students are required to present all transcripts for evaluation at the time of readmission in order to receive any applicable transfer credit for work completed at another institution and to ensure proper academic advisement, scholarship, and financial aid eligibility.

Once readmitted to the college, students must fulfill the curriculum requirements in effect at the time of their readmission. Students readmitted after a break of five years or less [undergraduates must be within 30 credits of degree completion too], 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 too], may request approval to follow the program requirements in place at the time of their most recent admission/readmission. The Vice President for Academic Affairs (or designee) will decide in this matter. In all cases, NYSED regulations will guide these decisions.

Nonmatriculated (Nondegree) Applicants

Regardless of whether you are enrolled at other institutions, you are welcome to enroll in the spring, summer, or fall semester, on a nondegree basis and take up to 24 credits. You must first file an application for nonmatriculated status, which can be obtained through the Office of Admissions.

Admissions: Graduate Students: Special School Requirements

- Architecture & Design
- College of Arts & Sciences
- School of Education
- Engineering and Computing Sciences
- School of Health Professions
- School of Management
- NYIT School of Osteopathic Medicine

Admission to School of Architecture & Design Graduate Programs

Master of Architecture Program

Applicants for admission to the Master of Architecture in Urban and Regional Design (MAURD) program are required to hold a professional degree from an accredited college or university approved by the National Architectural Accrediting Board, or the equivalent. The applicants must provide evidence of qualifications to participate in advanced studies.

Application to the MAURD program is primarily an online process. While completing the application form, students will be asked to supply information regarding themselves, their education, and their references; upload their transcripts, personal essay, and curriculum vitae (résumé); and pay an application fee. In addition, applicants will be required to submit a portfolio, both online and separately in hard copy.

Program and Admission Schedule

The master's degree program is a full-time Fall-Spring-Fall program, and is only offered at the Manhattan campus. It begins in September for a total of three consecutive semesters. Applicants should submit all materials as early as possible in order to ensure enough time for review and to obtain an I-20 (international students). Ideally, applicants (particularly international applicants) should submit all materials including portfolio and references by March 1. Applicants will be accepted after the deadline of March 1 only if there is availability.

Academic Standing

Applicants with an undergraduate GPA of 3.0 or higher and an acceptable portfolio will be admitted to fully matriculated status. Those with undergraduate GPAs below 3.0 may, at the discretion of the director, be admitted to provisionally matriculated status, with the opportunity to demonstrate their qualifications for full-time matriculation by achieving a graduate GPA of 3.0 or better in their first four graduate degree courses. Applicants who do not hold a Bachelor of Architecture degree and wish to qualify for the graduate degree must first apply for and be accepted into the NYIT Bachelor of Architecture program.

If you have any questions about admissions or eligibility, please contact the Office of Graduate Admissions at nyitgrad@nyit.edu or 516.686.7520. If you have questions about the program that will help you in your decision to attend, please email the graduate program director, Jeffrey Raven, associate professor in the School of Architecture and Design, at jraven@nyit.edu or 212.261.1547.

1. NYIT Online Application

The online application is standard for all NYIT programs. The following categories listed are particularly relevant to MAURD candidates:

- Graduate program
- Domestic (USA) or International Student
- Campus: Manhattan only
- Course Load: Full-time
- Desired Program: Master of Architecture in Urban and Regional Design
- Standardized tests: No standardized tests (including GRE) are required, except TOEFL/IELTS for international students
- Personal Essay

[Access the online application.](#)

2. Supplementary Application

- **Digital Portfolio and Curriculum Vitae (Resume):** You will need an **NYIT ID number** to upload your digital portfolio and curriculum vitae (résumé). Please contact the Office of Graduate Admissions directly at nyitgrad@nyit.edu to obtain this NYIT ID number. Then you may [upload your digital portfolio and curriculum vitae \(résumé\) online](#). Since all required admissions materials must be uploaded to the online application form, applicants should **not** send any materials by mail, other than the hard-copy portfolio to the School of Architecture and Design. For instructions for the format of the hard-copy portfolio, visit nyit.edu/architecture/urban_design/apply.
- **Letters of Recommendation:** Two letters of recommendation are required. The letter of recommendation should be from a person with direct knowledge of the applicant's professional potential and academic ability. References should send their letters of recommendations directly to the Office of Graduate Admissions at nyitgrad@nyit.edu. For more information, contact the Office of Graduate Admissions directly.
- **Interview:** Applicants are encouraged to meet with the Director of Urban and Regional Design, Professor Jeffrey Raven. Contact the office at maurd@nyit.edu to schedule an appointment.
- **International Applicants:** International applicants to the Master of Architecture program should note that all international credentials must be evaluated by World Education Services (wes.org).

Admission to College of Arts & Sciences Graduate Programs

Master of Fine Arts: Computer Graphics and Animation, Graphic Design, or Fine Arts and Technology

Applicants seeking admission to the Master of Fine Arts (M.F.A.) programs are required to have earned a Bachelor of Fine Arts (B.F.A.) or equivalent degree from an accredited college or university. A portfolio of original art and design work must also be submitted to the Fine Arts Graduate Portfolio Committee for evaluation. All portfolios must be sent on a CD or DVD and formatted to display independently on multiple platforms. For additional information, please contact the Fine Arts office at 212.261.1796 or 516.686.7542 or visit the [Fine Arts Department website](#).

The CD/DVD portfolio must include:

- an inventory of the contents of the portfolio, detailing each work with the title, brief description, measurements or time length, and date of completion. Collaborative work must be individually identified and credited as such.
- contact information, including name, address, telephone, and email.
- fifteen examples of current work in total, including two non-digital drawings created by hand.

Applicants with an undergraduate GPA of 3.0 or higher and an acceptable portfolio will be admitted to fully matriculated status. Those whose undergraduate average falls between 2.85 and 2.99 at the discretion of the director, may be given the opportunity to demonstrate their qualifications for full matriculation by achieving a graduate cumulative GPA of 3.0 or better in their first four graduate degree courses. In addition, students may be required to take one or more parts of the GRE.

The M.F.A. program does not accept transfer credit. See the M.F.A. description for information on transition from the NYIT Communication Arts, M.A., degree to the M.F.A. (Fine Arts) degree.

Master of Arts in Communication Arts Program

Admission is based on the ability of applicants to assure the respective faculties that they have the motivation and academic capacity to perform successfully at the graduate level in a particular discipline. Initial judgment will normally be made on the basis of the applicant's undergraduate cumulative GPA, although the director may also call for scores on the Graduate Record Examination (GRE) or other supporting materials, if deemed advisable.

Applicants with an undergraduate GPA of 2.85 or higher will be admitted to fully matriculated status in the master's degree in communication arts. Those with undergraduate GPAs between 2.50 and 2.84, at the discretion of the director, may be given the opportunity to demonstrate their qualifications for full matriculation by achieving a graduate cumulative GPA of 3.0 or better in the first four graduate degree courses. In addition, these students may be required to take the verbal section of the GRE. For GPAs below 2.49 the student should take the verbal part of the GRE scoring 153 in order to be considered for admission.

For more information about communication arts, email commarts@nyit.edu.

Admission to School of Education Graduate Programs

Programs in Childhood Education, Adolescence Education, Instructional Technology, and Educational Leadership and Technology have specific undergraduate or certification prerequisites. See admissions information that follows and the detailed program descriptions in the School of Education section of this catalog.

Master of Science in Childhood Education

Candidates for the initial teacher preparation program in Childhood Education must have a bachelor's degree from an accredited college that includes a major (30 credits or more) in one of the content areas approved by New York State as related to the childhood curriculum: biology, chemistry, economics, English, history, life science, mathematics, physics, or psychology.

Master of Science in Adolescence Education: Specialist in Science and Specialist in Mathematics Programs

Candidates for the master's degrees must possess a baccalaureate degree from an accredited college or university and completed:

- Application (online or paper) and application fee (\$50) payable to New York Institute of Technology;
- Official transcripts from all colleges previously attended;
- Evidence of MMR from a physician;
- And, for those to whom it applies, NYS provisional or initial certification and/or Graduate Record Examination (GRE). See below for applicability.

Note: in New York state, it is a state certification requirement that a candidate for teacher certification be a citizen of the United States.

Transfer Credit

Transfer credit from other regionally accredited colleges and universities is accepted up to a maximum of six graduate semester hours. The courses to be transferred must be relevant to the program of study being pursued and have been received within five years of the date of the transfer request. The grades earned for the course must have been 3.0 or higher and the credit must not have been applied toward another degree. The official transcript must be submitted to the NYIT Office of Admissions with a written request and a copy of the course description taken from that college's catalog. This form can be obtained in the School of Education or in the Office of Admissions.

Matriculation

All candidates must have been accepted into and matriculated in a master's degree or certificate program within the first nine credits of study. Non-matriculated candidates may take no more than nine credits.

Interim assessment of all candidates takes place at 12 credits. New York Institute of Technology reserves the right to withdraw matriculation status from any candidate who does not maintain a GPA of 3.0 and satisfy all other School of Education requirements at the point of interim assessment.

Graduation Requirements

Candidates for the Master of Science degree in Adolescence Education — Specialist in Science Professional Certification and Master of Science degree in Adolescence Education —Specialist in Mathematics Professional Certification must satisfactorily complete at least 36 semester hours of graduate work. At least 30 hours of this study must be completed at New York Institute of Technology in the prescribed program of study.

All candidates in the master's programs are required to complete a terminal project. For the master's degrees, this project will generally take the form of an empirical study.

Prerequisites include six credits of undergraduate study in English, social studies, science, mathematics, and a language other than English. Three credits in a form of creative expression are also required. Candidates who do not have all the prerequisites met may be admitted conditionally and will be required to complete the prerequisites prior to student teaching. See the program description in the School of Education section of this catalog.

Master of Science in Instructional Technology Programs

Candidates for any graduate program in Instructional Technology, Computers in Education, Virtual Education, STEM Education, and Teaching 21st-Century Skills must have a baccalaureate degree, 3.0 GPA, and demonstrate proficiency in basic uses of instructional technology at the beginning of their program. In the event the candidate does not have requisite skills, program faculty will work with the candidate to determine appropriate prerequisite courses to address the deficits. This is done on an individual basis.

In addition, candidates for the Instructional Technology program leading to certification as an Educational Technology Specialist in New York state must be certified (initial or professional) in a teaching field. Candidates for the Instructional Technology program for educators not seeking certification must have a bachelor's degree from an accredited college or university and a 3.0 GPA.

Candidates for the Professional Trainer Instructional Technology program and the Emerging Technologies for Trainers and Instructional Design for Global eLearning Certificates must have a bachelor's degree from an accredited college or

university, 3.0 GPA, and demonstrate proficiency in basic uses of instructional technology at the beginning of their program. In the event the candidate does not have requisite skills, program faculty will work with the candidate to determine appropriate prerequisite courses to address the deficits. This is done on an individual basis.

Master of Science in School Counseling

The Master of Science in School Counseling follows a cohort model and all candidates are required to enroll in two courses each semester (part-time) or three courses each semester (full-time), including the summer session.. Applicants are accepted and begin study in the summer or fall term. Applicants with academic backgrounds in psychology, education, sociology, law, or related behavioral science, or with work experience in schools, social agencies, hospitals, criminal justice, or community action programs are especially encouraged to apply.

Applicants for the Master of Science in School Counseling must:

- Possess a baccalaureate degree from an accredited college or university;
- 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 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 300 combined (current scale) or 1000 (former scale) from the verbal and quantitative reasoning tests. Candidates should achieve a score of 4.0 out of 6.0 on the analytical writing section. They may be accepted and will be required to achieve a 3.0 GPA in their first 12 credits to continue in the program.
- Participate in an individual and group interview process which includes a writing sample and verbal responses to contemporary professional issues and trends.
- Submit three department reference forms (from an employer, a professor, and personal character reference) attesting to the applicant's leadership, advocacy skills, and potential to succeed in graduate studies. The reference forms can be found at this link: nyit.edu/scform.
- Submit a supplemental background packet. Call 516.686.7777 or 212.261.1529 for needed forms and directions for the supplemental information packet.

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 résumé, student statement of understanding, school/community experience summary, and professional goal statement.
- Submit three reference forms provided by the department.

Advanced Diploma in School Leadership and Technology

Candidates for the School Leadership and Technology program must have a master's degree from an accredited college or university, New York state permanent or professional certification in a teaching field, a minimum of three years of teaching experience, and two letters of recommendation in order to be considered for admission. Candidates must demonstrate proficiency in basic uses of instructional technology at the beginning of their program. In the event the candidate does not have requisite skills, program faculty will work with the candidate to determine appropriate prerequisite courses to address the deficits. This is done on an individual basis. See program description for further details.

Admission to School of Engineering and Computing Sciences Graduate Programs

Master of Science in Energy Management

Master of Science in Environmental Technology

Admission is based on the ability of applicants to assure the respective faculties that they have the motivation and academic capacity to perform successfully at the graduate level in a particular discipline. Initial judgment will normally be made on the basis of the applicant's undergraduate cumulative GPA, although the director may also call for scores on the Graduate Record Examination (GRE) or other supporting materials, if deemed advisable.

Applicants with an undergraduate cumulative GPA of 2.85 or higher can be accepted directly to the program. Those whose undergraduate average falls between 2.50 and 2.84, at the discretion of the director, may be given the opportunity to demonstrate their qualifications for full matriculation by achieving a graduate cumulative GPA of 3.0 or better in the first four graduate degree courses. In addition, such students may be required to take one or more parts of the GRE and meet individual departmental requirements. In general, students in this category will not be permitted to continue in the program for more than two semesters unless they have qualified for fully matriculated status, or there are special extenuating circumstances.

Applicants to these two programs whose requests for admission have been denied because of inadequate undergraduate

academic performance may also take the appropriate GRE and possibly qualify on the basis of their composite score. Energy management requires both the quantitative and verbal examinations; the remaining disciplines require the verbal.

Applicants in this category would do well to consult with the appropriate graduate program director for advice and guidance before embarking on this route.

Master of Science in Computer Science

Master of Science in Information, Network, and Computer Security

Master of Science in Electrical and Computer Engineering

Admission to any of these programs requires a bachelor's degree in computer science, engineering, or a closely related field (e.g., physics or mathematics) from an accredited program with a minimum 2.85 cumulative GPA. For applicants holding a degree in engineering, an accredited program is one that is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). For those who have completed degrees in computer science or a closely related field, an accredited program is one taken at a college that is regionally accredited, e.g., by Middle States Association of Colleges and Schools.

Applicants whose undergraduate major is different from their intended graduate program must satisfy all specific course prerequisites. This may require them to complete undergraduate courses or prerequisite graduate courses that do not count toward satisfying degree requirements.

Applicants to any of these programs who do not have a minimum 2.85 cumulative GPA from an accredited program, but appear to have the potential for success, may be required to take the Graduate Record Examination (GRE). Admission will be based upon consideration of test results, previous academic performance, related employment, and an interview.

Admission to School of Health Professions Graduate Programs

Master of Science in Clinical Nutrition Program

Admission is based on the ability of applicants to assure the respective faculties that they have the motivation and academic capacity to perform successfully at the graduate level in a particular discipline. Initial judgment will normally be made on the basis of the applicant's undergraduate cumulative GPA, although the director may also call for scores on the Graduate Record Examination (GRE) or other supporting materials, if deemed advisable.

Applicants with an undergraduate cumulative GPA of 2.85 or higher can be accepted directly to the program. Those whose undergraduate average falls between 2.50 and 2.84, at the discretion of the director, may be given the opportunity to demonstrate their qualifications for full matriculation by achieving a graduate cumulative GPA of 3.0 or better in the first four graduate degree courses. In addition, such students may be required to take one or more parts of the GRE and meet individual departmental requirements. In general, students in this category will not be permitted to continue in the program for more than two semesters unless they have qualified for fully matriculated status, or there are special extenuating circumstances.

Applicants to this program whose requests for admission have been denied because of inadequate undergraduate academic performance may also take the appropriate GRE and possibly qualify on the basis of their composite score. Clinical Nutrition requires the verbal examinations.

Applicants in this category would do well to consult with the appropriate graduate program director for advice and guidance before embarking on this route.

See program description for further information.

Master of Science in Occupational Therapy Program

The NYIT Occupational Therapy Program participates in the Occupational Therapist Centralized Application Service (OTCAS) for all students applying for direct entry into the professional phase. All applicants for the professional phase MUST submit their applications through OTCAS to be considered for admission. A completed application must be received by the program from OTCAS no later than Jan. 15. The priority application due date is Dec. 1. Information about OTCAS can be obtained online at otcas.org.

To be eligible for admission into the master's program, applicants must possess a bachelor's degree from an accredited college, with an academic record that includes a balance of coursework in the humanities, social sciences, mathematics, and life sciences, as well competence in written and spoken English. Basic computer skills (preparation of documents, spreadsheets, graphs, databases, research, and presentations) are required. To be competitive, applicants should have an overall GPA of at least 2.5, with no science or math grade below C. Other admission requirements include:

- Proof of 100 hours of volunteer work under the supervision of a licensed occupational therapist;
- An essay detailing the desire to pursue occupational therapy as a career;
- Two professional letters of recommendation on letterhead, one of which must be from a licensed occupational therapist. The recommendations must be dated within the past six months. Both references should be in a sealed envelope with the referee's signature over the seal;
- Official transcripts from all post-secondary schools attended;
- A personal interview (for those applicants who qualify); and
- Onsite essay on an assigned topic.

The Occupational Therapy Admissions Committee will review completed applications, and those who qualify will be invited to the interview process. The committee will render the final admission decision.

Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships and/or field work and impact the student's ability to complete the required program courses and qualify for graduation, certification, and/or licensure.

See program description for further information.

Master of Science in Physician Assistant Studies

NYIT's Physician Assistant program participates in the Central Application Service for Physician Assistants (CASPA). Applications must be completed online at caspaonline.org. A supplement application is not required.

Deadlines:

- A completed and fully processed application must be received by the program from CASPA no later than Dec. 1.
- Priority in application review and invitation to interview is available for strong candidates. To be considered, applicants must ensure that a completed CASPA application and supporting documentation are received by the program by Sept. 1.
- Please factor in the processing time needed by CASPA – a minimum of six weeks – when submitting your application. We highly recommend submitting your application early to avoid missing the deadline due to the processing time. It is the applicant's responsibility to ensure that all supporting documents reach CASPA in a timely manner.

Admissions requirements include:

- a baccalaureate degree with a strong emphasis on science and mathematics
- a minimum overall GPA of 3.0 on a 4.0 scale
- *All of the following prerequisites should be completed within the previous 10 years at a regionally accredited institution in the United States:*
 - two semesters of biology (Microbiology and genetics are highly recommended but not required. If taken, these courses can be used toward the biology requirements.)
 - one semester of psychology
 - one semester of anatomy and one semester of physiology (may be substituted with the combination of a two-semester sequence of Anatomy and Physiology I AND Anatomy and Physiology II)
 - two semesters of college chemistry with labs
 - two semesters of college math (it is recommended but not required that one of these math courses include one semester of statistics)
- three professional letters of reference, including one from a physician assistant, osteopathic doctor, or medical doctor
- a one-page personal narrative (completed as part of the CASPA application)
- minimum of 100 hours of verifiable direct patient care experience in the U.S. health care system
- met the technical standards of the physician assistant program
- successful completion of a criminal background check after acceptance and prior to entry. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships, and/or field work, and impact the student's ability to successfully complete the program and achieve certification and/or licensure.

Graduate Record Examination (GRE) scores. Please contact the exam administrators, [Educational Testing Service](http://EducationalTestingService.org), to have your scores forwarded to the following Designated Institution (DI) Code: 0390. Entry into the program for newly accepted students begins in the fall semester of each year. The admission process is highly competitive. Applications are reviewed relative to undergraduate intensity of studies, cumulative and science GPA, GRE scores, patient care experience, personal narrative, and letters of reference. Personal interviews, required for admission, are offered to the most qualified individuals. For additional information, please visit the program webpage: nyit.edu/pa.

See program description for further information.

Doctor of Physical Therapy Program

The NYIT Physical Therapy Program participates in the Physical Therapist Centralized Application Service (PTCAS) for all students applying for direct entry into the professional phase. All applicants for the professional phase **MUST** submit their applications through PTCAS to be considered for admission. Information about PTCAS can be obtained online at ptcas.org.

For admission directly into the doctoral program, applicants must possess a bachelor's degree and should have an academic record that includes a balance of coursework in the humanities, social sciences, and natural sciences, including competency in English writing. Generally, to be competitive, applicants should have a GPA of at least 3.0. Admission application deadline is Jan. 16. Other requirements include:

- Proof of 100 hours of volunteer time completed by the time of application (Please know that most applicants have significantly more hours, generally in the 300-500 hour range); and
- Two professional letters of recommendation on letterhead, with at least one from a licensed physical therapist. The recommendations must not be more than six months old. Both references should be in a sealed envelope with the referee's signature over the seal.

Students with a bachelor's degree must have satisfactorily completed the following courses at an accredited college with a grade of C+ or higher:

- two courses in general chemistry with lab
- two courses in general physics with lab
- two courses in general biology with lab
- one course in general/introductory psychology
- one course in abnormal psychology/other psychology course
- one course in college algebra/trigonometry
- one course in statistics
- one course in human physiology with lab (A+P I And II will satisfy this requirement)

See program description for further information.

The Physical Therapy Admissions Committee will review completed applications and those who qualify will be invited to the interview process. The committee will then render the final admission decision.

Additionally, all accepted applicants for entry into the professional phase of the program will be required to undergo a criminal background check through PTCAS after acceptance. Applicants to the Department of Physical Therapy should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships and/or field work and impact the student's ability to successfully complete the program and achieve certification and/or licensure. Please see the [PTCAS website](#) for further information.

Certificate in Alcohol and Substance Abuse Counseling

Applicants must meet the following requirements:

- Applicants to the 27 credit, advanced certificate program must have earned a bachelor's degree from an accredited college or university;
- Demonstrate academic achievement and potential for success in graduate studies by having earned a 3.0 (or higher) undergraduate GPA. Applicants whose GPA is less than 3.0 should contact the program coordinator for information about the program's alternative credential review process.
- Participate in an interview process which includes written and verbal responses to contemporary professional issues and trends.
- Submit one letter of recommendation (from an employer, a professor, or a personal character reference).

Admission to School of Management Graduate Programs

M.B.A. Academic Policies and Standards

The School of Management implements processes for the M.B.A. and B.S./M.B.A. - C.P.A. Track degree programs that are in addition to those of the university for the purpose of ensuring effective student selection and retention.

Admission Policies

Admission requirements for the M.B.A. program are:

- a baccalaureate degree from an accredited college;
- an official transcript of the undergraduate record with an adequate GPA. (Minimum GPA requirements for admission into the M.B.A. program are 3.0, or equivalence, at all campus locations);
- evidence of scholastic capacity and motivation to pursue graduate work as determined by a review of

- credentials; and
- a completed application form accompanied by a \$50 application fee.

Admission Notes

- All application materials must be fully submitted prior to consideration for admission to the M.B.A. program;
- All applicants will either be fully admitted or not admitted into the M.B.A. program;
- Professional background may not be used as a proxy or substitute for the admissions criteria;
- Students may neither be conditionally admitted into the M.B.A. program nor granted provisional status in the M.B.A. program;
- There will be no categories for non-matriculated or non-degree status;
- There will be no Early Admission students;
- No student may register for a 600 level M.B.A. course until fully admitted into the M.B.A. program (Students transferring from another NYIT graduate program into the M.B.A. program must satisfy the admissions criteria for the M.B.A. program);
- All Bridge Program students must complete all bridge courses with a satisfactory GPA prior to registering for any 600 level M.B.A. course;
- Students may only utilize a proxy examination score in place of the GMAT (e.g. GRE; LSAT) if explicitly approved by the School of Management Dean; and
- Students who already hold a graduate degree from a regionally accredited university will be admitted into the M.B.A. program upon receipt of the admissions documents.
- The Graduate Management Admission Test (GMAT), conducted by the Educational Testing Service, is not a requirement for admission, but may be submitted towards fulfillment of the M.B.A. admissions criteria. That is, students whose GPA is not satisfactory may submit a GMAT score and will be admitted to the M.B.A. program if a satisfactory composite score, as established by the graduate faculty and consisting of a numerical calculation of the applicant's undergraduate grade point average and the score received on the GMAT exam is established.

Admission of International Graduate Applicants with U.S. Equivalent Baccalaureate Degrees:

- Applicants for admission into the M.B.A. program who have completed only a three-year (or more) degree-bearing postsecondary program which is equivalent to a U.S. bachelor's degree may apply directly for admission into the M.B.A. program.

Admission of International Graduate Applicants without U.S. Equivalent Baccalaureate Degrees (M.B.A. BRIDGE and TRANSFER BRIDGE to M.B.A. programs):

- Applicants for admission into the M.B.A. program who have completed only a three-year (or more) degree-bearing postsecondary program which is not equivalent to a U.S. bachelor's degree may be eligible for the M.B.A. BRIDGE Program. Students admitted into the M.B.A. BRIDGE program are considered M.B.A. students.
- Other applicants for admission into the M.B.A. program from students who have earned undergraduate credits which have not resulted in an equivalency to a U.S. bachelor's degree may be eligible for the TRANSFER BRIDGE to M.B.A. program.

Eligibility for both programs (M.B.A. BRIDGE and M.B.A. TRANSFER BRIDGE to M.B.A. programs) includes the following additional provisions:

- The applicant may be required to take the NYIT English Proficiency Examination prior to enrollment;
- The applicant must meet the admissions policy (2) for the M.B.A. program;
- The applicant must complete additional undergraduate credit hours with a GPA of at least 3.0. A substantial number of these credits may be in English as a second language (ESL) courses depending upon the results of the aforementioned English proficiency examination. The number of credit hours varies based on the specific program (e.g. M.B.A. BRIDGE; TRANSFER BRIDGE to M.B.A.).
- Upon satisfactory completion of these additional undergraduate credits (and attainment of an NYIT baccalaureate degree for TRANSFER BRIDGE to M.B.A. students) and attainment of the aforementioned satisfactory GPA, the applicant will be permitted to enroll into 600/700 level courses. If the student fails to meet criteria (4), above, the student must either retake courses so that this condition is met or be dismissed from the M.B.A. program. There are no conditional admittances to the M.B.A. program.

Action Plan for M.B.A. BRIDGE students (completed only a three-year degree-bearing postsecondary program which is not equivalent to a U.S. bachelor's degree):

1. M.B.A. BRIDGE students will take credit hours of undergraduate coursework only (students may take 500 level classes towards fulfillment of this condition: these 1.5 credit hour courses which are identical in course content (scale and scope) to their articulated three (3) credit undergraduate courses, but in accelerated format, will carry three (3) credit hours equivalence towards the bridge requirements), with preference towards taking those courses that would satisfy M.B.A. prerequisite requirements and those ELI courses that are deemed necessary. Recommended courses include courses in the undergraduate B.S./B.A. business program core; English business

- coursework; American history coursework; and additional business courses in the specified area of specialization;
- 2. M.B.A. BRIDGE students will be advised by School of Management undergraduate advisors and the Office of Admissions concerning course selection;
- 3. M.B.A. BRIDGE students may take no graduate courses above the 500 level;
- 4. M.B.A. BRIDGE students may only take coursework that is not equivalent to courses on submitted transcripts from other institutions;
- 5. M.B.A. BRIDGE students must have successfully completed a total of 120 credit hours of coursework, including credit hours earned during their three-year postsecondary program in addition to those credit hours successfully completed in the bridge program, prior to enrolling into 600/700 level courses in the M.B.A. program;

Action Plan for TRANSFER BRIDGE to M.B.A. Applicants (earned undergraduate credits which have not resulted in an equivalency to a U.S. bachelor's degree):

- 1. M.B.A. TRANSFER BRIDGE students will take a minimum of 30 credit hours of undergraduate coursework only, with preference towards taking those courses that would satisfy M.B.A. prerequisite requirements (e.g. 595 courses) and those ELI courses that are deemed necessary.
- 2. All applicants must complete an NYIT baccalaureate degree prior to admission into the M.B.A. program;
- 3. Students will be advised by the Office of Admissions (Transfer Team) as to efficient pathways for degree completion, and appropriate coursework required towards completing a baccalaureate degree at NYIT;
- 4. See Action Plan for M.B.A. BRIDGE students; steps 3-5.

Waivers and Transfers

These policies ensure program integrity and also that student ability to attain the learning goals of the program is not compromised.

- The M.B.A. non-waivable program core credit hour requirement must be completed in the School of Management in its entirety;
- Waivers: Undergraduate and graduate coursework completed elsewhere, but only from a regionally accredited institution, may be used to waive credit hour requirements in the M.B.A. waivable program core, if equivalencies are established (The School of Management will administer a qualifying examination for the purpose of waiving credit hour requirements in the waivable core in those circumstances where there is evidenced professional, academic, or other relevant experience.);
- Waivers: A grade of C- or better is required for any course utilized to waive a course in the M.B.A. waivable program core;
- Transfer: A maximum of nine (9) credit hours of graduate coursework completed elsewhere, but only from a regionally accredited institution, may be transferred into the M.B.A. program and only toward the elective credit hour requirements;
- Transfer: No credit hours may be transferred into the M.B.A. "accounting specialization" component of the B.S./M.B.A. - C.P.A. Track program, unless they have been completed at an AACSB accredited institution and have equivalencies established with those courses they replace;
- Transfer: A maximum of three (3) credit hours completed elsewhere, but only from an AACSB accredited institution, may be transferred towards concentration requirements of the M.B.A. program. These credit hours are not in addition to the nine credit hours specified in (4), above; and
- Transfer of courses will only be considered for those with a grade of B or higher and must not have been applied towards another degree; and
- Courses presented for transfer credit must be submitted for consideration with official transcripts from the other program, and must have been completed within five years of initial acceptance into the M.B.A. program.
- Additional waiver and transfer policies for the 150 credit hour B.S./M.B.A. program are located under the heading for that program.

Academic Probation and Dismissal

These policies are in keeping with NYIT policies. Specifically, when a student's cumulative GPA falls below 3.0, the student is placed on academic probation immediately. The student then has exactly two semesters to bring the GPA to 3.0. If the student fails to do so, the student will be dismissed from the program. Grounds for departmental review and possible dismissal from the program also include:

- 1. Violation of NYIT's Academic Integrity policy; and
- 2. Violation of the Student Code of Conduct.

M.S. in Human Resources Management and Labor Relations Academic Policies and Standards

The School of Management implements processes for the M.S. in Human Resources Management and Labor Relations programs that are in addition to those of the university for the purpose of ensuring effective student selection and retention.

Admission Policies

Admission requirements for the MSHR/LR program are:

- A baccalaureate degree from an accredited college with a GPA of 3.0 or higher.
 - a. Applicants holding a baccalaureate degree from an accredited college whose undergraduate GPA is lower than 3.0 will also be considered, provided they have two or more years of relevant professional experience and/or they hold professional certifications such as PHR, SPHR, GPHR, etc.; they are required to provide detailed information about their professional experience/certification.
 - b. Applicants holding a baccalaureate degree from an accredited college whose undergraduate GPA is lower than 3.0 and who have no relevant professional experience are required to take the GMAT or GRE test and achieve satisfactory scores; they will also be interviewed by program faculty in order to be considered for admission.
- An official transcript from all other institutions attended.
- The intellectual capacity and motivation to pursue graduate work as determined by credentials.
- Two letters of recommendation.
- A personal interview.

Admission of International Students

- The Center for Human Resource Studies (CHRS) welcomes students from other nations who show promise of profiting from educational opportunities in the United States. International applicants must have completed only a three-year (or more) degree-bearing postsecondary program which is equivalent to a U.S. bachelor's degree in order to be considered for acceptance into the M.S. HR/LR
- Moreover, international applicants who have earned undergraduate degrees at foreign universities must provide evidence of English proficiency per NYIT policies. This may be accomplished either by achieving a minimum of 550 on the Test of English as a Foreign Language (TOEFL), a 6 on the International English Language Testing System (IELTS), or an examination deemed to be equivalent.

Admission Notes

- All application materials must be fully submitted prior to consideration for admission to the M.S. HR/LR program
- All applicants will either be fully admitted or not admitted into the M.S. HR/LR Program
- Students may neither be conditionally admitted into the M.S. HR/LR Program nor granted provisional status in the MSHR/LR program
- There will be no categories for non-matriculated or non-degree status
- There will be no early admission students
- No student may register for an M.S. HR/LR course until fully admitted into either the M.S. HR/LR (students transferring from another NYIT graduate program into the M.S. HR/LR program must satisfy the admissions criteria for the M.S. HR/LR program)

Waivers and Transfers

- The M.S. HR/LR non-waivable program core credit hour requirement must be completed in the School of Management in its entirety
- Waivers: Undergraduate and graduate coursework completed elsewhere, but only from a regionally accredited institution, may be used to waive credit hour requirements in the M.S. HR/LR waivable program core, if equivalencies are established; certification of competency in these areas by means of a proficiency examination such as CLEP or significant work-related experience may be considered
- Waivers: A grade of C- or better is required for any course utilized to waive a course in the M.S. HR/LR waivable program core
- Transfer: A maximum of nine credit hours completed elsewhere, but only from a regionally accredited institution, may be transferred in partial fulfillment of the curriculum requirements of the M.S. HR/LR program
- Transfer of courses will only be considered for those with a grade of B or higher and must not have been applied towards another degree
- Courses presented for transfer credit must be submitted for consideration with official transcripts from the other program, and must have been completed within five years of initial acceptance into the M.S. HR/LR program

These policies ensure program integrity and also that student ability to attain the learning goals of the program is not compromised.

Academic Probation and Dismissal

Students must maintain a 3.0 grade point average each semester. They may repeat a course in which they receive a grade of C or lower to raise their grade. A course in which the student receives a grade of F must be repeated, if required by the department academic review committee.

Academic probation is automatically imposed if the student's GPA falls below 3.0 in any semester, or the cumulative grade point average falls below 3.0. The student then has exactly one semester to bring the cumulative GPA to 3.0. If

the student fails to do so the student will be dismissed from the program. Students will also be dismissed if the semester GPA in any two successive semesters is below 3.0.

Grounds for departmental review and possible dismissal from the program also include:

1. Violation of NYIT's Academic Integrity policy
2. Violation of the Student Code of Conduct

The committee, at its discretion, may require the student to repeat one or more courses in which the student has a grade lower than B; reduce their credit load; take other remedial action; or recommend the student's dismissal from the M.S. HR/LR program.

Advanced Certificate Program in Human Resources Management

Advanced Certificate Program in Human Resources Management are designed for managers, union leaders, and others who require a knowledge of legal, behavioral, and organizational principles, and practices of human resources management.

Admission Policies

Students interested in enrolling in Advanced Certificate Program must submit an application to the Office of Graduate Admissions. The applicant must meet all admissions criteria for the M.S. HR/LR academic program.

Applicants will be notified in writing of their acceptance or rejection for the advanced certificate program. Since the admissions process takes approximately one month after the receipt of all required materials, interested persons are advised to apply well in advance of the semester in which they wish to enroll. New students may begin in the fall, spring, or summer semester.

Enrollment into the Master of Science Degree Program

Advanced certificate students who wish to matriculate in the Master of Science in Human Resources Management and Labor Relations program must follow the process outlined in this bulletin. In most cases, students may apply courses completed in Advanced Certificate Program toward requirements for the M.S. degree.

[Admission to NYIT College of Osteopathic Medicine](#)

Master of Science in Medical/Health Care Simulation Program

Applicants to the program must have earned a bachelor's degree from an accredited college or university with a minimum GPA of 2.85. Applicants will supply two letters of recommendation, complete a "Career Objectives Statement," and be interviewed by the program director. Students are required to either work in or develop a practicum experience in a patient simulation program to complete their master's thesis. Students must have high-speed Internet access, the ability to participate in online learning modules, and a PC or Mac with video conferencing capabilities. See the [NYIT College of Osteopathic Medicine](#) catalog for more information about this program.

General Information

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.

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 visit 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, Advising and Enrichment Center staff, peer advisors, and a comprehensive website with tools such as advisor schedules, semester maps, and advisement preparation guidelines.

First Semester Academic Advising:

All incoming first-year students are assisted by a first semester advisor upon admission to NYIT. Immediately following the placement exam, 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:

Once advised for their first semester, students will meet with a faculty advisor associated with their major for academic

advisement for all future semesters. Advisors guide students with their educational planning and provide career related advice. In order to ensure all curriculum requirements are being satisfied, students are required to meet with an advisor before registration each semester. Although advisors guide students through this process, the student must assume final responsibility for conforming to all college regulations and completing degree requirements. Advisor schedules are available at nyit.edu/advisors.

Advising and Enrichment Center (AEC)

The Advising and Enrichment Center (AEC) offers advisement support and resources as well as academic support services and programs to students in the NYIT community. Though students receive primary advising from assigned faculty or staff within their academic departments, the AEC provides supplemental professional and student led (see the “Peer Advisor” description below) 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. For additional information, please visit nyit.edu/aec.

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 in the course catalog and Student Handbook. For additional information, please visit nyit.edu/aec/peer.

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. Some such services are described below.

Academic Support Services

The Learning Center helps NYIT students meet their academic goals by providing free tutoring and skill-building workshops. Experienced peer tutors offer assistance in a wide range of undergraduate courses and skill-building subjects, such as time management and study skills, in a one-to-one, online, or small group setting. For additional information, please visit nyit.edu/learning_center.

Online Tutoring is available to all enrolled 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 visit nyit.edu/learning_center.

Supplemental Instruction (SI) is a non-remedial academic support program that targets historically challenging courses 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.

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 required to meet with an advisor from the Advising and Enrichment Center (AEC) and 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 AEC prior to registering for classes.

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 an AEC staff member 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.

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.

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.

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.

Student Solution Center

The Student Solutions Center (SSC) is committed to helping students stay on track both academically and financially to maximize their educational experience at NYIT. 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 undergraduate students—freshmen and transfers—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 can help navigate the transition from high school to college and 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
- providing personalized assistance to Veterans—see details below.

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.

General Information

Academic Calendar

New York Campuses Academic Calendar

Fall 2013

Aug. 26-30, Sept. 3	Registration for Fall, Cycles A and B and Intersession. Register online at NYITConnect. College closed Sept. 2. No classes
Sept. 3.	Online registration available 24/7. Advisor approval required to register.
Sept. 4	Fall and Cycle A classes begin
Sept. 4-17	Fall late registration and program changes. Cycle A late registration and program changes through the second class meeting
Sept. 11-Oct. 22	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. 18-Dec. 14	Fall withdrawal period. The W grade is assigned through Oct. 29. Beginning Oct. 30 the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 27	Last day to apply for December 2013 graduation. Students must apply online at NYITConnect
Oct. 14	No day classes scheduled. Evening classes meet. Administrative offices closed
Oct. 23-24	Cycle A final exams
Oct. 24	Last day to satisfy incomplete grades earned in Cycle D 2013
Oct. 28	Cycle B classes begin. Cycle B late registration and program changes through second class meeting
Nov. 4-15	Priority academic advisement for Spring, Cycles C and D, and Intersession
Nov. 6-Dec. 14	Fall withdrawal period. W or WF grade may be assigned.
Nov. 8-Dec. 17	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. 11-24	Priority online registration for Spring, Cycles C and D, and Intersession
Nov. 27 -Dec. 1	No classes scheduled. Administrative offices closed.
Dec. 2	Fall and Cycle B classes resume. Administrative offices open
Dec. 10-13	Make-up days for day classes only. Evening classes meet
Dec. 15-21	Fall final exams
Dec. 18-20	Cycle B final exams
Dec. 21	Last day to satisfy incomplete grades earned in Spring 2013 and Summer 2013 (all sessions)

Intersession 2014

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

Spring 2014

Jan. 13-17	Registration for Spring, Cycles C and D. Register online at NYITConnect. College closed Jan. 20. Online registration available 24/7. Advisor approval required to register.
Jan. 21	Spring and Cycle C classes begin
Jan. 21-Feb. 3	Spring late registration and program changes. Cycle C late registration and program changes through second class meeting
Jan 28-Mar. 11	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. 4-May 10	Spring withdrawal period. W grade is assigned through Mar. 25. Beginning Mar. 26 the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 14	Last day to apply for May 2014 Graduation. Students must apply online at NYITConnect.
Feb. 17	No classes scheduled. Administrative offices closed
Feb. 18	Monday classes meet.
Mar. 12-13	Cycle C final exams

Mar. 13	Last day to satisfy incomplete grades earned in Cycle A 2013
Mar. 15-23	Spring recess. No classes scheduled
Mar. 24	Cycle D classes begin. Spring classes resume.
Mar. 24-Apr. 4	Priority academic advisement for Summer 2014, Fall 2014, Cycles A and B 2014, and Intersession 2015
Mar. 25-May 10	Spring withdrawal period. W or WF grade may be assigned.
Mar. 28-May 13	Cycle D withdrawal period. The W grade is assigned through the eighth (8th) class meeting. Beginning the ninth (9th) class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Mar. 31-Apr. 13	Priority online registration for Summer 2014, Fall 2014, Cycles A and B 2014, and Intersession 2015.
May 7-9	Make-up days for day, evening and graduate classes
May 11-17	Spring final exams
May 14-15	Cycle D final exams
May 15	Last day to satisfy incomplete grades earned in Cycle B 2012 and Intersession 2013
May 18	Commencement

Summer 2014

May 21-June 17	Summer Session I - Four Week Courses May 21 - May 23: Late registration and program changes May 24 - June 4: Withdrawal period, W grade may be assigned June 5 - June 16: Withdrawal period, W or WF grade may be assigned
May 21-July 1	Summer Session I - Six Week Courses May 21 - May 23: Late registration and program changes May 24 - June 11: Withdrawal period, W grade may be assigned June 12 - June 29: Withdrawal period, W or WF grade may be assigned
May 21-Aug. 29	Summer Session III May 21 - June 3: Late registration and program changes June 4 - July 15: Withdrawal period, W grade may be assigned July 16 - August: 22 Withdrawal period, W or WF grade may be assigned
May 26	No classes scheduled. Administrative offices closed
June 27	Last day to apply for Aug 2014 graduation. Students must apply online at NYITConnect.
July 4	No classes scheduled. Administrative offices closed
July 7-Aug. 2	Summer Session II - Four Week Courses July 7 - July 9: Late registration and program changes July 10 - July 20: Withdrawal period, W grade may be assigned July 21 - July 31: Withdrawal period, W or WF grade may be assigned
July 7-Aug. 15	Summer Session II - Six Week Courses July 7 - July 9 Late registration and program changes July 10 - July 27: Withdrawal period, W grade may be assigned July 28 - Aug. 14: Withdrawal period, W or WF grade may be assigned
Aug. 29	Last day to satisfy incomplete grades earned in Fall 2013 and Cycle C 2014

Abu Dhabi Campus Academic Calendar



Fall 2013

Aug. 25 - Aug. 29	Fall Semester Advising & Registration Period for Current Students and New Applicants
Sept. 1	Fall Semester begins - First day of classes
Sept. 1 - Sept. 12	Add & Drop Period *
Sept. 13 - Oct. 24	Withdrawal period (W grade only assigned) **
Oct. 25 - Dec. 7	Withdrawal period (W/WF grade may be assigned) ***
Dec. 8 - Dec. 12	Final Exam Week
Dec. 13	Fall Semester ends - Instructors submit grades to New York
Dec. 15 - Jan. 2 Jan.	Midyear Vacation (three weeks)

Spring 2014

Jan. 5 - Jan. 9	Spring Semester Advising & Registration Period for Current Students and New Applicants
Jan. 12	Spring Semester begins - First day of classes
Jan. 12 - Jan. 23	Add & Drop Period *
Jan. 24 - March 6	Withdrawal period (W grade only assigned) **

March 7 - May 3	Withdrawal period (W/WF grade may be assigned) ***
March 31 - April 11	Spring Break (two weeks)
April 13	Resuming Spring Semester
May 4 - May 8	Final Exam Week
May 9	Spring Semester ends - Instructors submit grades to New York

Summer 2014

May 11 - May 15	Summer & Fall Semesters Advising & Registration Period for Current Students and New Applicants
May 18	Summer Semester begins - First day of classes
May 18 - May 22	Add & Drop Period *
May 23 - June 19	Withdrawal period (W grade only assigned) **
June 20 - July 19	Withdrawal period (W/WF grade may be assigned) ***
July 20 - July 24	Final Exam Week
July 25	Summer Semester ends - Instructors submit grades to New York

* 100% refund on courses dropped.

** 0% refund, Student and Instructor signatures required on withdrawal form. However, WF may be assigned automatically in case of excessive absences (no withdrawal form required).

*** W to be assigned if student has passed tests and assignments.
 WF to be assigned if student has failed tests and assignments.

Attendance:

Fall & Spring Semesters:
 Students with more than 7 unexcused absences in a course will receive an Automatic Withdrawal.

Summer Semesters:
 Students with more than 4 unexcused absences in a course will receive an Automatic Withdrawal.
 Students with more than 6 excused or unexcused absences in a course will receive an Automatic Withdrawal.

General Information

Bahrain Campus Academic Calendar



Fall 2013

Sept. 15 - 16	Registration for the Fall semester - advisor approval required to register.
Sept. 29	Fall 2013 Classes Begin
Sept. 29 - Oct. 3	Fall late registration and program changes.
Oct. 6 - 10	Special permission required to drop.
Oct. 13 - Nov. 23	Fall withdrawal period. The W grade is assigned through Nov. 23, 2013. Beginning Nov. 24, 2013 the W or WF grades may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 27	Last day to apply for Dec. 2013 graduation. Students must apply online at NYIT Connect.
Nov. 24 - Jan. 11	Withdrawal period (W/WF grade may be assigned). Student and instructor signature required on withdrawal form.
Dec. 21	Last day to satisfy incomplete grades earned in the Spring and Summer 2013.
Jan. 12 - 18	Fall final exams

General Information

Nanjing Campus Academic Calendar



Fall 2013

Aug. 25	Registration of 2013 Freshmen for ELI program Freshmen ELI program orientation
Aug. 26 - 27	ELI program for 2013 Freshmen
Sept. 2	Fall Semester begins for Sophomores, Juniors, and Seniors
Sept. 2 - 6	Fall advisement for current students. Fall late registration and program changes.
Sept. 19 - 20	Mid-Autumn Festival. Campus closed. No classes scheduled.
Sept. 23 - 27	Fall withdrawal period. The W grade is assigned through Sep 27, 2013. Beginning Sep 30, 2013, W or WF grades may be assigned. Student and instructor signatures required on withdrawal form.
Oct. 1 - 7	China National Day. Campus closed. No classes scheduled.
Oct. 8	Freshmen classes begin
Oct. 21	Last day to apply for Dec. 2013 graduation. Students must apply online at NYIT Connect.
Dec. 16 - 20	Fall 2013 final exams.
Dec. 20	End of Fall semester. Last day to satisfy incomplete grades earned in the Spring 2013 semester. Instructors submit final grades to New York.

General Information

Vancouver Campus Academic Calendar



Fall 2013 (Sept. 3 - Dec. 20)

Sept. 2	Labour Day (CAN). Campus closed. No classes scheduled.
Sept. 3	Fall Term begins. Start of Cycle A (Sept. 3 - Oct. 25) classes. Late registration and program changes through second class meeting.
Sept. 17 - Oct. 15	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 the withdrawal form.
Oct. 14	Thanksgiving Day (CAN). Campus closed. No classes scheduled.
Oct. 25	End of Cycle A classes.
Oct. 28	Start of Cycle B (Oct. 28 - Dec. 20) classes.
Nov. 11 - Dec. 9	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 the withdrawal form.
Nov. 11	Remembrance Day (CAN). Campus closed. No classes scheduled.
Nov. 18 - 29	Advisement period for Spring 2014 registration.
Dec. 2 - Jan. 3	Registration for Spring 2014. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.
Dec. 20	End of Cycle B classes. End of Fall term. Last day to satisfy incomplete grades earned in Spring 2013 and Summer 2013.
Dec. 23 - Jan. 1	Campus closed. No classes scheduled.

Spring 2014 (Jan. 6 - April 25)

Jan. 1	New Year's Day (CAN). Campus closed. No classes scheduled.
Jan. 6	Start of Cycle C (Jan. 6 - Feb. 28 eight week) classes. Late registration and program changes through second class meeting.
Jan. 20 - Feb. 17	Cycle C (Jan. 6 - Feb. 28) classes 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. 10	Family Day (CAN). Campus closed. No classes scheduled.
Feb. 28	End of Cycle C classes.
Mar. 3	Start of Cycle D (March 3 - April 25) classes. Late registration and program changes through second class meeting.
March 17 - April 14	Spring 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.
March 24 - April 4	Advisement period for Summer 2014 registration.
April 7 - May 2	Registration for Summer 2014. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.
April 4	Good Friday (CAN). Campus closed. No classes scheduled.
April 7	Easter Monday (CAN). Campus closed. No classes scheduled.
April 25	End of Cycle D classes.

Summer 2014 (May 5 - Aug. 22)

May 5	Start of Summer 1 (May 5 - June 27) classes. Late registration and program changes through second class meeting.
May 19 - June 16	Summer 1 withdrawal period. The W grade is assigned through the eighth (8th) class meeting. Beginning the ninth (9th) class meeting the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
May 19	Victoria Day. Campus closed. No classes scheduled.
May 30	Vancouver Commencement.
June 27	End of Summer 1 classes.
June 30	Start of Summer 2 (June 30 - Aug. 22) classes. Late registration and program changes through second class meeting.
July 1	Canada Day. Campus closed. No classes scheduled.
July 21 - Aug. 1	Advisement period for Fall 2014 registration.
Aug. 4 - 29	Registration for Fall 2014. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.
Aug. 22	End of Summer 2 classes.

General Information

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.

Awards by School

- Architecture & Design
- College of Arts & Sciences
- School of Education
- Engineering & Comp. Sci.
- Health Professions
- School of Management

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.

Osteopathic Medicine
Student Services

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.

School of 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, and a senior faculty plus one other full-time faculty to a female fourth-year student in the Bachelor of Architecture program for travel related to a proposed thesis project. Selection will be 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 designing architecture or community planning.

Certificate for Architectural Design Gold and Silver certificates

Awarded by the architecture faculty design committee to the most deserving graduating five-year students in architecture. Based on a five-year exhaustive review of very 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 the 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

To the 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 the architecture and design faculty for excellence in interior design.

Interior Design Faculty Award

Conferred by the 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 will be awarded to deserving students who have demonstrated superior academic achievement in the NYIT School of Architecture and Design who will be participating in NYIT's travel abroad program.

Robert Jensen Memorial Award

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

Melvin Lerner Memorial Award

Presented to the 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

To the 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 the interior design faculty for outstanding service to the department.

Arthur J. Pettorino Memorial Award

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

Gina Pisano Ricci Award

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 the faculty to 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

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

College of Arts and Sciences**Fine Arts****Certificate for Art Faculty Award**

Conferred by the fine arts faculty to the 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.

Faculty Award for Best Animation Project

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

Fine Arts Department Chairperson Award

Conferred by the fine arts department to the 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 the student who excels in the discipline of digital sculpture.

The Valdis Kupris Painting Award

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

The Cornelius Scholl Photography Award

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

Interdisciplinary Studies**Interdisciplinary Studies Award**

To graduating seniors in recognition of outstanding scholarship and overall achievement.

Social Sciences**Social Sciences Award**

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

Dr. Chung S. Lee Memorial Scholarship

This scholarship is intended for majors in political science, and has been established in memory of Professor Chung S. Lee.

English**Faculty Award for Literature Studies**

Conferred by the Manhattan English Department faculty 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 Manhattan English Department 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 English department.

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 Award**

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

Psychology Chairperson's Award

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

Michael Wubnig Memorial Scholarship Award

Awarded to the outstanding graduating senior in Behavioral Sciences who enrolls in the Mental Health Counseling program.

Communication Arts**Advertising Copy Award**

Presented to the advertising degree graduating seniors majoring in advertising at the Old Westbury campus and another at the Manhattan campus who has demonstrated the most outstanding skills in advertising writing.

Advertising Design Award

To the advertising degree graduating senior at the Old Westbury and Manhattan campuses who has excelled in advertising design.

Advertising Leadership Award

To the advertising degree graduating senior at the Old Westbury and Manhattan campuses who has demonstrated outstanding leadership in management of professional and academic advertising projects.

Advertising Presentation Award

Conferred on the advertising degree graduating senior at Old Westbury campus and another at the Manhattan campus who has demonstrated the most outstanding presentation skills.

John J. Theobald Graduate Achievement Award in Communication Arts

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

William M. Altman Award

To the 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, Old Westbury, who has chosen film as a specialization and has excelled in this field. Named in memory of the father of a communication arts staff member.

Neal Martin Cohen Memorial Award

To the 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 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 communication arts department 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

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

To graduating students in communication arts, Old Westbury and Manhattan, 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 the 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 communication arts department.

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./DO Award

For outstanding scholarship in the B.S./D.O. program.

B.S./DO Service Award

For outstanding service to the student body and improvement of college life at NYIT.

B.S./DO Pre–Clinical Education Award

For the most outstanding B.S./D.O. student in his/her first year of medical school.

Biomedical Society Award

Awarded by the officers of the Biomedical Society to a graduate in the Life Sciences for outstanding service.

Life Sciences Award

Awarded for outstanding scholarship in the field of Life Sciences to a graduating senior from the Old Westbury campus and one from the Manhattan campus.

Life Sciences Service Award

For outstanding service to the discipline of Life Sciences at the Old Westbury Campus and the Manhattan Campus.

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.

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.

Physics

Annual Physics Prize

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

To deserving NYIT students whose studies are in the field of physics. Named in memory of a former member of faculty and staff.

School of 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.

Award for Excellence in Technology Teacher Education

Presented to the outstanding graduate and certified teacher who has achieved a high-quality grade point average.

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 upon 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 upon 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 upon 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 upon 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 the internship and within the 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 the 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, demonstrated excellence in academic work, and has received superior recommendations from cooperating professionals during internship.

School Engineering and Computing Sciences**American Institute of Aeronautics and Astronautics Outstanding Student Award**

Awarded to a graduating student who has made a great contribution toward the operations of the student branch of the American Institute of Aeronautics and Astronautics.

American Society of Mechanical Engineers Award

Presented in recognition of outstanding academic achievement in the mechanical engineering major throughout a four-year program.

Andrew Farber Memorial Award

Awarded to a full-time electrical engineering undergraduate who has achieved excellence in the field throughout a four-year program.

Bachelor of Science in Electrical and Computer Engineering Technology Faculty Award

Presented to a graduate at each campus who has attained superior scholastic achievement and participation in the program.

Computer Science Faculty Award

Awarded to a graduating senior at each campus for creativity, ability, and service in the discipline of computer science.

Computer Science Graduate Faculty Award

Awarded to a Master's student who had attained superior scholastic achievement and participation in the discipline of computer science.

Dean's Award

Presented to a graduating student who has achieved a high academic average in the Bachelor of Science in Computer Science.

Electrical and Computer Engineering Award

Awarded to a graduating student at each campus for creativity, ability, and service in the discipline.

Electrical and Computer Engineering Faculty Award

Awarded by Old Westbury faculty members to a graduate who has attained superior scholastic achievement and participation in the discipline.

Electrical and Computer Engineering Graduate Faculty Award

Awarded to a Master's student who had attained superior scholastic achievement and participation in the discipline of electrical and computer engineering.

Energy Management Achievement Award

Awarded to an outstanding Master's student who combines scholarship with personal achievements.

Energy Management Graduate Faculty Award

Awarded to a Master's student who had attained superior scholastic achievement and participation in the discipline of energy management.

Environmental Technology Graduate Faculty Award

Awarded to a Master's student who had attained superior scholastic achievement and participation in the discipline of environmental technology.

Information, Network, and Computer Security Graduate Faculty Award

Awarded to a Master's student who had attained superior scholastic achievement and participation in the discipline of information, network, and computer security.

John J. Theobald Graduate Achievement Award

Awarded to one Master's student in Computer Science, Electrical and Computer Engineering, and Energy Management, Environmental Technology, and Information, Network, and Computer Security.

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 an 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 NYIT campuses who have high scholastic averages and records of service to the campus community.

Samuel Shapiro Scholarship Award

Awarded to a 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

Presented to a graduate who demonstrates academic excellence in the program.

School of Health Professions**John J. Theobald Graduate Achievement Award in Physical Therapy**

Conferred upon 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 the Physical Therapy faculty upon the graduating student who demonstrates scholarship in the design, development, and execution of an original research project

Physical Therapy Academic Performance Award

Conferred by the Physical Therapy faculty upon the graduating student with the highest overall grade point average

Physical Therapy Clinical Education Performance Award

Conferred by the Physical Therapy faculty upon the graduating student who received the highest performance rating by his or her clinical supervisor

Physical Therapy Leadership Award

Conferred by the Physical Therapy Faculty upon the graduating student whose outstanding extracurricular activities reflect dedication both to the students and faculty in the program in Physical Therapy and to the NYIT community at large

Physical Therapy Professional Award

Conferred by the Physical Therapy faculty upon the graduating student who has demonstrated career development consistent with the highest standard of the profession

Benjamin Morey Commitment to Excellence Award

Conferred by the Physical Therapy faculty upon the graduating student who demonstrated significant perseverance in the pursuit of physical therapy.

John J. Theobald Graduate Achievement Award in Clinical Nutrition

Conferred upon 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 community in health and nutrition

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 was infectious and whose joy in research was deep and enduring. To be awarded to the student who has shown achievement and future potential in the area of research.

Excelsior Award in Nursing

Conferred by the Nursing faculty upon the graduating student with the highest overall grade point average

Nursing Leadership Award

Conferred by the Nursing faculty upon the graduating student who has demonstrated service to the students and faculty of the program in nursing and to the NYIT community at large

Madeline M. Leininger Award in Nursing

Conferred by the Nursing faculty upon 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 chair of the Department of Nursing upon the graduating student who has demonstrated significant perseverance in the pursuit of success in nursing

Florence Nightingale Award in Nursing

Conferred by the faculty of the Nursing Department upon the graduating student who best embodies the spirit of nursing

Occupational Therapy Academic Performance Award

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student with the highest overall grade point average.

Occupational Therapy Fieldwork Performance Award

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student who received the highest Psychosocial Fieldwork II rating by the clinical supervisor.

Occupational Therapy Leadership Award

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student whose outstanding extracurricular activities reflect dedication to the students and faculty of the occupational therapy program and to the NYIT community at large.

Hermine Plotnick Award in Occupational Therapy

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student whose outstanding

extracurricular, classroom, laboratory, and clinical performance provide a model for balance in occupational performance.

Occupational Therapy Professional Development Award

Conferred by the Faculty of the Occupational Therapy Department upon the graduating student who has demonstrated career development consistent with the highest standards of the profession.

Occupational Therapy Group Research Award

Conferred by the Faculty of the Occupational Therapy Department for outstanding scholarship in design, development, and execution of an original research project.

John J. Theobald Graduate Achievement Award in Physician Assistant Studies

Conferred upon a deserving student in the Physician Assistant Studies program, based on scholarship and outstanding contribution to the College and the outside community

Outstanding Academic Performance In Physician Assistant Studies

Conferred by the chair and faculty of the Department of Physician Assistant Studies to the student with the highest cumulative grade point average in the didactic phase of the program

Outstanding Clinical Performance In Physician Assistant Studies

Conferred by the chair and faculty of the Department of Physician Assistant Studies to the student with the highest cumulative grade point average in the clinical year

Physician Assistant Studies Research Award

Conferred by the chair of the Department of Physician Assistant Studies in recognition of outstanding research

Physician Assistant Studies Leadership Award

Conferred by the chair and faculty of the Department of Physician Assistant Studies to the student whose outstanding leadership reflects dedication both to the students and faculty in the program.

Physician Assistant Studies Outstanding Service Award

Conferred by the chair and faculty of the Department of Physician Assistant Studies to the student who has provided outstanding service to the program, college, and community.

Dean's Award for Excellence in Mental Health Counseling

Conferred by the Dean of the School of Health Professions upon 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 upon a graduate of the Mental Health Counseling Program in recognition of outstanding leadership within the cohort and the field. The recipient embodies the spirit of leader advocate and has demonstrated excellence in academic work, as well as superior recommendations from cooperating professionals during an internship.

Bachelor of Health Sciences Academic Performance Award

Conferred by Health Sciences faculty upon the graduating student with highest overall Grade Point Average who has also demonstrated excellent potential as a future health professional.

Bachelor of Health Sciences Senior Practicum Performance

Conferred by the Health Sciences faculty upon the graduating student with outstanding performance in the Senior Practicum experience.

Bachelor of Health Sciences Student of Distinction

Conferred by the Health Sciences faculty upon the graduating student who has demonstrated significant perseverance and achievement in the pursuit of academic and experiential success.

School of Management

Nat Deerson Scholarship Award

Conferred to an Old Westbury graduating student 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

To the student who has excelled in extracurricular activities related to the business program.

New York CPA Society Award

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

To a graduating student who has achieved excellence in business studies.

Hospitality Management**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 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 the faculty of the hospitality management department on the student who has demonstrated continued service, 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 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 culinarian contest winner.

NYIT College of 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

For overall academic excellence.

Council of Student Council President's Student D.O. of the Year Award**Dean's Award**

Conferred for service to 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 OMM, sponsored by Schering Pharmceutical.

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.

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 extra-curricular 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, 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 the 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 activity and/or special effort related to the student's field of interest.

Residential Life Service Award

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

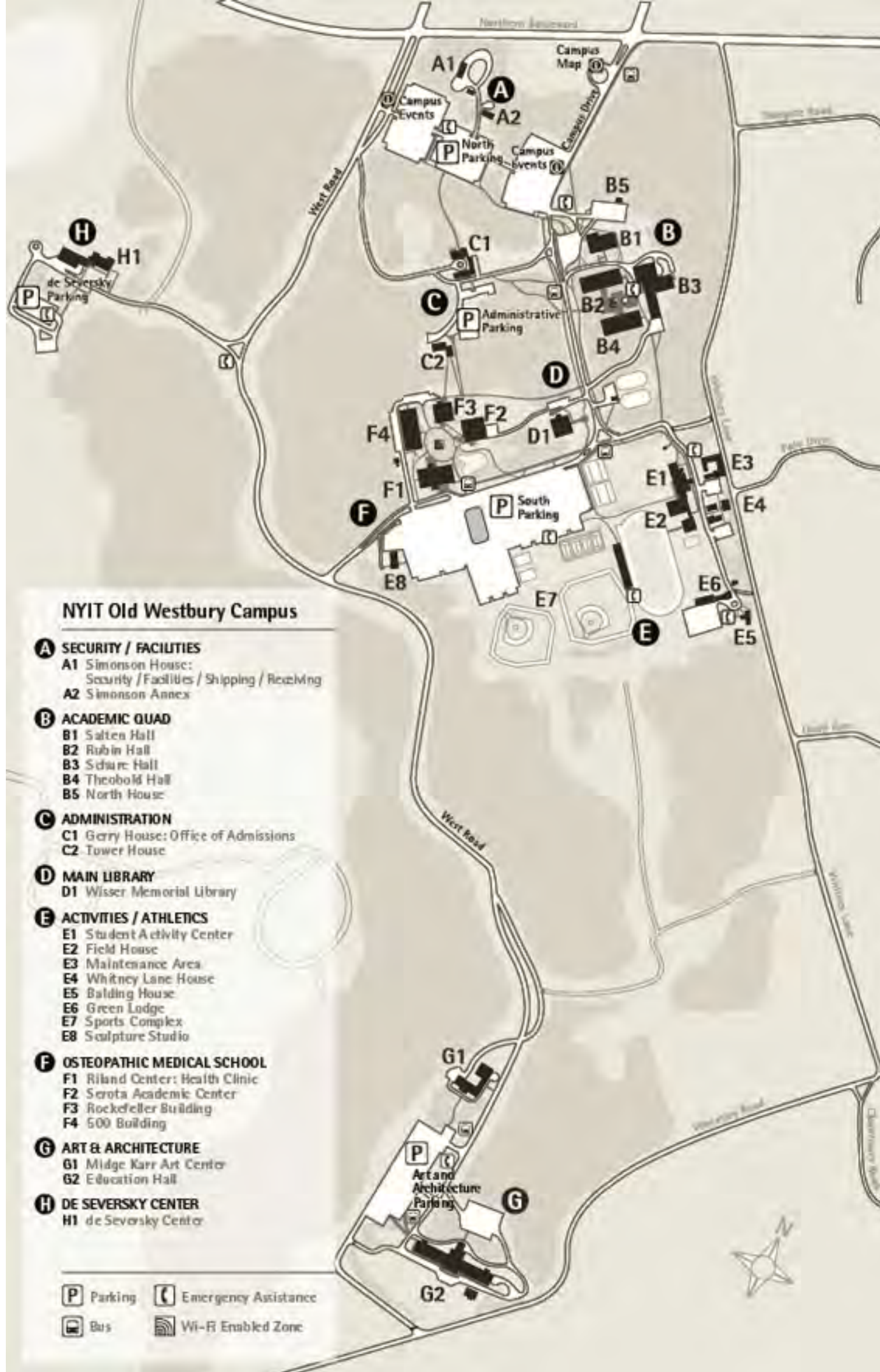
Presented to a graduating student at each campus for outstanding service to the college.

General Information

New York Campus Maps

NYIT-Old Westbury Campus

Take a virtual tour at nyit.edu/tour

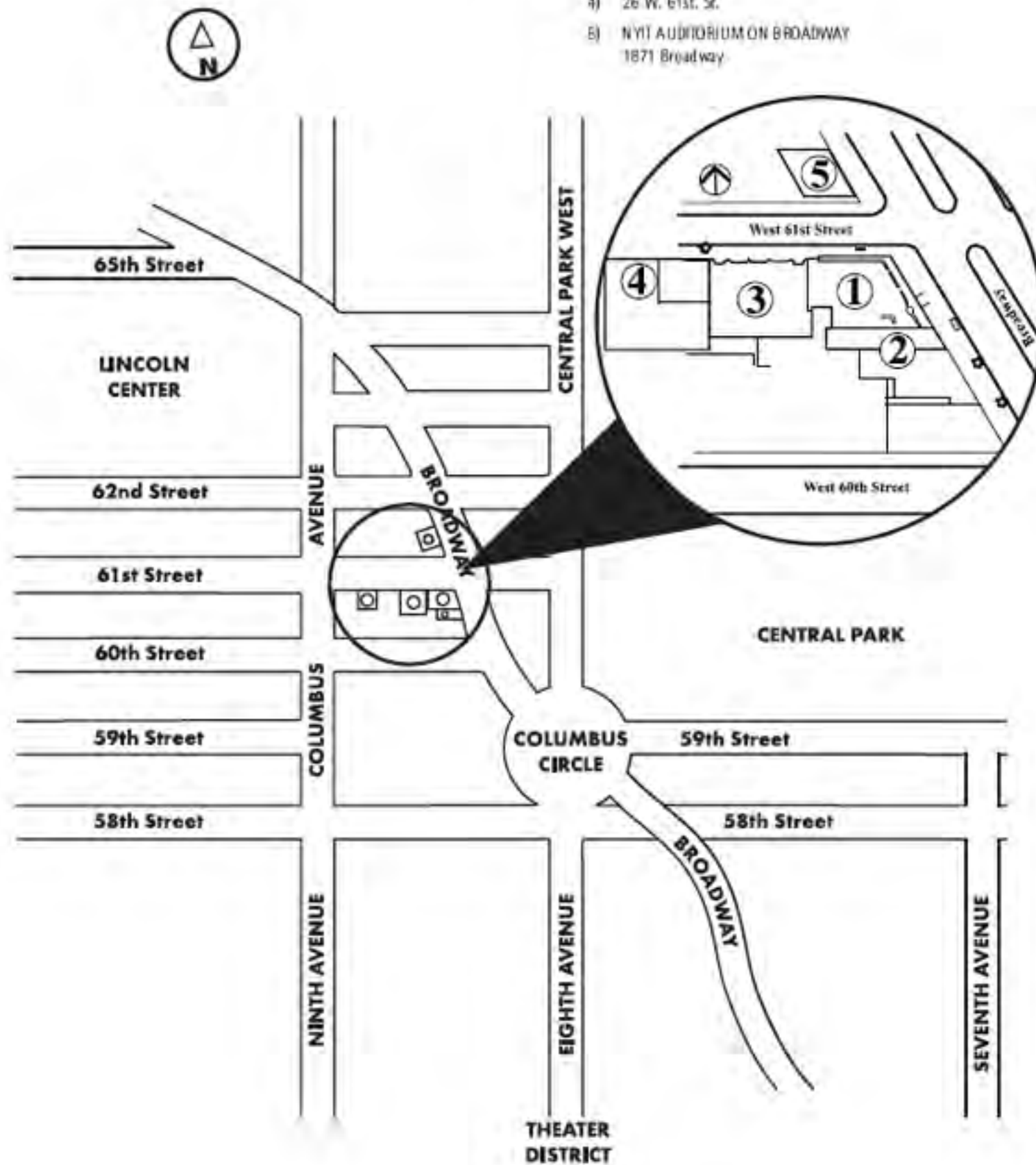


NYIT-Manhattan Campus

Take a virtual tour at nyit.edu/tour

Manhattan Campus Map

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



Global



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 or call 516.686.7409.

In addition to programs offered at its global campuses and through numerous partnerships (see Global Partnerships), 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.

Academic Programs at NYIT's International Campuses

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

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

Graduate Academic Programs

Business Administration

Global

Global Partnerships

NYIT is looking to partner with universities that share the same vision, mission and values, and that are student-centered with a strong interest in continuous integration of technology in their curriculum and operations. As a result, NYIT students and faculty benefit from dual-degree programs and other cooperation programs through opportunities to collaborate on research, organize conferences and workshops, and immerse themselves in NYIT’s global network.

A number of collegial discussions with other institutions over the few past years have materialized into full partnerships, as follows:

- Brazil:** Centro Universitário da Fei (Fundação Educacional Inaciana Pe. Saboia De Medeiros)
- China:** Communication University of China (CUC)
China University of Mining and Technology (CUMT)
Tsinghua University
Jiangxi University of Finance and Economics (JUFE)
Jinan University
Nanjing University of Posts and Telecommunications (NUPT)
Northwest University (NWU)
Renmin University of China
Shandong Institute of Business and Technology (SDIBT)
Tongji University
Xiamen University
Zhejiang University of Finance and Economics (ZUFE)
- France:** EDH/EFAP (École des Métiers de la Communication)
- India:** IFIM College
- Taiwan:** National Taichung University of Education (NTCU)
- Turkey:** Yildiz Technical University (YTU)
Isik University

NYIT offers global opportunities that few other colleges provide, and NYIT's international footprint broadens the horizons of students and faculty through a network of global campuses and partner institutions where students can study while keeping their credits toward their degree.

Global

Study Abroad

NYIT offers a semester-long study abroad program in China at its Nanjing campus, in both the fall and spring

semesters. Although this program is primarily open to undergraduate students majoring in business, computer sciences, electrical engineering and communication arts, students from all other disciplines are welcome to apply.

NYIT students in New York may also spend one semester or a full academic year at our global campus in the United Arab Emirates.

Graduate students in the School of Management may spend a semester in Shanghai, China through our partner university, Tongji University, or at our campus in Vancouver, Canada.

NYIT's colleges and schools also offer short-term summer and intersession programs, often led by faculty or staff members.

In addition, the Center of Global Exchange can coordinate undergraduate study abroad opportunities at other partner institutions around the globe as well as provide information about scholarships and funding. For more information about study abroad, please contact globalexchange@nyit.edu or call 212.261.1517.

Enrollment

Graduate Students



Advisement

Each student is assigned an adviser for assistance in structuring a program. NYIT posts a list of program advisers at registration time. The student's adviser is available for help and guidance, and the adviser's approval is required for each registration. Students are responsible for conforming to all college regulations and completing curriculum requirements.

Program Loads

Graduate programs are generally part-time; students are normally allowed to carry six credits or two courses per semester. A program beyond six credits may be permitted if a student has provided evidence of the ability to complete such a program successfully. A 12-credit program is normally authorized only for students who are not employed. U.S. Immigration and Naturalization Department regulations require international students on F-1 visas to pursue a full-time course of study. At NYIT this is defined as a minimum of nine credits per semester at the graduate level.

Course Offerings and Locations

The courses in this catalog represent academic offerings for each discipline. Specific courses are given in accordance with student demand. The Graduate Schedule of Courses, which includes section listings, times and locations, is available online.

Student Services

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.

Student services include:

- Career Services
- Student Employment
- First-Year Programs
- Counseling and Wellness
- Student Activities and Athletics
- Alumni Placement

Student Services

Career Services



Academic programs at NYIT prepare students for entry into the job market or into graduate or professional schools. Programs offered by NYIT's 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 qualified candidates. NYIT CareerNet provides the opportunity for alumni and students to conduct online job searches and gain ongoing career development.

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 also developed and facilitated through 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, visit nyit.edu/cs.

Student Services

Student Employment



The Office of Student Employment is coordinated through the Office of Career Services on each NYIT campus to provide a variety of on-campus employment and off-campus paid community service opportunities for NYIT students, which foster and promote career and leadership development.

In a part time job on- or off-campus, or in a paid community service position, students may enhance their academic experiences by applying learned skills and theories in a practical setting while earning income to assist with college expenses. Student employment also allows the student an opportunity to interact in a global community and meet critical needs of the college as well as learn skills for career preparedness.

To support the academic mission of NYIT, the Office of Student Employment aims to:

- Support the recruitment and retention goals of NYIT Enrollment Services.
- Place students in part-time employment which will complement and support their academic experience.
- Provide career and professional training and experiences for lifelong learning and job development.
- Assist students in financing their education.
- Educate and assist supervisors and employers in their role as supervisors.
- Deliver administrative and technical support to employers and the NYIT community.
- Provide a qualified, dependable, motivated workforce for on and off-campus employers.

The Office of Student Employment also serves as the clearinghouse for all on-campus student employment opportunities. The student employment staff assists NYIT students, faculty, and community service agencies with all student employment related matters. Please visit or contact the Office of Student Employment to learn more about student employment opportunities.

Student employment is available to students who are in good academic standing, and for a number of jobs on campus, have demonstrated financial need. Financial need is determined by the Office of Financial Aid, and is based on information provided in the FAFSA (Free Application for Federal Student Aid) form. If you are unaware of your Federal Work-Study status, please go to the Office of Financial Aid and meet with a representative. Although international students are not eligible for Federal aid, they can apply for other on-campus student employment funded through the Student Aid Program, which is administered through the Office of Student Employment.

For more information about student employment, visit nyit.edu/cs.

Student Services

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 Mentor 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.

Student Services

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 50 semester hours, with at least 25 of those semester hours at NYIT, and have demonstrated scholastic excellence by maintaining a 3.5 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 3.11. In addition, 187 student-athletes were named to the Athletic Directors Honor Roll during the 2012-2013 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), Day with the Bears, and Make-A-Wish fundraising initiatives. In 2012-2013, the Bears volunteered 1,200 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 basketball, women's volleyball, men's tennis, women'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.

Policies and Rules

Academic Policies »

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Other NYIT Policies

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Accommodation Policy for Students with Disabilities
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Academic Policies and Rules

Registration

Registration Procedures and Policies »

NYIT makes every effort to provide registration information prior to the beginning of each registration period. Each student is responsible for completing the registration procedure. Students must register on the dates indicated on the academic calendar. Registration procedures are the same for degree candidates and non-matriculated students. 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 cannot be officially registered until all tuition and fees are satisfied. Attendance is not permitted in any class without official registration for that class.

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.

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

Adding & Dropping Courses »

Students are permitted to add and drop classes 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.

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

Withdrawal From a Course »

The decision to withdraw from a course should be made only after consulting with the course instructor and faculty advisor. Withdrawing from a course may affect eligibility for financial aid. Consult with the Financial Aid office for more information. To withdraw from a course, the student and the 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.

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

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 lateness or absences will be allowed during the semester. Instructors shall inform students of the consequences following excessive absences and/or lateness. 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.

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

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](#)

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.

Undergraduate Students 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.

Grades and Credits

Academic Load »

Full-time study is defined as 12 or more credits per term. 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. Except for graduating seniors, students taking less than 12 credits during a semester will not be certified as full-time 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 (Undergraduate Students) »

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		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.

Grading (Graduate Students) »

<p>Graduate students receive one of the following grades for each course completed and/or registered for during each semester:</p>			
Grade		Quality Points	Used in GPA Calculation
A	Excellent	4	Yes
B+		3.3	Yes
B	Good	3	Yes
C+		2.3	Yes
C	Satisfactory	2	Yes
F	Failure	0	Yes
I	Incomplete	0	No
W	Withdrawal	0	No
P	Pass grade given in oral comprehensives, thesis and externships.	0	No
S	Satisfactory progress in thesis or project course; grade will be changed when course is completed.	0	No
U	Unsatisfactory progress in thesis or project course.	0	No
WF	Withdrawal, failing	0	Yes
IF	Failure from an Incomplete	0	Yes

Quality Points »

<p>Quality points are awarded in accordance with the grade schedule above. For example, students who</p>
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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 grades of AU, F, I, IF, P, PR, W o WF.

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). 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.

Major Modifications

In cases where students change majors to a significantly different field of study, the student's record may be major modified. Major modified courses are not included in the computation of the grade point average and have no credit value but remain on the academic transcript. These courses have no credit value and do not satisfy degree requirements. Major modified courses must be approved by the Dean/Chair.

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

Note: For some courses in the health professions programs, credit value differs from contact hours.

See program descriptions.

Repeating Courses (Undergraduate Students) »

Undergraduate students who have earned a C-, D+, D, F, IF, W, WF 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 (Undergraduate Students) »

An undergraduate 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.

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.

Academic Standing

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.

GPA »

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, F, IF, or WF.

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+, F, IF or WF.

Probation and Dismissal (Undergraduate Students) »

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 a second sequential (not necessarily contiguous) regular semester, 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 14 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 may be 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.

Probation and Academic Standing (Graduate Students) »

A student must achieve a minimum cumulative grade point average (GPA) of 3.0 or better to graduate. Students whose cumulative GPA falls below a 3.0 will be placed on academic probation.

The first time a student's cumulative GPA falls below the minimum requirement, he/she shall be placed on Probation I for the next regular semester. When a student's cumulative GPA falls below the minimum requirement for two regular semesters (not necessarily sequential), the student shall be placed on Probation II for his/her next regular semester. When a student's cumulative GPA falls below the minimum requirement for three regular semesters (not necessarily sequential), the student's record will be reviewed by the academic department, and he/she may be dropped from the program.

Some academic departments have stricter program-related policies. Please refer to the specific academic school section within this catalog for more details.

Time Limit (Graduate Students) »

In the best interests of the student and the college, a maximum of five years is allowed for completion of degree requirements. Under exceptional conditions, an additional year may be permitted upon formal request to the appropriate graduate chairperson and approval by the dean of graduate studies.

Repeat Policy (Graduate Students) »

Students who have earned a grade of C or F in a course may retake the course to earn a higher grade. Only the higher grade will be used in computing the GPA; however, the original C or F grade will remain on the record as a matter of information. The only courses that may be repeated for credit are those that result in grades of C, IC, W, IF, F, or WF.

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.

Dean's List & Presidential Honor List (Undergraduate Students) »

An undergraduate 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.

Student Status

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 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.

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.

Withdrawing 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.

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 rematriculation 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.

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; 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.

Graduation

Rank »

NYIT does not rank students.

Graduation Evaluation Guidelines »

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; go to [My NYIT](#) 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:		
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
2013A	Cycle A 2013	2014C	Cycle C 2014	03/13/14
2013B	Cycle B 2013	2014D	Cycle D 2014	05/15/14
2014IN	Intersession 2014	2014D	Cycle D 2014	05/15/14
2013FA	Fall 2013	2014X3	Summer Session III 2014	08/29/14
2013Q1Z	Fall 2013 Middle East	2014X3	Summer Session III 2014	08/29/14
2014C	Cycle C 2014	2014X3	Summer Session III 2014	08/29/14
2014D	Cycle D 2014	2014A	Cycle A 2014	10/23/14
2014SP	Spring 2014	2014FA	Fall 2014	12/20/14
2014Q3Z	Spring 2014 Middle East	2014FA	Fall 2014	12/20/14
2014X1	Summer Session I 2014	2014B	Cycle B 2014	12/20/14
2014X2	Summer Session II 2014	2014B	Cycle B 2014	12/20/14
2014X3	Summer Session III 2014	2014B	Cycle B 2014	12/20/14
2014X1Z	Summer Session I Middle East	2014FA	Fall 2014	12/20/14
2014X2Z	Summer Session II Middle East	2014FA	Fall 2014	12/20/14

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: 518.474.5851

HEGIS Code Directory

Program	Degree	HEGIS No.	Code CIP	Campus*
Accounting	A.A.S.	5002	52.03021, 2	
Architectural Technology	A.A.S.	5602	4.0901 1, 2	
Business Administration	A.A.S.	5004	52.02011, 2	
Communication Arts	A.A.S.	5008	10.02021, 2	
Telecommunications Technology	A.A.S.	5310	15.03031, 2	
Telecommunications Technology - Verizon	A.A.S.	5310	15.03032	
Advanced Certificate in Alcohol & Substance Abuse	Advanced Certificate	2104.1	51.15011, 2	
Counseling	Advanced	813	13.99991	
Advanced Certificate in Computers in Education	Advanced	813	13.99991	

Advanced Certificate in Distance Learning	Advanced Certificate	799	13.99991, 2
Advanced Certificate in Emerging Technologies for, training	Advanced Certificate	799	11.0801 1
Advanced Certificate in Human Resources Management	Advanced Certificate	515	52.10011, 2
Instructional Design for Global E-Learning	Advanced Certificate	799	11.99991, 2
Advanced Certificate in Infrastructure Security, Management	Advanced Certificate	2199	43.01121
Advanced Certificate in Student Behavior, Management	Advanced Certificate	826.01	13.1101 1
Advanced Certificate S.T.E.M. Education	Advanced Certificate	899	13.99991
Teaching 21st Centry Skills	Advanced Certificate	799	11.99991, 2
Advanced Certificate in Virtual Education	Advanced Certificate	899	13.99991, 2
Advanced Diploma in School Leadership and Tech. English	Advanced Diploma	828	13.04041
Interdisciplinary Studies	B.A.	1501	23.01011, 2
Architecture	B.A.	4999	30.99991, 2
Communication Arts/TV-Radio Program Production	B.Arch	202	4.0201 1, 2
Communication Arts/TV-Radio Program Production	B.F.A.	603	9.0701 1, 2
Fine Arts/Computer Graphics	B.F.A.	603	9.0701 1, 2
Graphic Design	B.F.A.	1001	50.04991, 2
Interior Design	B.F.A.	1009	50.04021, 2
Hospitality Management	B.F.A.	1009	50.04081, 2
Interdisciplinary Studies	B.P.S.	508	52.09091, 2
Accounting - CPA Track	B.P.S.	4999	30.99991, 2
Advertising	B.S.	502	52.03011, 2
Architectural Technology	B.S.	604	9.0903 2
Architectural Technology - Construction Management	B.S.	299	4.0901 1, 2
Behavioral Sciences Social Work	B.S.	299	4.0901 1, 2
Business Admin/Accounting	B.S.	2201	45.1101 1
Business Admin/Finance	B.S.	506	52.02011, 2
Business Admin/Human Resource Management	B.S.	504	52.08011, 2
Business Admin/International Business	B.S.	515	52.10011, 2
Business Admin/Management	B.S.	513	52.11011, 2
Business Admin/Marketing	B.S.	506	52.02011, 2
Business Admin/Small Bus Mgmt & Entrepreneur	B.S.	509	52.14011, 2
Computer Science	B.S.	803	52.07991, 2
Criminal Justice	B.S.	701	11.01011, 2
Electrical & Computer Engineering Technology	B.S.	2105	43.01991
Electrical & Computer Engineering	B.S.	925	15 2
Engineering Management	B.S.	909	14.10011, 2
Health Sciences	B.S.	913	15.15011, 2
Interdisciplinary Studies	B.S.	1201	51.99992
Information Technology	B.S.	4999	30.99991, 2
Life Sciences / Biology	B.S.	701	11.01031, 2
Life Science/Biomedical Engineering Technology	B.S.	401	26.01011, 2
Life Sciences/Biomedical Engineering	B.S.	401	26.12011
Life Sciences/ Chemistry	B.S.	401	26.99991, 2
Life Sciences / Osteopathy (B.S./D.O.)	B.S.	401	40.05011, 2
Life Sciences / Occupational Therapy	B.S.	401	26.01011
Life Sciences / Physician Assistant	B.S.	1208	51.23061
Life Sciences / PreMed	B.S.	1201	51.09121
Life Sciences / Physical Therapy	B.S.	401	26.99991, 2
Mechanical Engineering	B.S.	1201	51.23081
Mechanical Engineering/Aerospace	B.S.	910	14.19011
Nursing	B.S.	910	14.19011, 2
Political Science	B.S.	1203	51.38011, 2
Psychology	B.S.	2207	45.10011, 2
Telecommunication Network Management	B.S.	2001	42.01011, 2
	B.S.	599	15.99992

Advanced Certificate in Energy Technology	Certificate	925	15.99991, 2
Advanced Certificate in Environmental Management	Certificate	599	52.99991, 2
Advanced Certificate in Facilities Management	Certificate	599	52.99991, 2
Certificate in Global Health	Certificate	1214	51.22011
Certificate in Technical Writing	Certificate	5008	9.0101 1, 2
Certificate in Vocational Independence Program	Certificate		0 CI
Osteopathic Medicine	D.O.	1210	51.19011
Osteopathic Medicine - Accelerated D.O./FP Residency	D.O.	1210	51.19011
Osteopathic Medicine	D.O.	1210	51.19011
Osteopathic Medicine Emegre Physicians Program	D.O.	1210	51.19011
Osteopathic Medicine	D.O.	1210	51.19011
Doctor of Physical Therapy	DPT	1212	51.23081
Communication Arts	M.A.	605	10.02021, 2
Communications Art - Bridge Program Student	M.A.	605	9.0701 1, 2
Urban and Regional Design	M.Arch	205	4.0301 1, 2
Business Administration	M.B.A.	506	52.02011, 2
M.B.A. Professional Accounting	M.B.A.	502	52.03011, 2
Business Administration - Bridge Program Student	M.B.A.	506	52.02011, 2
M.B.A. Finance CFA, M.B.A. Finance CFA	M.B.A.	506	52.08011, 2
M.B.A. - Decision Science Concentration, a	M.B.A.	506	52.02011, 2
Business Administration - Finance	M.B.A.	506	52.08011, 2
Business Administration - Marketing	M.B.A.	506	52.02011, 2
Executive M.B.A.	M.B.A.	506	52.02012
M.F.A. - Computer Graphics	M.F.A.	1009	50.04021, 2
		1009.00,	
M.F.A. - Computer Graphics/Animation	M.F.A.	MA30871,	50.04021, 2
		OW31440	
		1009.00,	
M.F.A. - Computer Graphics/Fine Arts & Technology	M.F.A.	MA30871,	50.04021, 2
		OW31440	
		1009.00,	
M.F.A. - Computer Graphics/Graphics Design	M.F.A.	MA30871,	50.04021, 2
		OW31440	
Adolescence Educ: Math	M.S.	1701.01	13.13111, 2
Adolescence Educ: Science	M.S.	1999.2	40.99991, 2
Childhood Education	M.S.	802	13.12021, 2
Clinical Nutrition	M.S.	424	30.19011, 2
Clinical Nutrition Bridge Program	M.S.	1299	30.19011, 2
Computer Science	M.S.	701	11.01011, 2
Computer Science - Bridge Program Student	M.S.	701	11.01011, 2
Counseling/Mental Health - Bridge Program Student	M.S.	2104.1	13.11011
Counseling/School	M.S.	2104.1	13.11011, 2
Electrical & Computer Engineering	M.S.	909	14.10011
Electrical & Computer Engineering - Bridge Program	M.S.	909	14.10011
Energy Management	M.S.	599	15.05031
Energy Management - Bridge Program Student	M.S.	599	15.05031
Environmental Technology	M.S.	420	15.05991, 2
Environmental Technology - Bridge Program Student	M.S.	420	15.99991, 2
Human Resources Mgmt & Labor Relations	M.S.	516	52.10021, 2
Human Resources Mgmt & Labor Relations - Brigde Program	M.S.	516	52.10021, 2
Information, Network and Computer Security	M.S.	799	11.01011, 2
Info Ntwk & Comp Security - Bridge Student Program	M.S.	799	11.10031, 2
Instructional Technology: Ed Tech Specialist	M.S.	799	13.99991, 2
Instructional Technology: No Certification	M.S.	799	13.99991, 2
Instructional Technology: Professional Trainer	M.S.	799	13.99991, 2
Mental Health Counseling	M.S.	2104.1	51.15051, 2
Medical/Healthcare Simulation	M.S.	1299	51.99991
Neuromusculoskeletal Sciences	M.S.	1207	51.14011
Occupational Therapy	M.S.	1208	51.23061
Physician Assistant Studies	M.S.	1299.1	51.09121

***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.

Other NYIT Policies

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

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.

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.

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.

Policies and Rules

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.

Policies and Rules

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.](#)

Policies and Rules

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. See more about [NYIT parking rules and regulations](#).

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.

Student Educational Records - Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day NYIT receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The NYIT official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the NYIT official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NYIT to amend a record should write the NYIT official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If NYIT decides not to amend the record as requested, NYIT will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NYIT discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by NYIT in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NYIT who performs an institutional service or function for which NYIT would otherwise use its own employees and who is under the direct control of NYIT with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NYIT.

Upon request, NYIT also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYIT to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. NYIT may disclose PII from education records without obtaining prior written consent of the student –

To other school officials, including professors, within NYIT whom NYIT has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom NYIT has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising NYIT's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, NYIT, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information NYIT has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if NYIT determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of NYIT's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of NYIT, governing the use or possession of alcohol or a controlled substance if NYIT determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of student's educational records, to establish student's right to inspect and review these records, and to provide guidelines for correcting inaccurate data about students. NYIT fully complies with this federal act as follows:

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:

- name
- major field of study
- minor field of study
- address
- telephone number
- email address
- dates of attendance
- participation in officially recognized activities and sports
- photos
- height/weight (for athletic team members)
- date/place of birth
- degrees and awards received and dates awarded
- most recent previous institution attended
- school / college

Students must inform the college if they do not want this information disclosed by filing a written request with the Office of the Registrar. This can be done using a [Request to Prevent Disclosure of Directory Information](#) (PDF).

NYIT also complies with the federal Solomon Amendment, which requires colleges and universities to provide the following information from student records if requested by military recruiters:

- name
- address
- telephone number
- age or date of birth
- present level of education such as freshman or sophomore
- date of graduation
- academic field of study

NYIT complies with the [Personal Information Protection Policy \(PIPA\)](#) (PDF) which applies to students attending NYIT in British Columbia, Canada.

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.

Financial Aid Graduate 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. 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.

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

Federal Application Requirements and Procedures »

Requirements For Federal Student Aid
Federal Verification Requirements

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Requirements for Determination of Independent Student Status for Purposes of Federal Student Aid »

Graduate or professional students are considered independent for federal student aid purposes.

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

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Scholarships, Grants, and Assistantships »

Scholarships and Grants for Graduate Students: NYIT Vancouver Graduate Scholar Award, Combined Program Scholarship, Dr. Martin Luther King, Jr. Scholarship, The Graduate Scholar Award, NYIT Alumni Recognition Award
Graduate Assistantship

Eligibility: All Students »

Eligibility for NYIT institutional scholarships, grants, and assistantships is limited to students whose campus location is in Manhattan, Old Westbury or Online, unless otherwise stated. Institutional scholarships, grants, and assistantships are awarded and applicable to Fall and Spring semesters only. All registered credits, for determination of eligibility, must be applicable to the student's degree program of study. Students have the responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. Awards are not granted retroactively. Any designated 'tuition only' awards cannot exceed the cost of tuition and will be reduced accordingly. For maximum consideration for all types of scholarships and awards, students must file the FAFSA by the March 1 priority date at www.fafsa.gov. Additional information on program-specific awards and availability can be found by visiting the Office of Financial Aid online at www.nyit.edu/financial_aid.

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Loans »

Federal Direct Stafford Loans
Borrower Based Academic Years - "Seasonal Loans"
Federal Direct Graduate PLUS Loans
Private Loans

Institutional Programs

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 ...

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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 another institution for the semester(s). At least four weeks prior to the start of 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. A student must insure that they have a valid FAFSA on file at NYIT (using Title IV code 002732) to be eligible for Federal Financial Aid. Students must also submit the completed "Permission To Take Courses At Another College" form with all the appropriate signatures. The form may be obtained from the Registrar's Office.

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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,(34 CFR 668.5)]. Satisfaction of this requirement requires documentation from the respective academic department.

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Cooperative Tuition Award »

The Cooperative Tuition Certificate is an award that recognizes cooperating professionals/clinical instructors for mentoring NYIT students.

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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

GI Bill, www.gibill.va.gov

Office of the Registrar at NYIT's Old Westbury campus, email: registrar@nyit.edu

Yellow Ribbon GI Education Enhancement Program

Transfer of Post-9/11 GI-Bill Benefits to Dependents: Graduate Students

Title IV Student Withdrawal Policy »

Objective, Background, Policy

Withdrawal Date, Official Notification Provided, Official Notification Not Provided

Last Date of Attendance, Date of Institution's Determination of Student Withdrawal

Date of Official Notification Provided, Date of Official Notification Not Provided, Rescission of Withdrawal

Calculation of Earned Title IV Assistance, Withdrawal from Cycle Classes, Post-Withdrawal Disbursements

Refund of Unearned Funds to Title IV, Refunds by the College, Refunds by the Student

Payment Period or Enrollment Period, Documentation

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Satisfactory Academic Progress (SAP) Policy »

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

Introduction, Guidelines for Academic Progress

Qualitative Standard, Undergraduate Standard, Graduate Standard

Pace – (formerly referred to as the Quantitative Standard), Completion Rate, Maximum Time Frame for Degree Completion

Effects of Remedial, ESL, and Repeated Courses, Consequences of Failure to Meet Satisfactory Academic Progress
Financial Aid Warning, Financial Aid Probation, Appeal Process
Tuition Assistance Program (TAP) Satisfactory Academic Progress, TAP Waivers

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Additional Financial Aid Policies for Graduate Students

High School Diploma »

If you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a home school education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.

NYIT also 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. A high school diploma or recognized equivalent is required to receive federal student aid.

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Transfer Students »

All graduate students transferring from other institutions will have their credits evaluated by the Office of Admissions prior to admittance to NYIT. The annual and aggregate limits for graduate level loans are not contingent upon the number of transfer credits accepted by NYIT. All graduate level students have the same annual and aggregate limits, despite the number of transfer credits accepted. Graduate students are not eligible for Federal & State Grants. Please contact the Office of Graduate Admissions regarding other transfer credit requirements.

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Graduate Student Admissions »

Students must be fully accepted and matriculated into an approved program to be eligible for federal student aid funds. All courses taken must be a part of, and applicable to the enrolled program of study. Graduate students will not be offered Financial Aid if they have not met the full requirements for acceptance into an approved program of study.

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Combined Degree Programs - Federal Aid Eligibility »

Federal Reference; 2012-2013 FSA Handbook Vol. 3, Chapter 6, Calculating Awards and Packaging, <http://ifap.ed.gov/fsahandbook/attachments/Vol3Master1213Jun14.pdf>

Students enrolled in a combined undergraduate/graduate program are considered undergraduate for the first 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 must apply for the graduate portion of their combined program by contacting the Office of Graduate Admissions (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, up to 90 credits**).. 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

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Graduate Students Enrolled in Undergraduate Courses »

A graduate student who is required to complete preparatory undergraduate coursework may be eligible for federal student loans. A graduate student who is taking some undergraduate coursework is eligible for graduate loan limits if he/she is enrolled at least half time in graduate courses or at least half time in undergraduate coursework that can be applied to graduate program requirements. The student must already be admitted into an NYIT graduate program.

A non-matriculated student with a bachelor’s degree who is taking preparatory coursework for acceptance into a graduate school may be eligible for federal student loans. Students who must complete undergraduate coursework to fulfill degree requirements for a graduate program are not eligible for graduate loan limits unless enrolled at least half time for graduate credits. A graduate student taking undergraduate preparatory coursework will be eligible for undergraduate loan limits based on credit load and must submit a completed preparatory coursework form to the Office of Financial Aid.

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Preparatory Coursework »

- Policy
- English as a Second Language (ESLI Courses): Financial Aid Eligibility

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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....

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Federal Application Requirements and Procedures

Students who wish to apply for scholarships, grants and/or student loans are required to complete the [FAFSA](#) (Free Application for Federal Student Aid). The college code to be used on the [FAFSA](#) for NYIT is 002782. The FAFSA is available online at 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.

Requirements for Federal Student Aid

In order to qualify for Federal Student Aid, a student:

- Must be accepted into one of NYIT's degree granting programs and must be fully matriculated in that program.
- Must have a high school diploma or its recognized equivalent, such as a general educational development or GED certificate or has completed home schooling at the secondary level as defined by state law.
- Must be making satisfactory academic progress toward their degree.
- Must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs.
- Must not have been convicted of a federal or state drug offense.
- Incarcerated students are not eligible for federal student loans but are eligible for College Work Study and Supplemental Educational Opportunity Grants. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- Must not be in default on a prior federal student loan.
- Must be a U.S. citizen or permanent resident or other eligible non-citizen.
- Must have a Social Security Number.
- Male students are required to be registered with Selective Service to be eligible for federal financial aid funds. (A male student does not have to register if the student is below the age of 18, or was born before January 1, 1960.)
- With the exception of unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

Federal Requirements for Determining Unusual Enrollment History:

The NYIT Office of Financial Aid must adhere to the U.S. Department of Education's efforts to prevent fraud and abuse in the Federal Pell Grant Program and other Federal Financial Aid Programs by identifying students with unusual enrollment histories. An "unusual enrollment history" flag will be including on FAFSA results received from the U.S. Department of Education and will indicate, where applicable, that a student has an unusual enrollment history with regard to the receipt of Federal Pell Grant (Pell Grant) funds. The indicator is intended to address possible fraud and abuse in the Title IV student aid programs. For example, one specific enrollment pattern is where a student attends an institution long enough to receive Title IV credit balance funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining just long enough to collect another Title IV credit balance without having earned any academic credit. The NYIT Office of Financial Aid may request additional information from students with an "unusual enrollment history" flag on FAFSA results and the final receipt of Federal, State, Institutional and or Private aid is dependent upon satisfactory resolution.

Federal Verification Requirements:

When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called Verification. If a student's application is selected, the student, his or her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the NYIT Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by NYIT) and other supporting documentation as required.

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

As part of the Federal Verification process for the 2013-14 award year, NYIT may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear in person and provide government issued photo identification and sign a Statement of Educational Purpose. If you have questions or concerns, please contact the NYIT Office of Financial Aid at 516.686.7680 or via email at finaid@nyit.edu.

Requirements for Determination of Independent Student Status

for Purposes of Federal Student Aid

Graduate or professional students are considered independent for federal student aid purposes.

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

Financial Aid

Scholarships and Grants: Graduate Students

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

Most scholarships, grants and assistantships are renewable each fall and spring semesters and based on eligibility and funding availability. Students must be fulltime and satisfactorily complete 9 credits within their program each semester with no incomplete grades to be eligible for the awards for the upcoming semester. Proration may be available based on the specific award type, provided all other scholarship renewal criteria are met. Students must also maintain the minimum cumulative GPA each semester as required by the scholarship, grant and/or assistantship requirements effective at the time of admission to NYIT. Scholarships, grants, and assistantships are applied to 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 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 qualify for special discounted tuition packages may not qualify for other NYIT scholarships, or may have scholarships or discounted tuition packages reduced accordingly.

In the case of a tuition discount (e.g. tuition remission), scholarships received for credits taken in excess of maximum allowable discounted tuition will be prorated accordingly based on standard remaining credit ranges. In addition, students may only qualify for one discounted tuition program at a time. Any combination of scholarships and tuition credit awards cannot exceed tuition charges.

Students should contact the Office of Financial Aid for more information on the availability of scholarships, grants and assistantships.

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

- must be enrolled in graduate coursework required for their academic program.

- must maintain continuous enrollment.

- must maintain a minimum cumulative GPA, as required for specific scholarships.

- should file their [FAFSA](#) application by the March 1 priority date at www.fafsa.gov. (except International students)

- 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 six full-time semesters of continuous enrollment, unless enrolled as a transfer student.

Following is a list of graduate scholarships, grants, and assistantships offered by NYIT:

NYIT Alumni Recognition Award

This award program acknowledges NYIT's commitment to the professional success of its alumni. The Alumni Recognition Award is offered to those who hold a bachelor's or master's degree from NYIT and enroll as fully matriculated students in graduate courses. Awards are granted only for coursework required as part of the students enrolled graduate level degree program. The award applies to fall and spring semesters only. No summer session attendance will be covered under this award. A limited number of tuition-only credits are available for alumni and proration may be available under specified circumstances. No combination of scholarships and tuition credit awards will exceed tuition charges. Applications must be submitted once per academic year and this award is available for up to six semesters unless the student is a transfer student. Visit www.nyit.edu/financial_aid/forms to review and download an application form. For more information, contact the Office of Financial Aid at 516.686.7680.

Deadlines for the NYIT Alumni Recognition Award:

Fall Semester - Aug. 15 (FAFSA for the relevant Academic Year must be on file prior to the award filing deadline)

Spring Semester - Jan. 15 (FAFSA for the relevant Academic Year must be on file prior to the award filing deadline)

The Graduate Scholar Award

The Graduate Scholar Award recognizes the talents of graduate students who have demonstrated a high level of achievement in their past academic performance. This award consists of a tuition-only credit of up to \$3000 for graduate students. Award amounts vary depending on enrollment term and funds availability. This award applies to fall and spring semesters only. The award will be automatically renewed for up to six semesters of graduate study at NYIT if the applicant satisfactorily completes all requirements regarding coursework and maintains a semester and cumulative GPA of at least 3.3, with no incomplete grades. Proration may be available for applicants taking less than 9 graduate level credits per semester. No combination of scholarships and tuition credit awards shall exceed tuition charges. For more information, contact the Office of Financial Aid at 516.686.7680 or visit www.nyit.edu/financial_aid/scholarships/nyit#gsa.

Applicants for admission to the M.B.A. program may be required to take the GMAT. Admission to the program is predicated on the achievement of a satisfactory composite score as established by the graduate faculty. The complete score consists of a weighted combination of the applicant's undergraduate GPA and the score received on the GMAT. International applicants who have earned undergraduate degrees at foreign universities must provide evidence of English proficiency per NYIT policies. This may be accomplished by achieving a minimum of 550 on the Test of English as a Foreign Language (TOEFL), 6 on the International English Language Testing System (IELTS), or an examination deemed to be equivalent. All M.B.A. applicants may be required to take the GMAT and submit scores before a decision on acceptance can be made. For further details, please contact the Office of Graduate Admissions.

Dr. Martin Luther King, Jr. Scholarship

In memory of Dr. Martin Luther King, Jr. and in recognition of the beliefs that he espoused, this scholarship was established at NYIT. It is awarded through NYIT's HEOP office 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. For more information, contact the Arthur O. Eve Higher Education Opportunity Program Office at 201) 261-1545. Interested students can also send an information request via email to heopma@nyit.edu.

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 the first 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 must apply for the graduate portion of their combined program by contacting the Office of Graduate Admissions (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, **up to 90 credits 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.

NYIT Vancouver Graduate Scholar Award

NYIT offers the Vancouver Graduate Scholar Award to all eligible students in the M.B.A. Program at the Vancouver campus. Eligibility for this scholarship is limited to those students whose home location is Vancouver. Additionally, Student Aid British Columbia (SABC) helps eligible students with the cost of their post-secondary education through loans, grants, scholarships, and other programs. For more information, visit www.aved.gov.bc.ca/studentaidbc.

This award recognizes the talents of entering graduate students who have demonstrated a high level of achievement in

their past academic performance. The maximum award amount is \$4500. For additional information, contact the Office of Financial Aid at 516-686-7680.

Financial Aid

Graduate Assistantship

Each semester, a limited number of graduate assistantships are made available to graduate students through individual programs and offices. These graduate assistantships are available to full-time, fully matriculated graduate students. Each academic school or office selects from students applying to or already matriculated in a graduate program. High scholastic achievement and demonstration of professional competence as determined by course and/or life experience are criteria for the Graduate Assistantship Award. In exchange for hours worked, a student may obtain a tuition credit through the graduate assistantship program.

The Graduate Assistantship Award is available in increments of one credit, up to a maximum of six credits per semester. Students are expected to work a total of 50 hours per semester for each assistantship credit. International students may not work in excess of 20 hours per week in accordance with BCIS regulations. Students who do not complete the requisite number of work hours will have their awards reduced proportionally.

Work as a graduate assistant involves professionally oriented experiences that contribute to a student's education. Graduate assistantships may be awarded in conjunction with other scholarships. Maximum assistantships, in conjunction with scholarships, discounts, and other financial awards, are not to exceed tuition charges. Students are not permitted to carry tuition waivers from one semester to another or from one year to another. All students must have a minimum cumulative GPA of 3.25, and first-semester students must have permission from their adviser. Students interested in becoming graduate assistants should contact their program directors. Additional information can be obtained from the Office of Academic Affairs at 516.686.7630.

Please visit http://www.nyit.edu/academic_affairs/graduate_assistantship/ for more information.

Financial Aid

Eligibility: All Students

Eligibility for NYIT institutional scholarships, grants, and assistantships is limited to students whose campus location is in Manhattan, Old Westbury or Online, unless otherwise stated.

Institutional scholarships, grants, and assistantships are awarded and applicable to Fall and Spring semesters only.

All registered credits, for determination of eligibility, must be applicable to the student's degree program of study.

Students have the responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner.

Awards are not granted retroactively.

Any designated 'tuition only' awards cannot exceed the cost of tuition and will be reduced accordingly.

For maximum consideration for all types of scholarships and awards, students must file the FAFSA by the March 1 priority date at www.fafsa.gov. Additional information on program-specific awards and availability can be found by visiting the Office of Financial Aid online at www.nyit.edu/financial_aid.

Financial Aid

Federal Direct Stafford Loans

The William D. Ford Federal Direct Stafford Student Loan Program is sponsored by the U.S. Department of Education, offers low interest rates and easy repayment terms. The Federal Direct *Unsubsidized* Stafford Loan is available to graduate students. The loan is not credit based and only requires that student's meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Unsubsidized Stafford Loan. Depending on enrollment status, FAFSA results, Cost of Attendance and other factors, an amount will be awarded to eligible students. The federal government is the lender for student loans received through the Federal Direct Stafford Loan Program.

Borrowers are responsible for all interest that accrues on the Federal Direct Unsubsidized Stafford Loan, and have the option to pay the interest on their loans while in school or let interest accrue until repayment begins (known as capitalization). Applicants must be enrolled in at least half-time attendance (minimum 6 credits per semester) to be eligible for Federal Direct Unsubsidized Stafford Loans and to maintain eligibility for "in-school" deferment status.

Graduate students may borrow up to \$20,500 per academic year from the Federal Direct Unsubsidized Stafford Loan Program. If graduate students are taking undergraduate prerequisite courses, a Preparatory Coursework Form must be completed with their academic advisor and submitted to the Office of Financial Aid. Enrolled graduate students taking undergraduate preparatory coursework (concurrently while in a graduate program) may be eligible to receive undergraduate Direct Subsidized and Unsubsidized Stafford Loans. The total combined undergraduate, graduate, and professional aggregate loan limit for the Direct Stafford Loan program is \$138,500, of which no more than \$65,500 can be subsidized.

Loan repayments will not be required while students maintain at least half-time attendance. Repayment starts six months after students leave school or drop below half-time attendance. Interest on the Unsubsidized Stafford Loans begins to accrue when the loan is fully disbursed and students can make "interest-only" payments at any time.

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

Annual and Aggregate Graduate Limits:

Unsubsidized Stafford Eligibility Only

Annual:\$20,500*

Aggregate:\$138,500

Financial Aid

Borrower Based Academic Years - "Seasonal Loans"

A Borrower Based Academic Year (BBAY or Seasonal Loan) is specific to the period of study for which the borrower is attending, unlike a standard academic year, which for NYIT is Fall/Spring. For example, a Spring/Summer Academic Year or a Summer/Fall Academic Year represents a BBAY or Seasonal Loan. Seasonal Loans are available upon request for students who wish to receive Federal Financial Aid for Borrower Based Academic Years of Seasonal Loans.

Students who are taking six or more credits during the summer session may request to be awarded Federal Direct Unsubsidized Stafford Loans 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 Federal Loans for two terms at a time, a Borrower Based Academic Year, either Spring/Summer or Summer/Fall.

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 awarded. Students must complete the form in full, otherwise it will not be processed.

Students should understand that Federal Direct Unsubsidized 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-2013.pdf. We strongly recommend that students speak with a Financial Aid Counselor when completing the form, as they may have pertinent questions that can be answered in advance to avoid delays in processing.

Financial Aid

Federal Direct Graduate PLUS Loans

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

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

Previous GRAD PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a creditworthy endorser.

The charts below describe annual and aggregate maximum eligibility for the Federal Direct Unsubsidized Stafford & Graduate PLUS Loan Program.

Annual and Aggregate Loan Limits for Federal Direct Unsubsidized Stafford & Graduate PLUS Loan Programs

Federal Direct Unsubsidized Stafford

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

*Ineligible for *Subsidized* Stafford Loans

Federal Direct Graduate PLUS Loans

	Graduate Annual Limit	Aggregate Limit
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Financial Aid

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 and nyit.edu/financial_aid/loans/private_loan_tila_disclosure.

All loan paperwork is available online at nyit.edu/financial_aid/forms.

Financial Aid

Study Abroad Programs: Graduate Students

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, 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 as 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.

For more details, contact:
New York Institute of Technology
Office of Financial Aid
Northern Boulevard

Financial Aid

Financial Aid for Consortium Agreements: Graduate Students

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 another institution for the semester(s). At least four weeks prior to the start of 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. A student must insure that they have a valid [FAFSA](#) on file at NYIT (using Title IV code 002732) to be eligible for Federal Financial Aid. . Students must also submit the completed "Permission To Take Courses At Another College" form with all the appropriate signatures. The form may be obtained from the Registrar's Office.

Financial Aid

Financial Aid for Contractual Agreements: Graduate Students

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,(34 CFR 668.5)]. Satisfaction of this requirement requires documentation from the respective academic department.

Financial Aid

Cooperative Tuition Award: Graduate Students

The Cooperative Tuition Certificate is an award that recognizes cooperating professionals/clinical instructors for mentoring NYIT students. This certificate is granted in recognition of service rendered to NYIT via the Cooperating

Professional or Clinical Instructor programs. By accepting an NYIT student into their tutelage, the cooperating professionals/clinical instructors receive tuition remission award certificates. This award is provided to a clinical instructor or cooperating professional for each NYIT student participating in a Cooperative program. 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 as a negotiable instrument for payment of tuition charges only at the per credit rate in effect for the placement (qualifying) semester.

Non-monetary value is based on the per-credit charge in effect for the placement (qualifying) semester.

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 : a) end date of qualifying semester OR b) the date of issuance (whichever is earlier). This expiration date is determined by the issuing authority.

Award may be transferred one time and must be accompanied by a Transfer Form as supplied by the academic department.

Cooperating Professional/Clinical Instructor/Bearer will be responsible for all charges not covered by the value of the credit amount listed in the certificate.

The award may not be used for payment of a prior semester's charges.

This award certificate cannot be replaced if lost or stolen. No reproductions of this certificate will be accepted.

If for any reason departmentally approved certificate(s) are provided in any credit amount beyond the cumulative total of 12 credits of tuition per student, per academic program, the cumulative total of 12 credits tuition per student, per academic program will prevail.

Financial Aid

Veterans Benefits: Graduate Students

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

U.S. Department of Veterans Affairs (VA), www.va.gov

GI Bill, www.gibill.va.gov

Office of the Registrar at NYIT's Old Westbury campus, email: registrar@nyit.edu

Yellow Ribbon GI Education Enhancement Program

Transfer of Post-9/11 GI-Bill Benefits to Dependents: Graduate Students

Financial Aid

Yellow Ribbon GI Education Enhancement Program

NYIT is proud to be a part of the Yellow Ribbon GI Education Enhancement Program. 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 \$19,198.31 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

Specific eligibility requirements for the Yellow Ribbon Program may be found online at www.gibill.va.gov.

Eligible students fit the criteria as follows:

Served an aggregate period of active duty after Sept. 10, 2001 of at least 36 months.

Were honorably discharged from active duty for a service-related disability and served 30 continuous days after Sept. 10, 2001.

Are dependents 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. 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 annual funds for NYIT's Yellow Ribbon Program is limited. Student eligibility is determined 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.

Financial Aid

Transfer of Post-9/11 GI-Bill Benefits to Dependents: Graduate Students

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:

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.

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.

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.

For more information, please visit www.gibill.va.gov.

Financial Aid

Title IV Student Withdrawal Policy: Graduate Students

Objective

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

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

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

Background

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

Date of Institution's Determination of Student Withdrawal

The date of 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 to NYIT 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

Perkins Loans

Federal Direct Graduate PLUS Loans

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: Graduate Students

Financial Aid Rules for Academic Progress and Satisfactory Standards for Financial Aid Eligibility

This policy is effective for 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 academic progress 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.

NOTES: This Satisfactory Academic Progress (SAP) policy is separate and distinct from the Academic Probation and Suspension policy administered by the Office of the Registrar.

All enrollment periods, including those for which a student did not receive financial aid, are included in the measurement of Satisfactory Academic Progress. A student's entire academic history will be considered when determining SAP status, including all transfer credits on an 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 SAP standards 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 this 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. A student attending intersessions (short-term courses between fall and spring semesters) will have those courses evaluated with spring semester progress.

The measurement of SAP is calculated at the end of each enrollment period (semester) during the 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.

Graduate Standard

Graduate students 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 this Financial Aid Satisfactory Academic Progress policy.

The required cumulative GPA is based upon 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 Known as Quantitative Standard)

Students must meet a quantitative standard of academic progress measured as a completion rate percentage.

Students must successfully complete 67% of all attempted credits to graduate within 150% of the normal time frame.

The calculation is made as follows: Successfully Completed Credits / Attempted Credits = Completion Rate.

The result is 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 their degree objective within 150% of the normal time frame for degree completion. For example:

For a baccalaureate program requiring 130 credits, students must obtain degrees within 195 attempted credits ($130 \times 1.50 = 195$).

For associate degree programs of 60 credits, students must obtain degrees within 90 attempted credits ($60 \times 1.50 = 90$).

For graduate programs requiring 36 credits, students must obtain degrees 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, ESLI and Repeated Courses

Remedial and/or ESLI coursework does not count toward degree requirements. Remedial Course are counted as both attempted and earned credits. English as a Second Language (ESLI) courses are not counted in hours attempted or earned, but they are counted towards enrollment (full-time, $\frac{3}{4}$ time, etc.).

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

Consequences of Failure to Meet SAP - "Financial Aid Warning"

Financial Aid Warning is a status 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, the student is automatically placed in a Financial Aid Warning status, not to exceed one enrollment period, described as follows:

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 he/she 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

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress, has successfully appealed, and can meet minimum SAP standards by the end of the 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 of a student.
- Death of an immediate family member.
- Other extenuating circumstances that were unexpected and beyond a student’s control.

In all cases, circumstances must be sufficiently documented.

If unexpected circumstances occur and the 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, and the Academic School Designee will recommend whether a student’s eligibility should be reinstated. Appeal guidelines include:

The appeal must include appropriate documentation of the circumstances that led to the appeal and how a student will demonstrate successful academic progress at the next evaluation.

If a student is able to meet SAP policy standards within one enrollment period, the SAP Appeal Form and its documentation will be submitted to the Office of Financial Aid. The SAP Appeals Committee will review an appeal and make a final determination.

If a student requires more than one enrollment period to become compliant with SAP policy standards, an Academic Plan may be developed by the Academic School Designee to specify 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 the 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 their 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 SAP Appeal Form must be submitted with an Academic School Designee-approved Academic Plan 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. A decision is 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 postal mail and email. The decision of the SAP Appeals Committee is final.

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

Satisfactory Academic Progress for New York State Programs

Although graduate students are no longer eligible for the New York State Tuition Assistance Program (TAP), some students may qualify for other programs administered by New York State.

NYIT is responsible for implementing standards of satisfactory academic progress to maintain eligibility for all financial assistance programs, including federal, institutional, and New York state programs.

The standards that apply to New York state awards require recipients of such awards to maintain a steady rate of progress toward a degree and to earn a prescribed academic average. These standards affect all students who receive New York state awards. Additional information on SAP may be obtained from the Office of Registrar at registrar@nyit.edu or the Student Solutions Center at sscmanager@nyit.edu.

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 a waiver through the NYIT Counseling and Wellness Center and document one of three reasons for the request: death in the family, serious illness, or other

mitigating circumstances beyond his/her control. Approval of the waiver is not automatic. After careful review of the documentation by the Office of Financial Aid, 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 eligibility requirements, go to the New York State Higher Education Services Corporation (NYSHESC) website at www.hesc.com.

Financial Aid

High School Diploma: Graduate Students

If you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a home school education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.

NYIT also 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. A high school diploma or recognized equivalent is required to receive federal student aid.

Financial Aid

Transfer Graduate Students

All graduate students transferring from other institutions will have their credits evaluated by the Office of Admissions prior to admittance to NYIT. The annual and aggregate limits for graduate level loans are not contingent upon the number of transfer credits accepted by NYIT. All graduate level students have the same annual and aggregate limits, despite the number of transfer credits accepted. Graduate students are not eligible for Federal & State Grants. Please contact the Office of Graduate Admissions regarding other transfer credit requirements.

Financial Aid

Graduate Student Admissions

Students must be fully accepted and matriculated into an approved program to be eligible for federal student aid funds. All courses taken must be a part of, and applicable to the enrolled program of study. Graduate students will not be offered Financial Aid if they have not met the full requirements for acceptance into an approved program of study.

Financial Aid

Combined Degree Programs - Federal Aid Eligibility - Graduate Students

Federal Reference; 2012-2013 FSA Handbook Vol. 3, Chapter 6, Calculating Awards and Packaging, <http://ifap.ed.gov/fsahandbook/attachments/Vol3Master1213Jun14.pdf>

Students enrolled in a combined undergraduate/graduate program are considered undergraduate for the first 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 must apply for the graduate portion of their combined program by contacting the Office of Graduate Admissions (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, up to 90 credits**). 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

Financial Aid

Graduate Students Enrolled in Undergraduate Courses

A graduate student who is required to complete preparatory undergraduate coursework may be eligible for federal student loans. A graduate student who is taking some undergraduate coursework is eligible for graduate loan limits if he/she is enrolled at least half time in graduate courses or at least half time in undergraduate coursework that can be applied to graduate program requirements. The student must already be admitted into an NYIT graduate program.

A non-matriculated student with a bachelor's degree who is taking preparatory coursework for acceptance into a graduate school may be eligible for federal student loans. Students who must complete undergraduate coursework to fulfill degree requirements for a graduate program are not eligible for graduate loan limits unless enrolled at least half time for graduate credits. A graduate student taking undergraduate preparatory coursework will be eligible for undergraduate loan limits based on credit load and must submit a completed preparatory coursework form to the Office of Financial Aid.

Financial Aid

Preparatory Coursework

A student may apply for a Federal Unsubsidized Stafford or Graduate PLUS Loan for coursework the school has documented as necessary for him/her to enroll in an eligible graduate level program. The courses must be part of an eligible program otherwise offered by the school. If enrolled at least half time in these prerequisite courses, the student is eligible for loans for one consecutive 12-month period beginning on the first day of the loan period.

A graduate student may borrow up to \$12,500 in Federal Direct Unsubsidized Stafford Loans if he/she is taking preparatory coursework required for full admittance into an approved 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 the student is only taking these classes to raise his/her GPA in order to be admitted, he/she will not qualify. The ability to borrow funds requires that the student has not reached undergraduate loan limits for Federal Direct Unsubsidized Stafford Loans. 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.

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.

English as a Second Language (ESLI Courses): Financial Aid Eligibility

ESLI courses are not eligible courses for Financial Aid purposes and aid will not be awarded to cover tuition costs for these courses.

Financial Aid

Repeated Coursework: Graduate Students

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

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

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 courses section of the catalog to determine individual courses with minimum grade requirements for these programs.

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.

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, 2013	\$14,850
Spring term, 2014	\$14,850
Total	\$29,700

Combined Bachelor of Science/Doctor of Osteopathic Medicine

Fall term, 2013	\$14,850
Spring term, 2014	\$14,850
Total	\$29,700

Part-time undergraduates (less than 12 credits)

Per credit	\$1,005
Auditing an undergraduate course, per credit	\$1,005
Auditing a graduate course, per credit	\$1,050

Graduate Students

Per credit - Graduate Students	\$1,050
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Online campus (college fee not applicable)

Per credit (undergraduate)	\$1,005
Per credit (graduate)	\$1,050
Doctorate in Physical Therapy, per credit	\$1,050

Senior citizens (65 or older) are eligible to take undergraduate courses for the reduced tuition of \$675 per credit plus fees.

Vocational Independence Program per year (includes room, board & insurances)	\$55,995
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English Language Institute (ELI) Rates per Course:

ESLI-068	\$4,825
ESLI-077/078	\$2,410
ESLI-086/087/088/096/097/098/598	\$1,575
ESLI-595/596/597	\$1,385
ESLI-100	\$740

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	\$450
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College fee, full-time, per semester	\$540
College fee for full-time Health Professions; Architecture and Design; Engineering and Computing Sciences students, per semester	\$910
College fee for part-time (less than 12 credits) Health Professions, Architecture and Design, Engineering and Computing Sciences students, per semester	\$750
Mandatory health insurance premium for all residence hall students, per semester	\$1,002*
Mandatory health insurance premium for all international students, per semester	\$1,059.50*
Mandatory health insurance premium for residence hall students, new summer students	\$615*
Mandatory health insurance premium all international students, new summer students	\$650*
Mandatory accident insurance for full-time students, per semester	\$23*
Mandatory accident insurance for part-time students, per semester	\$5*
Mandatory accident insurance for full-time students, summer	\$14*
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	\$1,002*
Mandatory health insurance premium for all international students, per semester	\$1,059.50*
Mandatory health insurance premium for residence hall students, new summer students	\$615*
Mandatory health insurance premium all international students, new summer students	\$650*
Mandatory accident insurance for full-time students, per semester	\$23*
Mandatory accident insurance for part-time students, per semester	\$5*
Mandatory accident insurance for full-time students, summer	\$14*
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	\$290
Jan. 1 - payment made after Jan. 1	\$290
Late registration fee (all programs)	\$320**
** Returning students may register during registration periods up to the first day of the fall or spring term 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	\$4,600
Double	\$3,840
Deposit (nonrefundable)	\$315
Damage deposit (refundable, if damages not assessed)	\$125
Early termination of lease	\$340

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

Per person, per week	\$290
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Meal Plan, Per Semester

Old Westbury	\$2,275
Loeb Hall	\$200
Manhattan School of Music	\$100

Manhattan Residential Fees, Per Semester

Loeb Hall

Large Single	\$8,360
Single	\$7,300
Double	\$6,500

Loeb Hall Summer Monthly Rates:

Single	\$TBD
Standard Double	\$TBD
Large Double	\$TBD
Loeb Hall Housing deposit	\$325
Loeb Hall Damage deposit	\$200-\$500
Loeb Hall Early termination of lease	\$340

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

Single	\$6,965
Double	\$6,635
Triple	\$6,305
Housing deposit	\$325
Manhattan School of Music Damage deposit	\$200-\$500
Manhattan School of Music Early termination of lease	\$340

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 2013

All students

Aug. 1: 100% tuition and college fee	\$15,390
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Health Professions, Architecture and Design, Engineering and Computing Sciences

Aug. 1: 100% tuition and college fee	\$15,760
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Combined Bachelor of Science/Doctor of Osteopathic Medicine

Aug. 1: 100% tuition and college fee	\$15,760
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Spring 2014

All students

Jan. 1: 100% tuition and college fee	\$15,390
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Health Professions, Architecture and Design, Engineering and Computing Sciences

Jan. 1: 100% tuition and college fee	\$15,760
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Undergraduate Enrollment in Combined Bachelor of Science/Doctor of Osteopathic Medicine

Jan. 1: 100% tuition and college fee	\$15,760
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Intersession and Summer 2014: 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.

Tuition

Cooperative Work-Study Programs

The college's flexibility in arranging schedules for 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.

Tuition

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.

Tuition

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 less any refund or credit due you from the college, 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 and the rate includes an administrative fee retained by NYIT.**

For current rates and medical withdrawal claim forms, visit www.collegerefund.com and select New York Institute of Technology from the drop down menu.

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

Tuition

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, 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.

Tuition

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.

Tuition

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.

Tuition

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.

Schools and Colleges

Schools & Colleges



School of Architecture & Design »

College of Arts & Sciences »

School of Education »

School of Engineering & Computing Science »

School of Health Professions »

School of Management »

College of Osteopathic Medicine »

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 (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 (M.Arch.) The B.Arch. is recognized as a first professional degree and is fully accredited by the National Architectural Accrediting Board. 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.

About the School of Architecture and Design

Architecture, since ancient times, has been considered the mother of all 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 School of Architecture and Design's academic programs. The school maintains that this emphasis on design within the curriculum 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 and design today operate in a fast-changing, complex milieu. The emergence of computer technology and the rapid changes in building construction impose tremendous pressures on design pedagogy. Architecture and design 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, the School of Architecture and Design holds that each student must develop his/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 majors in either architecture or interior design.

Computer technology is having a profound effect on the planning and design of the built environment as well as on actual construction practices. Consistent with changes occurring in other professions, computers are drastically changing the way that architecture as an art and as a profession is practiced. The curriculum of 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 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 aesthetics in addition to functionality, efficiency, and safety. Many interior designers today are part of larger design teams including architects, engineers, consultants, contractors, and others 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.

School of Architecture and Design

Master of Architecture in Urban and Regional Design



NYIT's **Master of Architecture in Urban and Regional Design program (MAURD)** is a three-semester, 36-credit, post-professional degree for those holding a Bachelor of Architecture (B.Arch.) from an NAAB-accredited program. Students applying from other countries must hold equivalent accredited professional degrees.

The MAURD program's three advanced design studios address urban and regional design with focus on integrated strategies across urban sectors, sustainability, and resilient communities in the context of their region. Studios explore the relationship of design across spatial scales, from individual buildings to regional infrastructure, in ways that consider the impact of such intervention on interdependent human settlements.

The contemporary field of urban design is fluid, fast-moving, and global. The graduate program is located in the heart of midtown Manhattan, a world capital, drawing from world-class faculty, public-private organizations, and active professionals leading global practices based in the New York City metropolitan area. NYIT's strategic campus setting encourages students to combine theory with experience by living and working in a variety of areas and conducting field study in and around New York City. A study abroad program investigates existing canonical urban design and has been integrated into the design studio sequence.

The program works to prepare graduates to succeed in this interdisciplinary field by providing opportunities for case studies to test and apply new insights, theory, and designs to contemporary and future challenges. The program provides a theoretical and historical understanding of the origin and the socio-political function of cities. Students learn to apply a range of design tools, including digital modeling for urban design, demographics, land use, transportation, and ecological performance indicators. There is an emphasis on the consideration and critique of the historical, physical, social, political, and philosophical context shaping settlements and regions.

The full-time program entails 12 credits enrollment per semester, with limited exceptions on a case-by-case basis. Courses may be taught in a team format, depending on project type, intended product, and the relationship established with public agencies, civic organizations, and research funding. Some courses are organized as colloquia with noted experts providing a series of lectures with a course coordinator. For more information on admissions requirements and courses, visit [MAURD](#).

School of Architecture and Design Curriculum

Curriculum Requirements for Master of Architecture in Urban and Regional Design

Term 1:		Credits:
ARCH 701	Urban and Regional Design Studio I	6
ARCH 721	History of the City and Region	3
ARCH	Elective	3
		Total: 12 credits

Term 2:		Credits:
ARCH 702	Urban and Regional Design Studio II	6
ARCH 725	Theories of Urbanism and Suburbanism	3
ARCH	Elective	3
		Total: 12 credits

Term 3:		Credits:
ARCH 703	Urban and Regional Design Studio III	6
ARCH 726	Case Studies in Urbanism/Suburbanism	3
ARCH	Elective	3
		Total: 12 credits

Electives:		Credits:
ARCH 824	City and Regional Resources and Infrastructure	3
ARCH 841	Computer Aided Design and Planning I	3
ARCH 842	Computer Aided Design and Planning II	3
ARCH 861	Social, Economic, Legal and Political Issues of Urban and Regional Design	3
ARCH 871	Housing: Urban, Suburban, and Rural	3
ARCH 881	Issues of Practice	3
ARCH 882	Externship	3

Total credits required 36

College of Arts and Sciences

College of Arts and Sciences



Roger Yu, Ph.D., Dean

Undergraduate Departments and Programs

Advertising
Behavioral Sciences
 Criminal Justice
 Psychology
 Sociology/Social Work
Communication Arts
English and Speech
 English
 Technical Writing Certificate
English Language Institute
Fine Arts
 Computer Graphics
 Graphic Design
Interdisciplinary Studies
Life Sciences
Mathematics
Physics
Social Sciences
 Political Science

Graduate Programs

Communication Arts
English Language Institute
Fine Arts
 Graphic Design
 Computer Graphics and Animation
 Fine Arts and Technology

College of Arts and Sciences

Communication Arts, M.A.



Opportunities for career enhancement in the 21st century abound for graduate students who have earned the **Master of Arts in Communication Arts** from NYIT. Our interdisciplinary program incorporates sound theoretical principles of research, aesthetic design, cultural studies, and hands-on production techniques. Numerous specializations along with a common theoretical basis provide the opportunity for diverse career choices grounded in a firm foundation.

Graduate courses are available in: Digital Graphics, Animation, Web Design, Producing and Directing for Film and Television, Television Journalism and Electronic News-Gathering, Public Relations and Advertising, Digital Film-Making, Documentary Film and Television, Electronic Cinematography and Editing, Corporate Communications, Multimedia Production, Communication Law, Studio Art, Computer Graphic Art and Photography, Media Research, Print Journalism and Media Writing, Founding a Media Business, Scriptwriting, Special Effects, Intercultural Communication, and Media Management.

Our student population includes media professionals seeking further career development, along with recent recipients of undergraduate degrees in communication arts or other fields. Integration of these students from both American and diverse international backgrounds has been beneficial to those who seek employment in New York, national, and international markets. Representing more than 50 countries, communication arts alumni all over the world renew old ties and form new ones, creating an international network of opportunities.

Our full-time core faculty members, committed to excellence in teaching and advisement, have extensive professional achievement in addition to their academic backgrounds in areas such as print publications, advertising and graphic design, and production of films and broadcast television. NYIT professors taught the first college course in the United States in high-definition television and today look to cutting-edge media production skills to make creative use of new media using broadband and streaming video technologies. Active professionals, who serve as adjunct professors, are carefully chosen to complement the background and experience of our full-time faculty.

Our faculty members maintain and develop relationships with many professional groups, companies, societies, museums, guilds, unions, and agencies. Connections are ongoing with such organizations, broadcast and cable networks, directors, and writers' guilds, the American Academy of Advertising, SIGGRAPH, Public Relations Society of America, International Television Society, American Film Institute, Broadcast Education Association, Center for Communication, Museum of Radio and Television, Thomas Edison Museum at Menlo Park, and the Federal Communications Commission. Classroom presentations have been made by representatives of ABC, NBC, CBS, FOX, PBS, Time Warner, Viacom, Lucent Technologies, AT&T, AVID, Pixar, and many others, as well as independent producers.

The graduate program is supported by library, Internet, audio, film, television and digital production facilities, editing suites, and computer graphics laboratories.

Admissions

The requirements for general admission appear in the Admissions section. Registration in graduate coursework requires

an approved application.

Applicants without basic media production competencies, as evidenced by undergraduate transcripts or hands-on professional experience, are required to take one or more departmental offerings specifically structured to provide such proficiencies. Such courses carry three prerequisite credits each, which may not be applied to the total number of graduate credits required for the degree, but these courses do appear on official transcripts.

International applicants whose first language is not English may be required to take select undergraduate coursework, which also does not apply to the degree, and includes offerings within the English program and/or the English Language Institute as well as COMM 600, Orientation to Graduate Studies.

Part-time students generally plan to complete their degree within a two- or three-year period and must maintain matriculation. The graduate degree must be completed within five years.

Scores on the Graduate Record Examination or other diagnostic tests may be requested to assist in evaluation of a candidate's credentials.

Students who meet admissions requirements but have insufficient documentation by the time of registration may enroll as non-matriculated students while official documents are received and processed. Working professionals who seek specific competencies in the M.A. in Communication Arts program but have no degree objective may be admitted under this category. Admission is on a space-available basis after a review of background. Registration is limited to three courses. Coursework taken in a non-matriculated status becomes part of the degree program upon matriculation.

Graduate Assistants

A limited number of graduate assistantships are awarded each semester to outstanding students with superior credentials and strong backgrounds in particular specialty areas. Recipients of graduate assistantships receive scholarship assistance of up to six credits for their coursework. Assistantships are reviewed for renewal each semester. Applicants must:

Submit an assistantship application, as well as a formal resumé, letters of reference, or present a portfolio (if appropriate), and be interviewed during the semester prior to registration.

Be available for a full-time commitment to the M.A. program and assigned responsibilities.

Be fully matriculated.

Maintain a high level of academic performance.

Effectively complete assigned activities and tasks.

Meet departmental and college-wide requirements for assisting in:

1. undergraduate instruction.
2. laboratory supervision.
3. research.
4. special projects.
5. computer applications.

Program Components

Four graduate communication arts courses are required of all students: COMM 610 (Vocabulary of the Media Critic), COMM 630 (Media and Culture), DGIM 601 (Multimedia Production Tools), and either COMM 620 (Media Research) or COMM 625 (Art in the Era of Mass Communication). In addition, Master of Arts candidates must take a minimum of 22 elective credits. These electives are selected with faculty consultation and approval. A spirit of collegiality and mentorship prevails in our graduate program. The department reserves the right to require prerequisites and additional course work when necessary.

In no case is academic credit awarded for previous professional experience.

In addition to maintaining a 3.0 or better GPA in coursework, students are required to submit either of the following:

Portfolio project developed through coursework

Pre-approved terminal project in the form of an analytical and/or evaluative research thesis

Students who choose the **portfolio project option** are required to further specialize in their fields of interest by enrolling in two advanced courses in those areas and submitting a portfolio project developed in conjunction with one of these courses. Both courses must be approved by the faculty advisor and must be relevant to the master's project that the student plans to produce. Students must submit a production completed during regular coursework. This is not an independent project, and must be accompanied by a Project Portfolio Form. This document includes an abstract of the work and an evaluation by the course instructor, verifying that the work meets professional standards. Typically, master's projects are presented as DVDs, videotapes, films, multimedia presentations, computer graphics designs, public relations or advertising campaigns, complete media business plans, or scripts. The minimum number of credits required for the portfolio option is 34.

Those students interested in conducting independent research and/or pursuing further graduate studies within the M.A.

in Communication Arts are offered a **thesis option**. This selection entails independent written research work, conducted by the student under the direct guidance of a faculty advisor. To pursue this option a student must enroll in COMM 750 (Thesis) after having had the thesis proposal approved by her/his thesis advisor. All proposals must be submitted before the beginning of the student's final semester. The thesis must be accepted by a committee consisting of the faculty advisor and two readers prior to conferral of the degree. The minimum number of credits required for the M.A. degree following the thesis option is 32.

Specialization

Individually structured specializations may be designed within the following six areas (specializations are not equally distributed on each campus):

Cinema Studies
Advertising and Public Relations
Electronic and Print Journalism
Media Management
Television, Film, and Broadband Production
Computer Graphics and Interactive Media

Students may combine a number of content areas to meet individual needs and interests. Some courses may be taken in other graduate divisions, such as business, behavioral science, labor and industrial relations, or computer science, but permission must be obtained from both the related academic school as well as the Department of Communication Arts in such cases.

Advanced Coursework

Special courses, including internships and guided projects in communication arts, may be arranged for advanced students. To qualify, students must have completed 12 credits. Students must also have completed coursework in an area of specialization. Approval of proposals and internships by the full-time faculty of the department is, of course, required.

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 M.A. Communication Arts

Major Requirements

COMM 610	Vocabulary of the Media Critic	3
COMM 630	Media and Culture	3
DGIM 601	Multimedia Production Tools	3

Total: 9 credits

Requirement: Select One of the Following: Credits:

COMM 620	Media Research	3
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OR

COMM 625	Art in the Era of Mass Communication	3
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Total: 3 credits

Graduate Courses: Electives: Credits:

CA Electives		14-16
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Portfolio Project Option: Credits:

COMM ARTS	Advanced Course for Portfolio	6-8
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The minimum number of credits required for the M.A. degree following the portfolio project option is 34.

Thesis Option: Credits:

COMM 750	Thesis	4
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The minimum number of credits required for the M.A. degree following the thesis option is 32.

College of Arts and Sciences Curriculum

Curriculum Requirements for the Combined Bachelor of Fine Arts/Master of Arts in Communication Arts

Discovery Core [?]

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 3xx	Professional Communication choice	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:

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Mathematics Choice		3
Science Choice		3
Total: 6 credits		

Major Requirements

Undergraduate Course Requirements:		Credits:
COMM 101	Communication: Principles and Process	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
JOUR 101	Introduction to Journalism	3
TEVE 101	Fundamentals of TV Production	3

Total: 21 credits

Select One of the Following: Advertising:		Credits:
ADV G 101	Introduction to Advertising	3
PREL 101	Public Relations and Publicity I	3

Total: 3 credits

Select One of the Following: History:		Credits:
COMM 210	Broadcasting History and Criticism	3
FILM 210	History of Motion Pictures	3

Total: 3 credits

Select One of the Following: Writing:		Credits:
COMM 240	Writing for the Mass Media	3
TEVE 340	Scriptwriting I	3

Total: 3 credits

Communication Arts Electives:		Credits:
CA Electives	(consult with advisor)	23

Non-Major Electives:		Credits:
Non-Major Electives	(consult with advisor)	20

Undergraduate credits required 109

Graduate Courses: CA Core:		Credits:
COMM 610	Vocabulary of the Media Critic	3
COMM 630	Media and Culture	3

Total: 6 credits

CA Core: Select One of the Following:		Credits:
COMM 620	Media Research	3
COMM 625	Art in the Era of Mass Comm	3

Total: 3 credits

CA Track: Select One of the Following:		Credits:
DGIM 601	Multimedia Production Tools	3
DGIM 700	Advertising Design I	3

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 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

English Language Institute



Linda Comac, M.A., Director
Tracy McGoldrick, M.A.

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. 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, ensuring that each student receives individual attention. All ELI courses run for 15 weeks in the fall and spring and eight weeks in the summer, except for ESLI 068, 077, and 078, which run for 10 weeks in the summer.

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 and do not need a student visa. This school is authorized under federal law to enroll non-immigrant alien students.

Master of Fine Arts



The Department of Fine Arts of the College of Arts and Sciences offers graduate coursework in three areas: computer graphics and animation, graphic design, and fine arts and technology.

In these M.F.A. programs, we integrate a historical perspective within the context of emerging technologies blended with a critical relationship to art via theory, technology, and practice. Our mission is woven into the mission of NYIT, providing career-oriented professional education and access to opportunity for all qualified students. We support applications-oriented research that benefits the larger world.

Our M.F.A. programs foster creativity and curiosity in convergent technologies in the arts. Our focus is to support students in the creation of their work and to help students create comprehensive documentation of their work at NYIT. We will encourage students in this studio research environment to create original works of art and design.

It is not enough to be technically proficient in the creation of art and design; nor is it enough to be theoretically engaged without studio practice. It is a critical perspective that mediates these two sensibilities in an advanced degree. This criticality manages our rich technological environment but allows it to be governed by the arts and aesthetics. To use technology in the arts is to work within a physical philosophy that is at once concrete and abstract, theoretical and embodied. To use computers, with the intent to make art, is to combine physical philosophy into an intuitive system, a unique, non-repeatable content—a work of art or design.

The M.F.A. program does not accept transfer credit. See below for information on how to transition from the NYIT Communication Arts, M.A., to the M.F.A. (Fine Arts).

Graphic Design

The Graphic Design M.F.A. track prepares graduate students to engage complex problems and creative research in design content, print design, Web design, interactive design, exhibition design, and interface design. This creative research will result in the actualization of innovative design solutions to real world design problems. This will include extensive preparation of professional workflow from concept logistical development, logistical planning, technical development and final production of the design thesis project. There is a special emphasis on IT, new and emerging design technologies.

Thesis design projects will be presented in a final exhibition that will include: a visual exhibition of an ambitious design solution, a written critical evaluation of the thesis project, and a comprehensive book that includes the process and documentation of the realization of the thesis project. Graduates will also be expected to make a successful oral defense of their final thesis to their thesis advisors.

Computer Graphics and Animation

The Computer Graphics and Animation M.F.A. track prepares graduates to pursue a career in animation or self-directed creative research in animation as it relates to the areas defined in the Art and Technology M.F.A. track. Graduate courses, group discussion, critiques, and consultation with thesis advisors emphasize creative thinking, character, storytelling, and storyboard development, digital compositing and special effects experimentation, and computer programming. The program exposes students to both 2-D and 3-D computer animation.

The results will be in the completion of a portfolio of innovative computer animation. The student who plans to prepare for a career in computer animation will most likely create a portfolio of commercially-based animated shorts, each with strong characters, a well-defined story, with a strong sense of beginning, middle, and end. The student who plans to prepare for a career in self-directed creative research in animation will create a portfolio of innovative computer animation that is self-expressive, ready for gallery exhibition or animation festival presentation.

Animation projects will be presented in a professional thesis exhibition including photographic documentation of the animation stills in a thesis book complete with written critical evaluation of the thesis project. The animation on videotape and on digital media must also be submitted upon completion. Graduates will also be expected to make a successful oral defense of their final thesis to thesis advisors.

Fine Arts and Technology

The Fine Arts and Technology M.F.A. track prepares graduates to pursue self-directed creative research in any related concentration, such as digital imaging, experimental media, digital sculpture, performance art, installation art, physical computing, time-based art, robotics, Web-based information art, and/or any approach to the creation of artistic content outside static disciplines.

This creative research will result in the actualization of innovative digital art projects after exhaustive preparation throughout the standard professional workflow of concept development, logistical planning, technical development and final production of the digital art thesis project.

Graduate courses, group discussion, critiques and consultation with thesis advisors emphasize critical thinking, development of aesthetic concepts, historical perspectives of art theory, philosophical questions relative to creation and context of image-making, content as end experience as well as product, fine arts application of computer technologies/digital media, and preparation to function professionally as well as socially within the Art World structure of galleries, museums, dealers, curators, and art critics.

Thesis art projects will be presented in a professional thesis exhibition including photographic documentation in a thesis book complete with written critical evaluation of the thesis project. Graduates will also be expected to make a successful oral defense of their final thesis to thesis advisors.

Transition Requirements to M.F.A. (Fine Arts)

Any student with an earned NYIT M.A. in Communication Arts may transition into the M.F.A. Fine Arts program with the following three conditions:

1. **An earned NYIT M.A. can be transitioned in the following M.F.A. tracks:**
 - M.F.A. Fine Arts, Computer Graphics and Animation
 - M.F.A. Fine Arts, Graphic Design
 - M.F.A. Fine Arts, Art and Technology
2. **20 required M.F.A. Thesis credits must be completed as listed below:**
 - ARTC 802 - Graduate Critique/Thesis Orientation (3 credits)
 - ARTC 852 - Thesis Proposal (2 credits)
 - ARTU 862 - Thesis: Graduate Studio (6 credits)
 - ARTU 872 - Thesis: Graduate Studio (6 credits)
 - ARTC 872 - Thesis: Paper & Exhibition (3 credits)
3. **8-10 credits will be recommended by the M.F.A. faculty advisor from the following:**
 - ARTA, ARTB, ARTC, ARTH, and/or ARTG series courses above 600

Curriculum Requirements for M.F.A. Graphic Design

Major Requirements

Required Courses (49 credits):

Credits:

ARTH 601	History of Art and Technology	3
ARTB 651	Critical Thinking and Writing About the Arts	3
ARTH 602	Aesthetics and Theory	3
ARTC 802	Graduate Critique/Thesis Orientation	3
ARTG 601	Content in Design	3
ARTG 602	Design for Print	3
ARTH 651	Contemporary Art in Context	3
ARTC 852	Thesis Proposal	2
ARTG 603	Production Issues for Print	3
ARTG 651	Interactive Design	3
ARTB 601	Business Practice	3
ARTB 751	Professional Critiques	2
ARTU 862	Thesis: Graduate Studio I	6
ARTU 872	Thesis: Graduate Studio II	6
ARTC 872	Thesis: Paper & Exhibition	3

Major Elective Options (6 - 12 credits):

Credits:

ARTB 602	Marketing and Advertising for Designers	3
ARTE 851	Motion Graphics Design	3
ARTE 861	Graphics in Video and Film	3
ARTF 601	Experimental Media/Performance/Installation	3
ARTG 652	Design for Web	3
ARTG 653	Exhibition Design	3
ARTG 701	Illustration	3
ARTG 702	Advanced Illustration	3
ARTG 751	Information Design	3
ARTG 752	Interface Design	3
ARTG 753	Media Design for the Internet	3
ARTG 801	Webcasting Technologies	3
ARTG 802	Advanced Interactive Design	3

Recommended Elective Options (3 - 9 credits):

Credits:

ARTE 651	Advanced Digital Video	3
ARTE 751	Advanced Digital Audio	3
ARTF 652	Advanced Experimental Media/Performance/Installation	3
ARTQ 801	Physical Computing	3
ARTQ 601	Algorithm in Art and Design	3
ARTQ 701	C++ Programming for Artists	3
ARTY 651	Advanced Digital Imaging	3
ARTW 651	Advanced Graduate Drawing Studio	3

Total number of required credits: 64

Curriculum Requirements for M.F.A. Computer Graphics and Animation

Major Requirements

Required Courses (49 credits):

Credits:

ARTH 601	History of Art and Technology	3
ARTB 651	Critical Thinking and Writing About the Arts	3
ARTH 602	Aesthetics and Theory	3
ARTC 801	Graduate Critique/Thesis Orientation	3
ARTA 701	3D Modeling and Animation	3
ARTA 801	Concept, Character and Storyboard Development	3
ARTH 651	Contemporary Art in Context	3
ARTC 851	Thesis Proposal	2
ARTA 752	Advanced 3-D Modeling and Animation	3
ARTA 851	Character Animation	3
ARTB 701	Business of Computer Graphics and Animation	3
ARTB 751	Professional Critiques	2
ARTU 862	Thesis: Graduate Studio I	6
ARTU 872	Thesis: Graduate Studio II	6
ARTC 871	Thesis: Paper & Exhibition	3

Major Elective Options (6 - 12 credits):

Credits:

ARTA 602	2-D Computer Animation	3
ARTA 651	Advanced 2-D Animation	3
ARTA 802	Advanced Concept, Character & Storyboard Development	3
ARTA 852	Advanced Character Animation	3
ARTA 861	Animation Studio	3
ARTA 862	Digital Animation Technical Workshop	3
ARTA 871	Stop Motion Studio	3
ARTE 601	Digital Video	3
ARTE 801	Digital Compositing and Special Effects	3
ARTF 601	Experimental Media/Performance/Installation	3
ARTW 601	Graduate Drawing Studio	3

Recommended Elective Options (3 - 9 credits):

Credits:

ARTA 601	Aesthetics of Computer Programming Fundamentals	3
ARTE 651	Advanced Digital Video	3
ARTE 751	Advanced Digital Audio	3
ARTF 652	Advanced Experimental Media / Performance / Installation	3
ARTQ 601	Algorithm in Art and Design	3
ARTQ 701	C++ Programming for Artists	3
ARTQ 801	Physical Computing	3
ARTY 651	Advanced Digital Imaging	3

ARTW 651	Advanced Graduate Drawing Studio	3
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Total number of required credits: 64

College of Arts and Sciences Curriculum

Curriculum Requirements for M.F.A. Fine Arts and Technology

Major Requirements

Required Courses (43 credits):		Credits:
ARTH 601	History of Art and Technology	3
ARTB 651	Critical Thinking and Writing About the Arts	3
ARTH 602	Aesthetics and Theory	3
ARTC 801	Graduate Critique/Thesis Orientation	3
ARTW 601	Graduate Drawing Studio	3
ARTH 651	Contemporary Art in Context	3
ARTC 853	Thesis Proposal	2
ARTB 701	Business of Computer Graphics and Animation	3
ARTB 702	Graduate Research Assistantship	3
ARTB 751	Professional Critiques	2
ARTU 862	Thesis: Graduate Studio I	6
ARTU 872	Thesis: Graduate Studio II	6
ARTC 873	Thesis: Paper and Exhibition	3
Graduate Art Studio Options (6 credits):		Credits:
ARTF 601	Graduate Art Studio	3
ARTS 601	Graduate Art Studio	3
ARTY 601	Graduate Art Studio: Digital Imaging	3
Major Elective Options (6 - 12 credits):		Credits:
ARTE 651	Advanced Digital Video	3
ARTE 751	Advanced Digital Audio	3
ARTF 601	Experimental Media/Performance/Installation	3
ARTF 652	Advanced Experimental Media/Performance/Installation	3
ARTA 601	Aesthetics of Computer Programming Fundamentals	3
ARTQ 601	Algorithm in Art and Design	3
ARTQ 701	C++ Programming for Artists	3
ARTQ 801	Physical Computing	3
ARTS 601	Graduate Art Studio: Digital Sculpture	3
ARTY 651	Advanced Digital Imaging	3
ARTW 651	Advanced Graduate Drawing Studio	3
Recommended Elective Options (3 - 9 credits):		Credits:
ARTA 602	2-D Computer Animation	3
ARTA 651	Advanced 2-D Computer Animation	3
ARTA 701	3-D Computer Modeling and Animation	3

ARTA 752	Advanced 3-D Computer Modeling and Animation	3
ARTA 801	Concept, Character and Storyboard Development	3
ARTA 802	Advanced Concept, Character and Storyboard Development	3
ARTA 851	Character Animation	3
ARTA 852	Advanced Character Animation	3
ARTA 871	Stop Motion Studio	3
ARTE 801	Digital Compositing and Special Effects	3
ARTA 862	Digital Animation Technical Workshop	3

Total number of required credits: 64

School of Education

School of Education



Michael Uttendorfer, Ed.D., Interim Dean

Mission of the School of Education

The School of Education 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. The Childhood Education program has received national recognition from the Association of Childhood Education International.

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 NYIT's Wisser Library in Old Westbury and Manhattan Library, the Academic Computing Laboratories, the Educational Media Center, the Curriculum Materials Center, 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 (New York State Department of Education 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's 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 semester hours per term.

Admission Standards

Applicants to all graduate programs are expected to have earned an undergraduate grade point average (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 to 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 courses 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.
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/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 GPA of 3.0 or higher. Candidates whose cumulative GPA falls below 3.0 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 GPA of 3.0 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 Requirements Per Program

Admission to 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 Graduate Record Examination (GRE) and earn a minimum 1,000 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 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), if applying for certification, and will have completed all requirements on or before 4/30/2014. Or provide evidence of having achieved a passing score on the NYSTCE Academic Literacy Skills Test (ALST), if applying for certification on or after 5/1/2014.

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 U.S. 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 immunization against measles, mumps, and rubella from a physician (except fully online students).

And, for those to whom it applies, submit documentation of New York state provisional or initial certification and/or GRE scores

Note: Candidates pursuing New York state teacher certification must be U.S. 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 immunization against measles, mumps, and rubella from a physician (except fully online students).

And, for those to whom it applies, submit documentation of New York state provisional or initial certification and/or GRE scores.

Note: Candidates pursuing New York state teacher certification must be U.S. citizens.

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 immunization against measles, mumps, and rubella from a physician (except fully online students).

And, for those to whom it applies, submit documentation of New York state provisional or initial certification and/or GRE scores.

Note: Candidates pursuing New York state teacher certification must be U.S. citizens.

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.

Have demonstrated completion of at least 30 semester hours of college coursework in the subject areas of 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, acceptable courses include mathematical reasoning, quantitative methods, number theory and concepts, algebra, analytic geometry, calculus, geometry, trigonometry, data analysis, probability, and discrete mathematics.

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. For example, acceptable courses include composition, English literature, poetry, playwriting, grammar, and English linguistics. A maximum of six 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 on 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 a 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 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 a master's degree from an accredited institution with a graduate GPA of 3.0 or higher.

Have completed at least three years of 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.

Admission Procedures for Programs in School Counseling

An applicant will be considered only when all parts of the application are completed 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 measles, mumps, and rubella immunization from your health care provider (except for fully online programs).
- Copy of New York state 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 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, three courses or nine 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 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 (3.0) or better.

Candidates may be required to complete one or more assignments, field experiences, or practica related to the 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 retake 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 Office of Admissions), and submit it along with an official transcript showing the courses and a photocopy of the courses' catalog description. Requests for transfer will be reviewed by the Office of Admissions 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 3.0 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 (nine 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 nine 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 ensure 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 the program, prior to an 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, re-doing 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 such as 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 admission conditions. The interim assessment is critical in evaluating candidates' academic progress and 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 33 credits of graduate work, of which at least 27 credits must be completed at New York Institute of Technology in the prescribed program of study.

Candidates for the Advanced Diploma in School Leadership and Technology leading to the School Building Leader 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 New York Institute of Technology 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 their academic program. Graduate assistants must meet New York Institute of Technology 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, applicants must:

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 the candidate and attest that he/she meets New York Institute of Technology'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; and
7. Perform assigned assistantship functions for the School of Education.

Assistantships are reviewed for renewal each semester, and continuation is not guaranteed.

School of Education

Childhood Education, M.S.



The **Master of Science in Childhood Education** is designed for individuals who have earned a bachelor's degree in one of the arts and science fields and want to become teachers in grades 1 to 6 (initial certification - 45 credits). In addition, teachers who have initial certification in another area may use this program to qualify for professional certification in their first area and initial certification in childhood education (36 credits).

Graduates of the program are able to integrate instructional technology throughout content study, are capable of planning instruction and selecting strategies and materials that foster multicultural understanding, and have the knowledge and skills needed to engage children in successful constructivist learning practices. The program incorporates the Common Core Standards throughout the curriculum and develops the skills and knowledge to use data to drive instruction to teach all children. Program content and experiences are aligned with state certification requirements, and successful completion of all parts of the program leads to endorsement for certification. The Master of Science in Childhood Education program is available face-to-face, hybrid, and completely online.

Prerequisite Foundations for Childhood Education Program (Initial Certification)

Preparation for a career as a childhood educator begins with a solid foundation in general studies and a major in one of the arts and science areas represented in the childhood curriculum. Candidates must have a bachelor's degree from an accredited college or university with a major or its equivalent (minimum of 30-credit concentration) in one of the following areas:

Biology
English
Mathematics

Chemistry
History
Physics
Economics
Life Science
Psychology

Candidates with less than 30 credits in these areas should speak with the program chair to review their academic record for potential qualifying options.

In addition, New York state certification requires candidates in childhood education to have college-level study in English, social studies, science, mathematics, a language other than English, and a form of creative expression. Candidates who have deficits in one or two of these areas may enter the program and are required to make up the deficits prior to student teaching. Candidates needing coursework in more than two areas should speak with the program chair to plan the prerequisite course of study.

Candidates are also required to have a satisfactory command of spoken and written English. Applicants who are judged to have inadequate English language skills may be required to take undergraduate coursework to strengthen their language skills before continuing in the childhood education program. A structured interview is part of the admission process.

Field Experience and Student Teaching

Field experience and student teaching provide candidates with substantial clinical practice prior to graduation and independent professional practice. Field experience is linked with course assignments and progresses from observation to participation to clinical practice. Teacher candidates observe in a school setting under the supervision of a cooperating teacher and complete a keystone assignment directly linked to each required course. The field experience component of the program is a critical part of a candidate's professional development and provides opportunities for candidates and the faculty to assess the development of their professional skills and the application of their classroom learning.

Candidates who have completed 30 semester hours in the program may apply for student teaching. Applications must be submitted by March 1 for fall semester student teaching and by Oct. 1 for spring semester student teaching.

Student teaching placements are based on the semester schedule of the cooperating school and provide the teacher candidate the professional environment to observe, prepare instructional plans, and teach students under the guidance of a master teacher during student teaching. The teacher candidate is required to remain at the cooperating school five days per week commencing the first day of the school's semester through the final day of classes in the NYIT semester.

Teacher candidates keep journals and logs that record the field experience and their development as reflective teachers. Journals are submitted for review as part of the assessment of progress and achievement in student teaching.

During student teaching and within the college calendar, teacher candidates attend professional education seminars on campus required by the School of Education. The demands of the student teaching placement require a five day a week commitment for the professional semester. A student teaching orientation program and handbook provide additional information to the candidates at the beginning of the professional semester and student teaching experience.

The checklist for the admission requirements to student teaching can be obtained from the [School of Education](#).

Course Requirements

The program is organized to build knowledge and skills through carefully developed course content and related field experience. It culminates with student teaching, research methods and assessment, and the planning and implementation of a field project. The program of studies should be followed as designed; exceptions may be made only with approval of the program chair/coordinator and dean.

In addition to the courses and experiences above, candidates in the Childhood Education Program must attend the following non-credit required workshops:

Child Abuse Identification and Reporting
School Violence Prevention and Intervention
Personal Health and Fitness
Safety, Fire Prevention, and Safe Environment

The Master of Science in Childhood Education: Education-Professional Certification, Master of Science in Adolescence Education: Specialist in Science Program, and the Master of Science in Adolescence Education: Specialist in Mathematics Program will prepare candidates for New York state professional certification (48 states and the District of Columbia have reciprocity with New York state certification). All students receive personal one-to-one advisement by expert program faculty. The program is eligible for Troops to Teachers funding, and other financial aid is available for qualified students.

Admission Requirements

Candidates must have:

- A baccalaureate degree from an accredited college or university with a major or its equivalent (a minimum of 30 credits in a concentration) in one of the following areas: biology, chemistry, economics, English, history, life sciences, mathematics, physics, or psychology.
- A minimum undergraduate GPA of 3.0 (Candidates with a GPA under 3.0 may be admitted under special circumstances. Call 516.686.7777 for information.)
- Completed general education core required for childhood education certification by successfully taking college-level courses in English (six credits), social studies (six credits), science (six credits), mathematics (six credits), a language other than English (six credits), and a form of creative expression (three credits). Otherwise qualified candidates may be admitted to the program and make up deficits in general education in up to two areas.
- Evidence of having a passing score on the Liberal Arts and Sciences Test (LAST) of the New York State Teacher Certification Examination. Candidates may be admitted at dean's discretion pending receipt of passing score on LAST. [View more information.](#)

Application Process

1. Apply

[Apply online today!](#) Applying is easy with our online application. The completed online application form requires general contact information as well as information about undergraduate coursework and GPA. It is possible for you to begin an online application, save the initial information entered, and return at a later time to complete and submit full materials. Candidates may also print out the application form and mail it to the address on the form.

A complete application includes the following:

- Personal statement
- Online or print application form
- Two letters of recommendation
- Immunization form
- \$50 application fee
- Official copies of all undergraduate and graduate transcripts
- Evidence of having a passing score on LAST of the New York State Teacher Certification Examination.
- Candidates may admitted at dean's discretion pending receipt of passing score.

2. Interview

Applicants demonstrating potential will be invited to participate in an interview event. This interview may be done electronically in some cases.

School of Education Curriculum

Curriculum Requirements for M.S. in Childhood Education, Pre-Service Initial Certification

Major Requirements

Childhood Education, M.S.:		Credits:
EDPC 603	Foundations I Philosophy & Technology of Education	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II Diversity, Learning and Technology in Education	3
EDPC 615	Human Growth and Development B-Grade 6	3
EDPC 664	Institute in Education	3

Literacy Core:		Credits:
EDLI 635	Theory and Practice of Literacy Instruction	3
EDLI 636	Diagnosis and Remediation of Literacy Disorders	3
Content Core:		Credits:
EDLA 615	English Language Arts and Technology	3
EDSS 620	Social Studies and Technology	3
EDMA 625	Math, Science and Technology I	3
EDMA 626	Math, Science and Technology II	3
Research Core:		Credits:
EDPC 690	Research Methods and Assessment	3
EDPC 691	Field Project	3
Student Teaching:		Credits:
EDPC 681	Student Teaching and Seminar	6

Required Workshops

- Child Abduction and Abuse
- Fire Safety
- Health, Fitness, Dance, & Movement
- School Violence

Total Required Credits: 45

School of Education Curriculum

Curriculum Requirements for M.S. in Childhood Education, Inservice Professional Certification

Major Requirements		
Childhood Education, M.S.:		Credits:
EDPC 603	Foundations I Philosophy & Technology of Education	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II Diversity, Learning and Technology in Education	3
EDIT 605	Instructional Applications of Net	3
Literacy Core:		Credits:
EDLI 635	Theory and Practice of Literacy Instruction	3
EDLI 636	Diagnosis and Remediation of Literacy Disorders	3
Content and Technology Core:		Credits:
EDLA 615	English Language Arts and Technology	3
EDSS 620	Social Studies and Technology	3
EDMA 625	Math, Science and Technology I	3
EDSC 626	Math, Science and Technology II	3
Research Core:		Credits:

EDPC 690	Research Methods and Assessment	3
EDPC 691	Field Project	3

Required Workshops

Child Abduction and Abuse
 Personal Health
 Fire Safety
 Health, Fitness, Dance, & Movement
 School Violence

Total Required Credits: 36

School of Education

Extensions to Childhood Education



The Teacher Education program offers a **Childhood Education Extension in Middle School Mathematics, Middle School Science (Biology, Chemistry, or Physics), and Middle School English**. This program prepares candidates for application to an upward extension of New York State Teacher Certification to grades 7-9. Candidates enrolled in the graduate Childhood Education Program and candidates holding initial, permanent, or professional certification in Elementary Education K-6 or Childhood Education grades 1-6 may apply.

These programs enable teachers to:

- Extend their existing certification to 7-9 in mathematics, science (biology, chemistry, or physics), or English.
- Develop knowledge and skills to effectively teach young adolescents.
- Use research-based, effective teaching strategies, and technology to design instruction that maximizes success for middle school students.

Admissions Requirements

Applicants for admission to the 7-9 extension program to childhood education certification must be in the process of completing or possess valid initial or professional certification in childhood education (grades 1-6) or elementary education, and demonstrated completion of at least 30 semester hours of college coursework in the subject area (English, mathematics, or science) to be taught with a GPA of 3.0. Acceptable courses for each certification area include:

a. **Mathematics**

30 credits in courses offered by a mathematics department that are considered core requirements toward a degree in mathematics. For example, acceptable courses are mathematical reasoning, quantitative methods, number theory and concepts, algebra, analytic geometry, calculus, geometry, trigonometry, data analysis,

- probability, and discrete mathematics.
- 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. For example, acceptable courses include composition, English literature, poetry, playwriting, grammar, and English linguistics. A maximum of six 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 eligibility. All applicants must submit a completed application form online or obtained from the [Office of Graduate Admissions](#).

School of Education Curriculum

Curriculum Requirements for Middle School Extension to Childhood Education Certification in Math

Major Requirements		
Middle School Extension to Childhood Education Certification in Math:		Credits:
EDPC 616	Human Growth, and Development and Learning for Middle Childhood and Adolescent Education	3
EDPC 617	Curriculum and Instruction for Middle Childhood Education	3
EDMA 627	Mathematics and Technology in Education I	3
EDMA 628	Mathematics and Technology in Education II	3
Total required credits: 12		

School of Education Curriculum

Curriculum Requirements for Middle School Extension to Childhood Education Certification in Science

Major Requirements		
Middle School Extension to Childhood Education Certification in Science:		Credits:
EDPC 616	Human Growth, and Development and Learning for Middle Childhood and Adolescent Education	3
EDPC 617	Curriculum and Instruction for Middle Childhood Education	3
EDSC 630	Teaching Life Science in the Middle School Using Technology-Content and Methodology	3
EDSC 631	Teaching Physical Science in the Middle School Using	3

Total required credits: 12

School of Education Curriculum

Curriculum Requirements for Middle School Extension to Childhood Education Certification in English

Major Requirements

Middle School Extension to Childhood Education Certification in English:			Credits:
EDPC 616	Human Growth, and Development and Learning for Middle Childhood and Adolescent Education		3
EDPC 617	Curriculum and Instruction for Middle Childhood Education		3
EDLA 620	Teaching English/Language Arts in the Middle School Using Technology (I)-Pedagogy		3
EDLA 621	Teaching English/Language Arts in the Middle School Using Technology (II)-Content		3

Total required credits: 12

School of Education

Adolescence Education, M.S.



The **Master of Science in Adolescence Education: Specialist in Mathematics** is designed to prepare master teachers for professional certification with the knowledge and skills to integrate technology and use culturally responsive instructional strategies to teach all students. The program includes a course of study of 36 credits rich in mathematics content aligned with the Common Core Standards, instructional technology, pedagogy, adolescent development, and

data-driven instructional strategies. Courses are offered face-to-face, hybrid, and/or online. All students receive personal advisement by expert program faculty. The program is eligible for Troops to Teachers funding, and other financial aid is available for qualified students.

Candidate Profile:

Many students in the Master of Science in Adolescence Education: Specialist in Mathematics program are initially or professionally certified teachers seeking additional skills to enhance their effectiveness with skills in instructional technology for teaching and learning and research-based teaching strategies.

The **Master of Science in Adolescence Education: Specialist in Science** is designed to prepare master teachers for professional certification with the knowledge and skills to integrate technology and use culturally responsive instructional strategies to teach all students. The course of study is rich in science content aligned with the Common Core Standards, instructional technology, pedagogy, adolescent development, and data-driven instructional strategies. All students receive personal advisement by expert program faculty. The program includes 36 credits offered face-to-face, hybrid, and/or online. The program is eligible for Troops to Teachers funding, and other financial aid is available for qualified students.

Candidate Profile:

Many students in the Master of Science in Adolescence Education: Specialist in Science program are initially or professionally certified teachers seeking additional skills to enhance their effectiveness as classroom teachers with skills in instructional technology and research-based teaching strategies.

Admission Procedures

Candidates for the master's degrees must possess a baccalaureate degree from an accredited college or university, and have completed:

1. Application (online or paper) and application fee (\$50) payable to New York Institute of Technology;
2. Official transcripts from all colleges previously attended;
3. Evidence of immunization against measles, mumps, and rubella from a physician; and
4. For those to whom it applies, New York State Provisional or Initial Certification and/or Graduate Record Examination (GRE) scores. See below for applicability.

Transfer Credit

Transfer credit from other accredited colleges and universities is accepted up to a maximum of six graduate semester hours. The courses to be transferred must be relevant to the program of study being pursued and have been received within five years of the date of the transfer request. Grades earned for the course must be 3.0 or higher, and the credit must not have been applied toward another degree. The official transcript must be submitted to the Office of Admissions with a written request and a copy of the course description taken from that college's catalog. This form can be obtained in the School of Education or in the Office of Admissions.

Matriculation

All candidates must have been accepted into and matriculated in a master's degree or certificate program within the first nine credits of study. Non-matriculated candidates may take no more than nine credits. Interim assessment of all candidates takes place at 12 credits. New York Institute of Technology reserves the right to withdraw matriculation status from any candidates who do not maintain a GPA of 3.0 and satisfy all other School of Education requirements at the point of interim assessment.

Graduation Requirements

Candidates for the Master of Science in Adolescence Education: Specialist in Mathematics or Science Professional Certification must satisfactorily complete at least 36 semester hours of graduate work. At least 30 hours of this study must be completed at New York Institute of Technology in the prescribed program of study. All candidates in the master's degree programs are required to complete a terminal project, which will generally take the form of an empirical study.

Note: In New York, it is a state certification requirement that a candidate for teacher certification be a U.S. citizen.

School of Education Curriculum

Curriculum Requirements for Master of Science in Adolescence Education; Specialist in Science

Major Requirements

Adolescence Education, M.S.; Specialist in Science:		Credits:
EDPC 603	Foundations 1: Philosophy and Technology of Education	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II: Diversity, Learning, and Technology of Education	3
EDLI 635	Theory/Practice of Literacy Instruction	3
EDLI 637	Reading in the Content Area	3
EDIT 605	Instructional Applications of the Net	3
EDSC 625	Mathematics, Science, and Technology I	3
EDSC 626	Mathematics, Science, and Technology II	3
EDSC 632	Biodiversity	3
EDSC 633	Understanding Space and Weather	3
EDPC 690	Research Methods and Assessment	3
EDPC 691	Field Project	3

Total Required Credits: 36

School of Education Curriculum

Curriculum Requirements for Master of Science in Adolescence Education; Specialist in Mathematics

Major Requirements

Adolescence Education, M.S.; Specialist in Mathematics:		Credits:
EDPC 603	Foundations 1: Philosophy and Technology of Education	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II: Diversity, Learning, and Technology of Education	3
EDLI 635	Theory/Practice of Literacy Inst.	3
EDLI 637	Reading in the Content Area	3
EDIT 605	Instructional Applications of the Internet	3
EDMA 625	Mathematics, Science, and Technology I	3
EDMA 626	Mathematics, Science, and Technology II	3
EDMA 627	Mathematics and Technology in Education I	3
EDMA 628	Mathematics and Technology in Education II	3
EDPC 690	Research Methods and Assessment	3
EDPC 691	Field Project	3

Total Required Credits: 36

School of Education

Advanced Diploma in School Leadership and Technology



School leaders in the 21st century must be prepared to articulate a coherent vision and implement effective strategies to ensure quality education for all students. This demands that they understand complex factors and dimensions affecting the educational landscape, including political, technological, and personal/interpersonal dynamics that create the context of schools. They must also motivate and enable other educators and the community to realize the vision for successful schools.

The **Advanced Diploma in School Leadership and Technology** program provides the content and skill base for such leaders, melding technology with all aspects of educational leadership preparation. It prepares leaders who will shape the future of educational technology in New York state. The 33-credit program, including a 300-hour internship, leads to eligibility and endorsement for two certifications: New York state administrator certification as a School Building Leader and Educational Technology Specialist certification.

Features Unique to this Program

The Advanced Diploma in School Leadership and Technology is the only program of its kind in New York state that leads to both School Building Leader and Educational Technology Specialist certifications. Graduates will possess conceptual fluency and skills in educational technology and gain knowledge and understanding of traditional aspects of school leadership.

Courses and experiences provide a solid technical base as well as the conceptual grasp of educational implications of technological developments, enabling graduates to articulate the integration of technology into K-12 curricula and school practices. An emphasis is placed on technology-related staff development and long-range acquisition, maintenance, and use of technology in schools.

Candidate Profile

The typical candidate is a full-time teacher with at least three years of teaching experience, a master's degree, and permanent or professional teaching certification in the New York state. This candidate believes she/he can make a positive difference in the lives of K-12 students. While candidates have diverse educational backgrounds in their prior content areas of study, they should also have educational technology as a common area of interest. Candidates aspire to be school leaders who want to transform schooling so that all students are successful.

Prerequisites

Candidates in the Advanced Diploma in School Leadership and Technology program must have a master's degree, 3.0 GPA, writing sample, interview, two letters of recommendation from school or district administrators, and New York state permanent or professional certification. Candidates must also demonstrate proficiency in instructional technology skills. In the event they do not have these skills, appropriate prerequisite courses will be recommended before commencing the advanced diploma coursework.

Portfolio Requirement

Students are required to create and maintain a professional electronic portfolio aligned to ELCC standards. This

portfolio will contain cumulative examples of productivity, including but not limited to, a reflective journal, activities that demonstrate competence in each standard, a presentation of highlights of the internship experience, writing samples, a building-level technology plan, and a resume and other artifacts that demonstrate competence in leadership. Faculty review the portfolios to ensure that candidates are accomplishing their goals and meeting standards. During the internship, faculty will observe on site and meet as a panel to evaluate candidates' cumulative e-portfolios.

Internship Experience

The internship is an experience in professional practice. Its foundation is a three-way collaboration among NYIT faculty supervisor, school building-level cooperating administrators, and the intern. In order for this triad to be effective, all three partners must clearly understand their respective responsibilities and the policies of the School of Education as outlined in the *School-Based Leadership Handbook*. An application and proposal signed by all parties must be submitted by the assigned due date. Candidates are expected to attend all seminar sessions throughout the semester of internship, and complete all assignments at the appropriate competence level.

Approval for an Internship requires:

- Satisfactory completion of requisite courses.
- Attendance at an internship orientation prior to submitting the internship proposal.
- Timely submission of an internship proposal and completed requisite internship forms.
- Meeting with director of field placement or program advisor to determine appropriate internship placement.

School of Education Curriculum

Curriculum Requirements for Advanced Diploma in School Leadership and Technology

Major Requirements		
Advanced Diploma in School Leadership and Technology:		Credits:
EDIT 620	Role of the Computer Coordinator	3
EDLT 800	Organizational Behavior and Leadership	3
EDLT 805	Leadership in Technology I	3
EDLT 810	Educational Research	3
EDLT 815	Leadership in Technology II	3
EDLT 820	Developmental Supervision of Instructional Programs	3
EDLT 825	Curriculum Design, Implementation and Assessment	3
EDLT 830	Staff Development and Human Resource Administration	3
EDLT 835	Education Law, Policy and Ethics	3
EDLT 840	Resource Allocation	3
EDLT 845	Administrative Internship and Seminar	3
Total credits required: 33		
School of Education		

Instructional Technology



Programs for Teachers

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 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 a bachelor's degree in an appropriate field.

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 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

Programs for Trainers

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 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

School of Education

Programs in Instructional Technology for Educators



The following programs are offered in areas of Instructional Technology for Educators:

- Master of Science in Instructional Technology (Educational Technology Specialist)
- Master of Science in Instructional Technology (No certification)
- Advanced Certificate in Computers in Education
- Advanced Certificate in Science, Technology, Engineering, and Mathematics (S.T.E.M.) Education
- Advanced Certificate in Teaching 21st-Century Skills
- Advanced Certificate in Virtual Learning

Master of Science in Instructional Technology — for Educators

The 33-credit Master of Science in Instructional Technology for Educators enables teachers to effectively integrate advanced technology into their classroom practices to enhance learning for all students. There are two options in this program: Educational Technology Specialist Certification and No Certification. The Educational Technology Specialist option is open only to New York State certified teachers. It leads to permanent or professional certification in the candidate's first area of certification and as an Educational Technology Specialist if the candidate has a minimum of three years teaching experience. The *No Certification* option is open to educators who are not certified in New York State and others who have a bachelor's degree and interest in instructional technology in K-12 education. It does not lead to Educational Technology Specialist certification.

Coursework focuses on the evolving uses of technology in the classroom, sound pedagogy and applications in K-12 curriculum. Candidates develop expertise in the use and development of leading edge technology and applications for teaching and learning. Field experience is required to expand the candidates' knowledge of the field of instructional technology and to develop skills to meet certification requirements.

NYIT is a leader in the development of technology-assisted discovery learning and has received major grants from several foundations and from the New York State Education Department for the development of such programs.

The Instructional Technology program is currently aligned with the professional standards of the Association of Educational Communication and Technology (AECT) and has been awarded "national recognition" by the association.

Candidate Profile

Most candidates for the Educational Technology Specialist program are provisionally or initially certified in elementary education or in a secondary subject area. They are pursuing graduate study for permanent or professional certification in their initial area and an additional area of certification as an Educational Technology Specialist.

Candidates in the No Certification option are often teachers in private or non-public schools or persons who work in education-related positions such as curriculum developers, library media specialists, children's media developers, or teachers in for-profit or not-for-profit educational support centers.

Prerequisites

Candidates in both options must have a baccalaureate degree and 3.0 GPA to qualify for admission to the program. In addition, they must demonstrate proficiency in basic uses of classroom technology. In the event they do not have these skills, program faculty will recommend appropriate prerequisite courses to be taken before beginning the program of study.

Course Requirements

Master of Science in Instructional Technology – Educational Technology Specialist Certification
Master of Science in Instructional Technology – No Certification

Advanced Certification in Computers in Education

The 18-credit Advanced Certificate in Computers in Education is an 18-credit post-baccalaureate program that develops educators' competencies in using a wide range of computer applications in classroom settings. The program provides introductory, intermediate and advanced coursework and addresses candidates' range of knowledge and skills through individualized projects and options.

Features Unique to This Program

Candidates who begin the Advanced Certificate in Computer Education program may later apply to the Master of Science in Instructional Technology. If accepted, successfully completed certificate courses will be applied to fulfill the master's degree requirements.

Candidate Profile

Candidates are generally experienced public and non-public school teachers (certified or non-certified) who want to develop advanced knowledge and skills in classroom computer applications incorporating instructional technology at the classroom teaching and learning. Non-certified candidates may be required to take additional coursework in curriculum design or pedagogy as a foundation for the certificate program based on a case-by-case review of the applicant's academic and work background.

Course Requirements

Advanced Certificate in Computers in Education

Advanced Certificate in Science, Technology, Engineering, and Mathematics (STEM) Education

The 18-credit Advanced Certificate in Science, Technology, Engineering, and Mathematics (STEM) Education, developed and delivered in collaboration with the NYIT School of Engineering and Computer Science, is a program that directly addresses federal and state priorities for STEM programs in K-12 schools. The STEM certificate provides extensive background information to prepare K-12 teachers in pedagogy for integrated inquiry-based teaching and learning of STEM concepts. The STEM content is aligned with NYS standards and is differentiated for appropriate grade level and to meet diverse K-12 student learning needs. The technology content includes use of tools for enhancing teaching and learning science, engineering and mathematics, including probeware, simulations, GPS applications, research tools and data collection instruments. Engineering concepts are included in the STEM content and instructional resources to focus on designing authentic projects. Inquiry-based, project-based instruction relates to the effects and issues requisite to developing knowledgeable citizens and consumers of STEM innovations, inventions, and applications. Assessments used in courses will determine the increase in STEM knowledge and skills for applying the concepts learned. The courses in the program are designed according to a scope and sequence beginning in elementary school with increasing complexity as students proceed through the K-12 system in preparation for college and careers in STEM-related fields. This advanced certificate in STEM. Education provides educators with the knowledge, skills and resources for effective STEM teaching and learning.

Features Unique to This Program

The Advanced Certificate is an interdisciplinary approach to STEM education between faculty in the NYIT School of Education Instructional Technology Program and the NYIT School of Engineering and Computer Science. Faculty of each school collaboratively coordinates course offerings to provide a customized and appropriate instructional program in S.T.E.M. education for candidates who are K-12 teachers. All courses are offered fully online or in a blended format. The primary impact is to better prepare teachers for teaching STEM content in K-12 schools and students' to become more knowledgeable and interested in STEM-related fields. The 18-credit STEM certificate may be applied to the 36-credit Master of Science in Instructional Technology.

Candidate Profile

The typical candidate will have a baccalaureate degree, 3.0 GPA, and New York State certification. The candidate should also have some experience with technology.

Course Requirements

Advanced Certificate in Teaching 21st-Century Skills

The 15-credit Advanced Certificate in Teaching 21st -Century Skills will prepare participants to develop knowledge and skills in technology for teaching and learning. The Partnership for 21st-Century Skills framework (2007) outlines the mastery of core subjects and integrates themes for students. Core subjects include English, reading or language arts, world languages, arts, mathematics, economics, science, geography, history, government and civics. Today's 21st-century schools must focus on interdisciplinary themes within core subjects such as mathematics, science, and technology, global awareness, civic responsibility for the environment and sustainability. This certificate will prepare K-16 teachers to use technology in teaching the core subjects and addressing interdisciplinary topics in authentic project-based curriculum and instruction.

Features Unique to This Program

Each course is designed to introduce key elements to address 21st-century skills. Two courses are based on the Intel curriculum which introduces curriculum design and tools for developing higher order thinking skills critical to 21st-century skills. All the courses address national standards and global issues using Web 2.0 tools for communication and collaboration. Participants in this certificate will design instructional applications to enhance teaching and learning 21st-century skills. The 15-credit Teaching 21st-Century Skills certificate may be applied to the 36-credit Master of Science in Instructional Technology.

Candidate Profile

Candidates are generally experienced public and non-public school teachers (certified or non-certified) who want to develop advanced knowledge and skills in classroom computer applications incorporating instructional technology at the classroom teaching and learning. Non-certified candidates may be required to take additional coursework in curriculum design or pedagogy as a foundation for the certificate program based on a case-by-case review of the applicant's academic and work background.

Course Requirements

Advanced Certificate in Teaching 21st-Century Skills

Advanced Certificate in Virtual Education

This 12-credit program provided candidates with the knowledge and skills for certified K-12 teachers to teach effectively online and in blended learning formats. The program focuses on development and delivery of best practices in virtual education. The focus is on participatory online learning environments for K-12 students. The program is aligned with the International Society for Technology in Education National Education Technology Standards (ISTE NETS).

Features Unique to This Program

The program uses a learning management system for supporting a web-based virtual learning environment that may be typical for K-12 online learning environment. The program is based on research-based practices for effective virtual education, and includes a seminar in which candidates test strategies for effective online instruction. The certificate program will prepare candidates to develop, deliver and coordinate virtual education programs.

Candidate Profile

The typical candidate must have a baccalaureate degree, 3.0 GPA, NYS certification and significant experience in technology.

Course Requirements

Advanced Certificate in Virtual Education

School of Education Curriculum

M.S. in Instructional Technology (Educational

Technology Specialist)

Major Requirements		
Foundations/Professional Core:		Credits:
EDIT 603	Foundations I Philosophy of Instructional Technology	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II Diversity, Learning and Technology Education	3
EDIT 605	Instructional Applications of the Internet	3
EDIT 610	Multimedia/Authoring	3
EDIT 695	Field Experience Practicum and Seminar	3
		Total: 18 credits
Pedagogical Applications:		Credits:
EDLA 615	Language Arts and Technology	3
EDMA 625	Mathematics, Science and Technology I (Math focus)	3
EDSC 626	Mathematics, Science and Technology II (Science focus)	3
EDIT 690	Assessment and Evaluation	3
		Total: 12 credits
Pedagogical Applications Electives (Choose One):		Credits:
EDSS 620	Social Studies and Technology	3
EDIT 663	Educational Uses of Social Media	3
		Total: 3 credits
Total Credits Required: 33		

School of Education Curriculum

M.S. in Instructional Technology (No Certification)

Major Requirements		
Foundations/Professional Core:		Credits:
EDIT 603	Foundations I Philosophy of Instructional Technology	3
EDPC 605	Curriculum Design and Development	3
EDPC 610	Foundations II Diversity, Learning and Technology Education	3
EDIT 605	Instructional Applications of the Internet	3
EDIT 610	Multimedia/Authoring	3
EDIT 695	Field Experience Practicum and Seminar	3
		Total: 18 credits
Pedagogical Applications:		Credits:
EDLA 615	Language Arts and Technology	3
EDMA 625	Mathematics, Science and Technology I (Math focus)	3
EDSC 626	Mathematics, Science and Technology II (Science focus)	3
EDIT 690	Assessment and Evaluation	3

Pedagogical Applications Electives (Choose One):

Credits:

EDSS 620	Social Studies and Technology	3
EDIT 663	Educational Uses of Social Media	3

Total: 3 credits

Total Credits Required: 33

School of Education Curriculum

Curriculum Requirements for Advanced Certificate in Computer Education

Major Requirements

Pedagogical Core:

Credits:

EDIT 602	Survey of Instructional Technology	3
EDIT 603	Foundations I Philosophy of Instructional Technology	3
EDPC 610	Foundations II Diversity, Learning and Technology Education	3

Total: 9 credits

Technology Core:

Credits:

EDIT 605	Instructional Applications of the Internet	3
EDIT 610	Multimedia/Authoring	3

Total: 6 credits

Elective (3 credits from among):

Credits:

EDSS 620	Social Studies and Technology	3
EDLA 615	Language Arts and Technology	3
EDMA 625	Mathematics, Science and Technology I (Math focus)	3
EDSC 626	Mathematics, Science and Technology II (Science focus)	3

Total: 3 credits

School of Education Curriculum

Advanced Certificate in Science, Technology, Engineering and Mathematics (STEM) Education

Major Requirements

Required Courses:

Credits:

EDIT 605	Instructional Applications of the Internet	3
EDMA 625	Mathematics, Science and Technology	3
EDSC 626	Mathematics, Science and Technology II	3

ENGY 670	Energy Technology in Perspective	3
ENVT 601	Introduction to Environmental Technology	3
		Total: 15 credits
Electives (3 credits):		Credits:
EDIT 741	Habitat Ecology and Technology for Elementary Teachers	3
EDIT 742	Fundamentals of Environmental Education for 21st Century Learners	3
ENVT 655	Fundamentals of Air Pollution	3
ENGY 710	Power Plant Systems	3
		Total: 3 credits

School of Education Curriculum

Curriculum Requirements for Advanced Certificate in Teaching 21st-Century Skills

Major Requirements		
Pedagogical Core:		Credits:
EDIT 701	Contemporary Strategies for Technology Integration in the Curriculum	3
EDIT 702	Critical Thinking and Communicating with Technology	3
EDMA 625	Mathematics, Science, and Technology in Education I	3
EDSC 626	Mathematics, Science, and Technology in Education II	3
EDIT 605	Instructional Applications of the Internet	3

School of Education Curriculum

Curriculum Requirements for Advanced Certificate in Virtual Education

Major Requirements		
Pedagogical Core:		Credits:
EDIT 652	Core I Distance Learning Technologies	3
EDIT 654	Core II Distance Learning Technologies	3
EDIT 660	Computers in Education Seminar	3
EDTC 605	Curriculum Design and Development	3
		Total: 12 credits

Total credits required: 12

School of Education

Programs in Instructional Technology for Trainers



The following programs are offered for Trainers in areas of Instructional Technology:

- Master of Science in Instructional Technology (Professional Trainers Program)
- Advanced Certificate in Emerging Technologies for Training
- Advanced Certificate in Instructional Design for Global eLearning

Master of Science in Instructional Technology — Professional Trainers Program

The 33-credit Master of Science in Instructional Technology for Professional Trainers is a combination of two certificates for professional trainers: Advanced Certificate in Emerging Technologies for Trainers and Advanced Certificate in Instructional Design for Global eLearning. Candidates develop key instructional and technological competencies identified by the American Society for Training and Development (ASTD) practitioners need in workplace training. Program graduates are prepared for careers as professional trainers, instructional designers, e-learning specialists, and internal consultants working in corporate, non-profit, and government settings. The program provides a well-rounded background in technology, learning and performance assessment.

Features Unique to this Program

The Master of Science in Instructional Technology for Professional Trainers results from taking the two certificates for professional trainers: Advanced Certificate in Emerging Technologies for Trainers and Advanced Certificate in Instructional Design for Global eLearning. The program maintains unique relationships with a variety of educational, governmental, and business organizations. These connections and interactions with faculty practitioners stimulate research and development and provide practical apprenticeship and contract opportunities for the candidate/professional.

Candidate Profile

Candidates must have a baccalaureate degree and 3.0 GPA. Many candidates in the program hold full-time positions in the training and development field. Some candidates are independent trainers and/or consultants. Others come from employment settings related to training and development or human resources. Others pursue the degree as an avenue of transition into a training-related career.

Course Requirements

Master of Science in Instructional Technology – Professional Trainers Program

Advanced Certificate: Emerging Technologies for Training

The 18-credit Advanced Certificate in Emerging Technologies for Training addresses advanced and promising technologies that improve learning performance, enhance training efficiency, and provide individualized, contextualized training modules. Candidates will be prepared to work in a variety of capacities, such as trainers, instructional designers, and training materials developers. Courses will be offered via multiple delivery modes using research-based practices and applications for effective training technology and strategies. The program will provide trainers with the knowledge and skills needed for 21st century corporate, non-profit and government sectors. It is designed for trainers to effectively develop programs that help employers enhance their skills, productivity, and quality of work.

Features Unique to This Program

The Advanced Certificate in Emerging Technologies for Training is designed for experienced trainers who want to update their knowledge and skills to design technology-based training environments with social networking, simulations, collaborative tools, mobile devices and games. This certificate may be combined with the Advanced Certificate in Instructional Design for Global eLearning and all courses will be applied to the Master of Science in Instructional Technology for Professional Trainers.

Candidate Profile

Candidates must have a baccalaureate degree and 3.0 GPA. Many candidates in the program hold full-time positions in the training and development field. Some candidates are independent trainers and/or consultants. Others come from employment settings related to training and development or human resources. Others pursue the degree as an avenue of transition into a training-related career.

Course Requirements

Advanced Certificate: Emerging Technologies for Training

Advanced Certificate: Instructional Design for Global E-Learning

This 18-credit certificate in Instructional Design for Global eLearning is designed to help novice trainers develop their knowledge and skills in adult learning theories, cross-cultural training, instructional design principles, and global training techniques. It prepares candidates to work in different capacities, such as trainers, instructional designers, or training materials developers. The program, offered in a variety of formats, including face to face, hybrid and online, provides trainers the knowledge and skills needed for the 21st-century corporate, non-profit, and government sectors. It is designed for trainers to effectively develop programs to help employers enhance their skills, productivity, and quality of work. Candidates develop the capacity to meet the challenges of the rapid pace of organizational and technological change, and satisfy the demands of global workforce training.

Features Unique to This Program

The Advanced Certificate in Instructional Design for Global eLearning features cross-cultural perspectives for training in the global workforce. Candidates will have the opportunity to collaborate with candidates, faculty, and corporate trainers from countries outside the United States. This certificate may be combined with the Advanced Certificate in Emerging Technologies for Trainers and all courses will be applied to the Master of Science in Instructional Technology for Professional Trainers.

Candidate Profile

Candidates must have a baccalaureate degree and 3.0 GPA. Many candidates in the program hold full-time positions in the training and development field. Some candidates are independent trainers and/or consultants. Others come from employment settings related to training and development or human resources. Others pursue the degree as an avenue of transition into a training-related career.

Course Requirements

Advanced Certificate: Instructional Design for Global E-Learning

School of Education Curriculum

Curriculum Requirements for Master of Science in

Instructional Technology – Professional Trainers

Major Requirements

Instructional Technology, M.S. – Professional Trainers:		Credits:
EDTR 606	Social Networking Tools for Training	3
EDTR 608	Training Practitioner Skills, Strategies, and Techniques	3
EDTR 609	Instructional Systems Design	3
EDTR 668	Interactive Courseware Design	3
EDTR 670	Mobile Learning	3
EDTR 671	Gaming and Virtual Reality Learning Environments	3
EDTR 673	Collaboration Learning Spaces	3
EDTR 682	Global Training	3
EDTR 690	Assessment and Evaluation Methods	3
EDTR 692	eLearning Environment for Global Training	3
EDTR 696	Independent Study in Training and Learning Technology	3

Total Required Credits: 33

School of Education Curriculum

Curriculum Requirements for Advanced Certificate in Emerging Technology for Training

Major Requirements

Advanced Certificate in Emerging Technology:		Credits:
EDTR 605	Social Networking Tools for Training	3
EDTR 668	Interactive Courseware Design	3
EDTR 670	Mobile Learning	3
EDTR 671	Gaming and Virtual Reality Learning Environments	3
EDTR 673	Collaboration Learning Spaces	3
EDTR 690	Assessment and Evaluation Methods	3

Total: 18 credits

Total required credits: 18

School of Education Curriculum

Curriculum Requirements for Advanced Certificate in Instructional Design in Global e-Learning

Major Requirements

Advanced Certificate in Instructional Design in Global e-Learning:		Credits:
EDTR 608	Training Practitioner Skills, Strategies, and Techniques	3
EDTR 609	Instructional Systems Design	3
EDTR 682	Global Training	3
EDTR 690	Assessment and Evaluation Methods	3
EDTR 692	eLearning Environment for Global Training	3
EDTR 696	Independent Study in Training and Learning Technology	3
EDTR	TOTAL	18

Total required credits: 18

School of Education

Master of Science in School Counseling



The **School Counseling** program prepares counselors and student development and human relations specialists who can practice effectively with diverse populations across the life span and in a variety of human services and educational settings.

Candidates will be taught to lead, advocate, collaborate, coordinate, assess, and use technology through these core purposes embedded across the curriculum. The programs reflect the 2009 standards of the Council for Accreditation of Counseling and Related Programs (CACREP), and provide a comprehensive knowledge and skill base through the study of:

- Social and cultural foundations
- Human development
- Counseling theory
- Therapeutic process and helping relationships
- Professional ethics and orientation
- Group dynamics and counseling
- Career development and decision-making
- Research and evaluation
- Appraisal and assessment
- Clinical experiences

Program Mission

The mission of the School Counseling program is to prepare culturally competent and skilled school counseling professionals to promote success for all Pre-K-12 students' academic, career, and personal/social development through effective comprehensive programs. NYIT's school counseling candidates will be prepared to support, promote, and enhance student achievement and success in school through advocacy, collaboration and teamwork, leadership, individual and group counseling interventions, and the use of data and technology.

Graduates of the 48-credit, competency-based program are eligible for school counselor certification in New York state and in New York City, and encouraged to pursue national certification through the National Board of Certified Counselors.

Features Unique to This Program

Classes are offered in three formats: face to face, online, and blended.

Flexible three-year (part time) and two-year (full time) cohort models for the 48-credit Master of Science.

School-based fieldwork is integrated throughout coursework to prepare for practicum and internship.

Innovative practices and counseling program models meet the needs of today's Pre-K-12 students.

Opportunities to develop skills in counseling, leadership, collaboration, advocacy, teamwork, data-based decision making, accountability, program development, and implementation.

Focus on expertise using technology applications specific to school counseling.

Cross-cultural studies at home or abroad.

National school counseling honor society, Chi Sigma Iota.

Action research, data-informed practice, and comprehensive program development are integral themes.

Learning objectives are grounded in the Transforming School Counseling Initiative, CACREP standards, and the American School Counselor Association National Standards and National Model.

Admissions Requirements

The Master of Science in School Counseling follows a cohort model, and all candidates are required to enroll in two courses each semester (part time) or three courses each semester (full time), including the summer session. Applicants are accepted and begin study in the fall term. Applicants with academic backgrounds in psychology, education, sociology, law, or a related behavioral science are especially encouraged to apply, as are those with work experience in schools, social agencies, hospitals, criminal justice, or community action programs.

Applicants for the Master of Science in School Counseling must:

1. Possess a baccalaureate degree from an accredited college or university;
2. 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 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 score of 300 combined from any two tests. 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.
3. Participate in an individual and group interview process, which includes a writing sample and verbal responses to contemporary professional issues and trends.
4. Submit three department reference forms (from an employer, a professor, and someone who can give a personal character reference) attesting to the applicant's leadership, advocacy skills, and potential to succeed in graduate studies.
5. Submit a supplemental background packet. Call 516.686.7777 or 212.261.1529 or visit nyit.edu/education for needed forms and directions for the supplemental information packet.

School of Education Curriculum

Curriculum Requirements for Master of Science in School Counseling

Major Requirements

Foundations:

Credits:

EDCO 600	Introduction to School Counseling	3
EDCO 601	Human Development	3
EDCO 615	Foundations of Counseling	3
EDCO 705	Career Counseling and Lifestyles Development	3
		Total: 12 credits
Core Knowledge and Skills Courses:		Credits:
EDCO 620	Group Counseling, Leadership and Facilitation Skills	3
EDCO 635	Consultation: School and Community	3
EDCO 640	School Counseling Programs Development and Implementation	3
EDCO 650	Social Justice, Diversity and Cultural Issues	3
EDCO 725	School Violence Prevention and Student Behavior Management	3
EDCO 810	Research, Assessment and Technology	3
EDCO 835	Educational Law, Policy and Ethics	3
EDCO 870	Field Practicum and Seminar ¹	3
EDCO 665	The Special Needs Student (<i>select EDCO 665 or EDCO 671</i>)	3
OR		
EDCO 671	Post Secondary Transitions and College Counseling (<i>select EDCO 665 or EDCO 671</i>)	3
		Total: 27 credits
¹ Practicum (100 hours of supervised counseling experiences)		
Electives (3 credits selected with approval of advisor):		Credits:
EDCO 605	Theories of Personality	3
MHCO 620	Interpersonal Communication	3
EDCO 625	Community Psychology	3
EDCO 630	Clinical Assessment	3
EDCO 631	Prevention, Assessment and Treatment of Alcohol and Substance Abuse with Families,Communities and Schools	3
EDCO 645	Technology Literacy for School Counselors	3
EDCO 647	Group Dynamics	3
EDCO 655	Contemporary Issues and Practices in Education and School Counseling	3
EDCO 680	Counseling and Cultural Competence in a Global Society	3
EDCO 685	Cultural Mediation for Counselors and Educators	3
EDCO 703	Crisis Intervention	3
EDCO 707	Advanced Career Counseling	3
EDCO 709	Advanced Studies in Workforce Development	3
EDCO 710	Multicultural Issues in Counseling	3
EDCO 758	Motivation Theory	3
EDCO 770	Etiology and Treatment of Alcohol and Substance Abuse I	3
EDCO 771	Etiology and Treatment of Alcohol and Substance Abuse II	3
EDCO 775	Pharmacology, Epidemiology and Research in Alcohol and Substance Abuse	3
EDCO 780	Human Sexuality	3
EDCO 820	Play Therapy I	3
EDCO 821	Play Therapy II	3
		Total: 3 credits
Internship:		Credits:

EDCO 730	Internship: Academic, Career, Personal-Social Development I	3
EDCO 740	Internship: Academic, Career, Personal-Social Development II	3
		Total: 6 credits

With department approval candidates may accrue up to 100 hours of internship experience in the summer semester prior to registration in EDCO 730.

Total credits required for the School Counseling degree: 48 credits

School of Education

Advanced Certificate in Student Behavior Management

The 15-credit post-baccalaureate **Advanced Certificate in Student Behavior Management** enables classroom teachers, administrators, and candidates for the M.S. in School Counseling to effectively understand and manage student behavior. Participants will become cognizant of issues and factors that contribute to student behavior, classroom dynamics, and school climate, and will explore practical interventions to create a safe, respectful, supportive classroom environment.

Curriculum Framework

Teachers in elementary, middle, and high schools often seek additional preparation for the challenges presented by children and adolescents with academic, behavioral, and social problems. These problems can significantly impact classroom functioning and student learning. Coursework focuses on understanding the dynamics of students' academic, career, and personal/social development, and provides practical solutions to positively impact their growth.

The program also encourages candidates to become leaders in their schools and districts, and in particular, learn to implement practices that create safe, respectful school environments, increase student safety, and meet the requirements of New York State Project Save legislation.

Candidates who begin in the Advanced Certificate in Student Behavior Management program may later apply to the Master of Science in School Counseling. If accepted, successful completion of certificate courses (3.0 or better grade) will be applied to fulfill the master’s degree requirements.

Features Unique to This Program

Courses offered within this certificate satisfy the New York City requirement for six credits in special education and six credits in human relations.

Candidate Profile

Typical candidates for this program are regular or special education teachers and school administrators in public and non-public Pre-K-12 schools. A baccalaureate degree from an accredited college or university is required for admission.

School of Education Curriculum

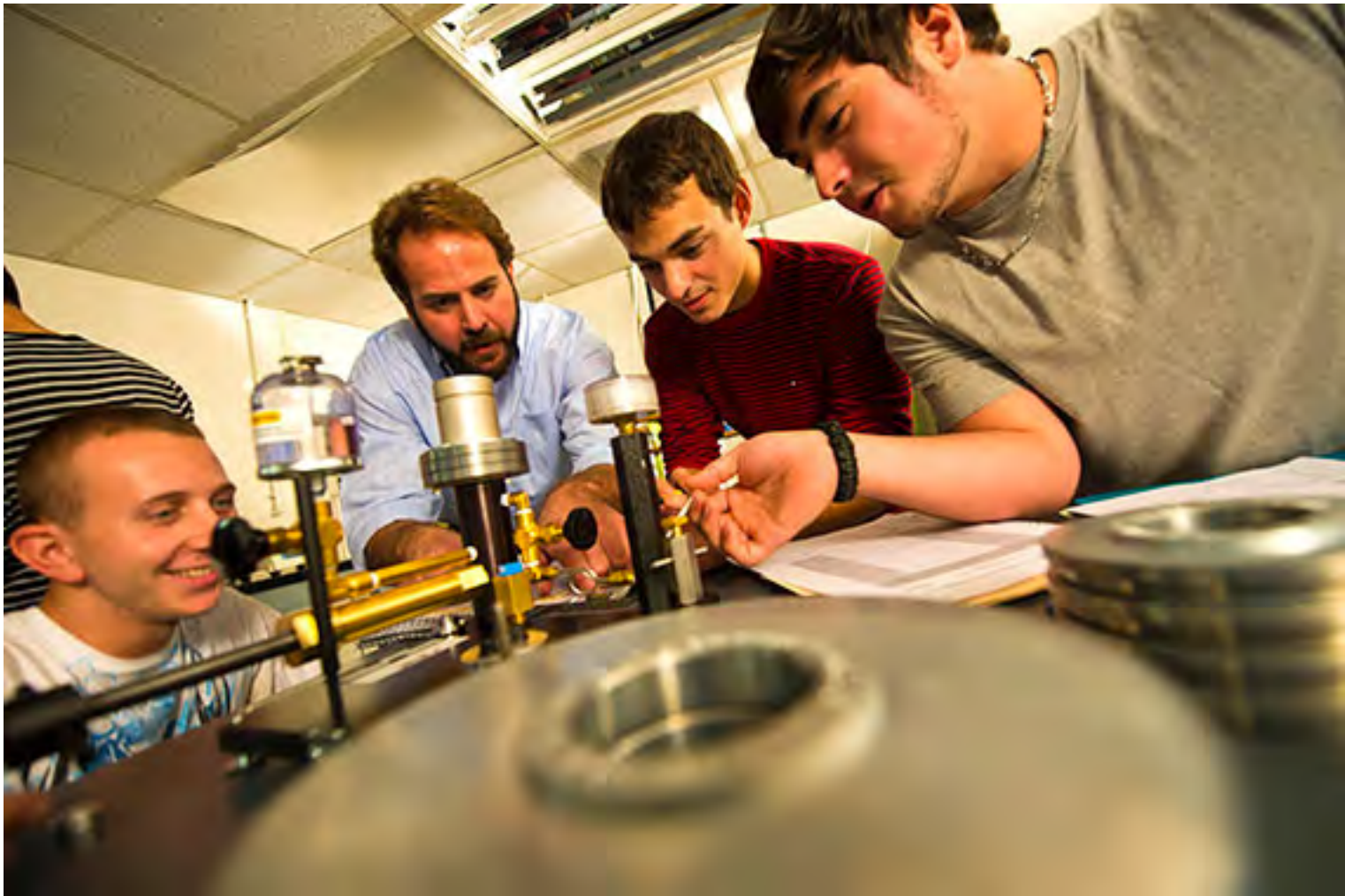
Curriculum Requirements for Advanced Certificate in Student Behavior Management

Advanced Certificate in Student Behavior Management:		Credits:
EDCO 600	Introduction to School Counseling	3
EDCO 601	Human Development	3
EDCO 630	Social Justice, Diversity, and Cultural Issues	3
EDCO 665	The Special Needs Student	3
EDCO 725	School Violence and Student Behavior Management	3

Total required credits: 15

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. »

Graduate Programs: School of Engineering and Computing Sciences



Nada Marie Anid, Ph.D., Dean

GRADUATE PROGRAMS

Computer Science, M.S. »
Electrical and Computer Engineering, M.S. »
Information, Network, and Computer Security, M.S. »

Frank Lee, Ph.D., Chair - Old Westbury
Yoshikazu Saito, Ph.D., Chair - Manhattan

Energy Management, M.S. »
Advanced Certificates »

Robert N. Amundsen, Ph.D., Director

Environmental Technology, M.S. »

Stanley M. Greenwald, P.E., Chair

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.

Scholarships and Accelerated Master's

There are several scholarship programs, specifically designed for the School of Engineering and Computing Sciences, that incoming students can partake in, such as:

Accelerated Master's Degree Program - Designed exclusively for current undergraduate students in the School of Engineering and Computing Sciences who have demonstrated academic excellence. The program provides juniors with a cumulative GPA of at least 3.4 an opportunity to complete both their bachelor's and master's degrees in five years.

Dean's Graduate Scholarship - Provided to select students to help them excel in the School of Engineering and Computing Sciences' graduate programs. Admitted graduate students with a GPA of 3.5 or higher that accept the scholarship will receive the award upon registering as a full-time student.

For more information, visit the scholarship and honors programs links on the [School of Engineering and Computing Sciences' Web pages](#).

School of Engineering and Computing Sciences

Computer Science, M.S.



The graduate program leading to a **Master of Science in Computer Science** is designed to serve a wide range of professional interests and within this framework takes a broad-based approach to practical computer applications.

The program is suited for individuals holding a baccalaureate degree in computer science, engineering, management, information technology, mathematics, or related fields of interest. Its curriculum is consistent with the recommendations of the Association for Computing Machinery.

Objectives

Specific objectives of this program provide students with a comprehensive background in:

1. Fundamental areas of computer science such as: algorithms, computational theory, computer architecture, operating systems, compiler design and software based systems.
2. Theory and design of modern high-level programming languages and applications in development of systems software.
3. Design and analysis of efficient algorithms.
4. Advanced topics in computer architecture, illustrated by case studies from classic and modern processors including large-scale computer systems.
5. Topics specific to a student's particular area of specialization, including: software engineering, computer security, networks, computer graphics, databases, information security and artificial intelligence.

Curriculum

The curriculum consists of 30 credits; 24 of which are allocated to required courses in computer science. The remaining six credits permit students to specialize in areas appropriate to their individual needs. In order to accommodate working professionals, courses are offered during evening hours at the Old Westbury and Manhattan campuses.

Emphasis is on the relationship between systems and their applications and is ideal for individuals interested in systems engineering, networks, software engineering, computer security, systems architecture, data organization and communications, microprocessors, computer graphics, or artificial intelligence.

Thesis Option Master's Degree

Students selecting this option will be required to complete 30 credits, which include six credits of M.S. thesis courses. Full-time students typically take two semesters to complete the thesis course sequence, which entails planning and conducting research and writing a thesis. Depending on the thesis topic, students will gain specialized skills and knowledge to make them better qualified for research and development jobs at companies. The thesis may also lead to advanced degrees beyond the Master of Science. With the approval of a supervising thesis advisor, qualified students pursuing the master's thesis must:

- Enroll in two semesters of CSCI 889 - MS Thesis I and CSCI 891 - MS Thesis II for a maximum of six credits.
- Prepare reports and verbally defend a formal thesis in accordance with criteria established by the School of Engineering and Computing Sciences. A formal written thesis will be archived in the NYIT library.

All master's thesis students must strictly adhere to the Master's Thesis Policies and Guidelines published by the School of Engineering and Computing Sciences of NYIT.

Admission Requirements

The Master of Science in Computer Science is principally designed for graduates of baccalaureate programs in computer science, engineering, management, mathematics, information technology, liberal arts, and related areas.

Applicants must have at least a 2.85 GPA to be admitted. Applicants who do not satisfy this criterion may be admitted at the dean's discretion. Additional criteria include: scores on the Graduate Record Examination, or other diagnostic tests to assist in the evaluation of an applicant's credentials. Upon completion of nine graduate credits and satisfaction of pre-curriculum requirements, a student's records may be reviewed for performance evaluation and further advancement in the academic program.

Students applying for admission must complete a formal application and arrange to have official transcripts sent to the Office of Graduate Admissions.

For students with an insufficient background for admission into the M.S. in Computer Science program up to 32 credits from the list of waivable and prerequisite courses listed below may be required.

Waivable Courses

CSCI-502 Computer Programming I (3 credits)
CSCI-503 Computer Organization and Architecture (3 credits)
CSCI-504 Computer Programming II (3 credits)
CSCI-505 Elements of Discrete Structures (3 credits)
CSCI-507 Data Structures (3 credits)
CSCI-508 Compiler Design (3 credits)
CSCI-509 Operating Systems (3 credits)

Additional Prerequisite Courses

MATH-170 Calculus I (4 credits)
MATH-180 Calculus II (4 credits)
MATH-310 Linear Algebra (3 credits)

Note: Credits earned for the courses above will not be counted toward the 30 credits required for the degree.

Guidelines for International Students

All international graduate students must:

1. Take the Graduate Record Examination.
2. Take the Test of English as a Foreign Language or International English Language Testing System.

Transfer Credits

Up to six transfer credits from an accredited graduate program may be granted to students in this program for appropriate courses in which a minimum grade of B was earned.

Fellowships and Assistantships

Research fellowships and teaching assistantships are available to qualified candidates. These opportunities are usually for a 10-month period and may include partial remission of tuition and fees.

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Masters of Science in Computer Science

Major Requirements

Fundamental Courses:

Credits:

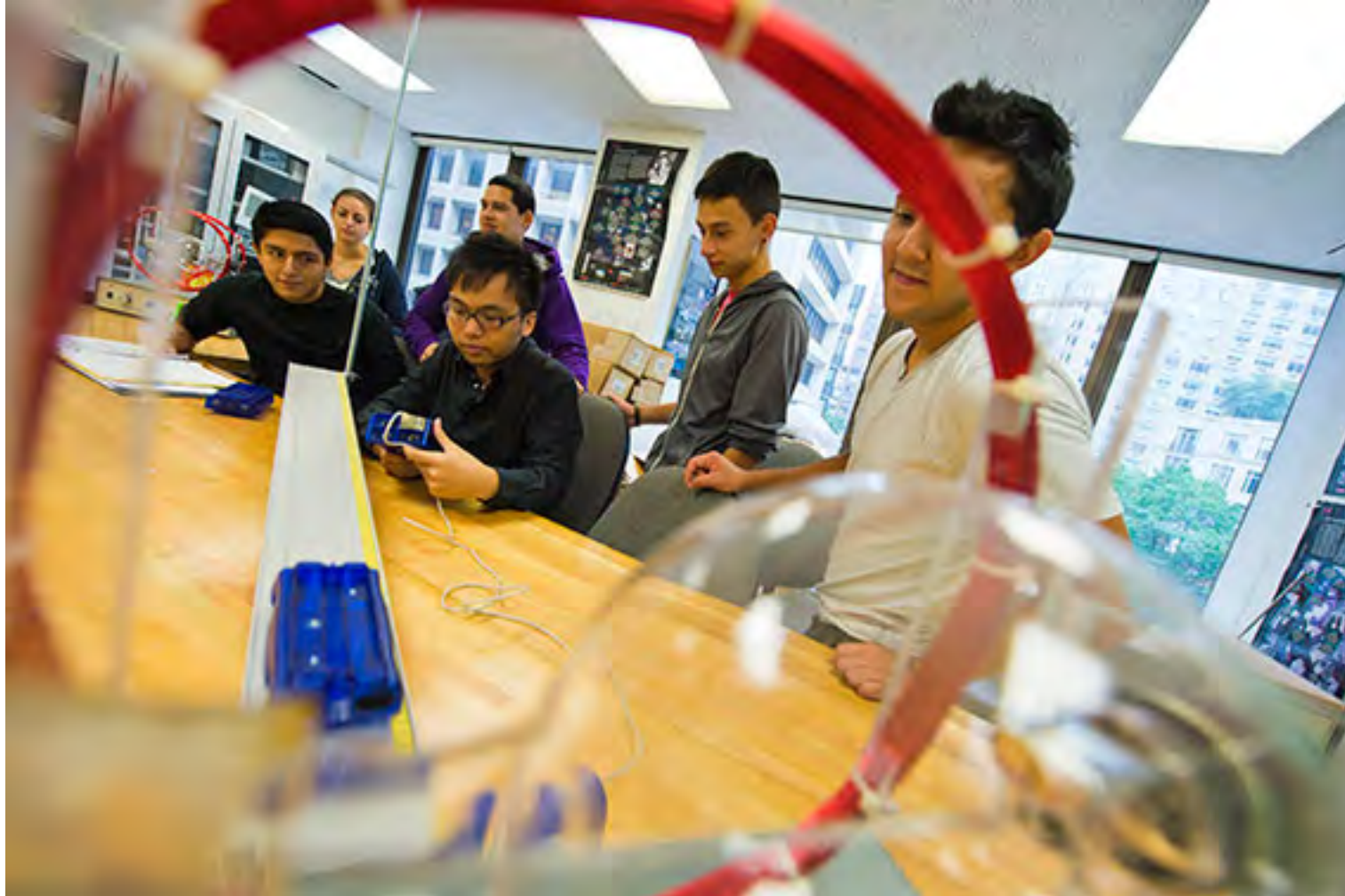
CSCI 610	Theoretical Concepts in Computers and Computation	3
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CSCI 641	Computer Architecture	3
CSCI 651	Algorithm Concepts	3
		Total: 9 credits
System Programming (Select two courses from the following)::		Credits:
CSCI 620	Operating System Security	3
CSCI 621	Programming Languages	3
CSCI 731	Compiler I	3
		Total: 6 credits
Application (Select two courses from the following):		Credits:
CSCI 665	Software Engineering	3
CSCI 670	Computer Graphics	3
CSCI 690	Computer Networks	3
CSCI 755	Artificial Intelligence I	3
CSCI 760	Database Systems	3
CSCI xxx	Any other graduate-level course approved by program chair/program advisor	3
		Total: 6 credits
Project/Thesis Course (Thesis Option: 6 credits – Non-Thesis Option: 3 credits):		Credits:
CSCI 870	Project	3
OR		
CSCI 889	MS Thesis I	3
CSCI 891	MS Thesis II	3
		Total: 3 - 6 credits
Electives (Select from the CS curriculum):		Credits:
CSCI xxx	Thesis Option Must Choose: 3 credits Non-Thesis Option Must Choose: 6 credits	
		Total: 3 - 6 credits

Total credits required: 30

School of Engineering and Computing Sciences

Electrical and Computer Engineering, M.S.



The graduate program leading to a **Master of Science in Electrical and Computer Engineering** is intended to provide advanced knowledge and skills for the professional electrical and computer engineer or student who wishes to pursue further graduate study. The curriculum emphasizes applied and design-oriented engineering skills coupled with underlying theoretical concepts.

Objectives

The program provides both seasoned engineers and recent graduates with advanced engineering education and state-of-the-art specialization. Specific objectives of this program provide students an ability to demonstrate:

1. Comprehensive knowledge of advanced topics in mathematics and stochastic processes.
2. Comprehensive knowledge of linear systems and digital communications.
3. Advance knowledge of computer architecture and system design.
4. Knowledge of advances in areas such as parallel computing, networks, and VLSI designs.
5. Proficiency in specific areas of specialization such as computer security, quantum computing, nanotechnology, signal processing and information technology.

Curriculum

The curriculum is comprised of 30 credits and divided into four categories. Requirements include core and specialized courses. Remaining courses establish elective choices and project/thesis options; students consult with an advisor to develop competency in a given area of expertise.

Thesis Option Master's Degree

Students selecting this option will be required to complete 30 credits, including six credits of M.S. thesis courses. Full-time students typically take two semesters to complete a thesis, which entails planning and conducting research and writing a thesis. Depending on a thesis topic, students' specialized skills and knowledge can make them more qualified candidates for research and development positions at companies. The thesis may also lead to advanced degrees beyond the Master of Science. With the approval of a supervising thesis advisor, qualified students pursuing the master's thesis must:

Enroll in two semesters of EENG 890 - M.S. Thesis I and EENG 891 - M.S. Thesis II for a maximum of six credits.

Prepare reports and verbally defend a formal thesis in accordance with criteria established by the School of Engineering and Computing Sciences. A formal written thesis will be archived in the NYIT library.

All master's theses must strictly adhere to the Master's Thesis Policies and Guidelines published by the School of Engineering and Computing Sciences of NYIT.

Admission Requirements

The Master of Science in Electrical and Computer Engineering is principally designed for students who have earned:

1. Bachelor of Science in Electrical or Computer Engineering from an ABET-accredited program; or
2. Bachelor of Science in a closely related field with appropriate undergraduate courses such as calculus through

differential equations and linear algebra, physics, and the usual electrical engineering core courses.

Applicants must have at least a 2.85 GPA to be admitted. Applicants who do not satisfy this criterion may be admitted at the dean’s discretion. Additional criteria include: scores on the Graduate Record Examination, or other diagnostic tests to assist in the evaluation of an applicant’s credentials. Upon completion of nine graduate credits and satisfaction of pre-curriculum requirements, a student’s records may be reviewed for performance evaluation and further advancement in the academic program.

Students applying for admission must complete a formal application and arrange to have official transcripts sent to the Office of Graduate Admissions.

For students with an insufficient background for admission into the M.S. in Electrical and Computer Engineering program up to 40 credits from the list of waivable and prerequisite courses below may be required.

Waivable Courses

- EENG-502 Electrical Circuits I and Engineering Tools (4 credits)
- EENG-504 Introduction to Electronic Circuits (3 credits)
- EENG-505 Fundamentals of Digital Logic (3 credits)
- EENG-508 Electrical Circuits II (3 credits)
- EENG-512 Control Systems (3 credits)
- EENG-514 Signals and Systems (3 credits)
- EENG-515 Random Signals & Statistics (3 credits)
- EENG-518 Communication Theory (3 credits)

Additional Prerequisite Courses

- MATH-170 Calculus I (4 credits)
- MATH-180 Calculus II (4 credits)
- MATH-260 Calculus III (4 credits)
- MATH-320 Differential Equations (3 credits)

Note: Credits earned for the courses above will not be counted toward the 30 credits required for the degree.

Guidelines for International Students

All international graduate students must:

1. Take the Graduate Record Examination.
2. Take the Test of English as a Foreign Language or International English Language Testing System.

Transfer Credits

Up to six transfer credits from an accredited graduate program may be granted to students in this program for appropriate courses in which a minimum grade of B was earned.

Fellowships and Assistantships

Research fellowships and teaching assistantships are available to qualified candidates. These opportunities are usually for a 10-month period and may include partial remission of tuition and fees.

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Masters of Science in Electrical and Computer Engineering

Major Requirements		
Required Courses:		Credits:
EENG 635	Probability and Stochastic Processes	3
EENG 641	Computer Architecture I	3

EENG 665	Linear Systems	3
EENG 770	Digital Communications	3
		Total: 12 credits
Specialized Courses - Select 6 Credits from the Following List:		Credits:
EENG 633	Parallel Computing Systems	3
EENG 670	Electromagnetic Theory	3
EENG 710	Robotics of Flexible Automation	3
EENG 720	Modern Control Theory	3
EENG 725	Queuing Theory	3
EENG 730	Nanotechnology	3
EENG 741	Computer Architecture II	3
EENG 751	Signal Processing I	3
EENG 755	Computer Networks	3
EENG 760	Antenna Theory and Wave Propagation	3
EENG 830	RF Electronic Circuits	3
EENG 851	Signal Processing II	3
EENG 860	Special Topics	3
CSCI 660	Intro to VLSI Design	3
EENG xxx	Any other EENG graduate-level course approved by the program chair/program advisor	
		Total: 6 credits

Electrical/Computer Electives (Select from courses listed under Specialized Courses**):		Credits:
EENG/CSCI xxx	Thesis Option Must Choose: 6 credits Non-Thesis Option Must Choose: 9 credits	
		Total: 6 - 9 credits

** This excludes the two courses taken to fulfill the Specialized Courses requirement.

A maximum of six credits may be selected from the graduate computer science program with department approval, in addition to CSCI 660.

Project/Thesis Course: (Thesis Option: 6 credits – Non-Thesis Option: 3 credits):		Credits:
EENG 870	Project	3
OR		
EENG 889	MS Thesis I	3
EENG 891	MS Thesis II	3
		Total: 3 - 6 credits

Total credits required: 30

School of Engineering and Computing Sciences

Energy Management, M.S.



With the projected expenditure of billions of dollars per year during the coming decades for energy-efficiency equipment, energy management systems, resource recovery plants, and cost-effective alternative energy systems, there is a growing need for energy managers conversant with business management and energy technology to fill executive positions in corporate and government organizations. Energy managers develop and implement organizational policy for analyzing and improving energy efficiency in commercial and industrial processes, building operations, and new design and construction. They also manage the operation of new plants designed for cogeneration, resource recovery, biomass conversion, wind energy, geothermal power, and small-scale hydroelectric power.

In response to this need, NYIT's School of Engineering and Computing Sciences offers a **Master of Science in Energy Management** pursuant to several objectives, one of which is to provide professionals in business management or engineering and college graduates from various backgrounds with the most up-to-date knowledge in energy management. Another objective is to equip professionals with the interdisciplinary skills required of a new class of energy managers, in particular modern energy technology, business practice, policy development, program analysis, cost-benefit evaluation, and computer-assisted management tools.

For energy employers nationwide and for energy management students and graduates, the school operates a Job Clearinghouse for Energy Professionals. Employers make use of the clearinghouse at no cost to locate qualified job candidates from among the program's ranks.

For organizations involved in energy generation and transmission, building operation and design, and industrial energy utilization, the college offers specialized professional certificate programs to increase the knowledge and skills of personnel who attend classes in their workplace or at an NYIT campus.

For energy professionals with busy schedules and home bases outside the New York metropolitan region, NYIT conducts intensive professional seminars on technical subjects of importance to the energy field and offers the entire degree online.

Combined B.S. in Mechanical Engineering and M.S. in Energy Management Program

The School of Engineering and Computing Sciences offers a combined, five-year Bachelor of Science in Mechanical Engineering and Master of Science in Energy Management. Students in the B.S./M.S. program who have taken six graduate credits in mechanical engineering are required to complete 24 additional graduate credits for the M.S. in Energy Management. This program provides students with a strong technical background and specialized preparation for a variety of career options.

Faculty

Faculty members are academicians known nationally for their energy expertise; practicing energy management professionals who both teach and work as ranking administrators, engineers and operating officials of corporate and governmental organizations; and a select group of scholars associated with other appropriate graduate programs at NYIT.

Curriculum

In all cases, the curriculum consists of a core of seven courses including a thesis or practicum course and three elective courses to be chosen on the basis of specialization objectives. In order to earn the Master of Science in Energy

Management, students must complete the prescribed curriculum of 30 graduate credits.

Program Format

Courses are offered in a convenient, flexible weekend and evening format at NYIT-Old Westbury. Courses meet for two hours and 40 minutes once a week for 15 sessions. In addition, courses are available online and at NYIT-Manhattan. Fall, spring, and summer semesters are scheduled.

Admission Requirements

Applicants must have at least a 2.85 GPA to be admitted. Applicants who do not satisfy this criterion may be admitted at the dean’s discretion. Additional criteria include: scores on the Graduate Record Examination, or other diagnostic tests to assist in the evaluation of an applicant's credentials. Upon completion of nine graduate credits and satisfaction of pre-curriculum requirements, a student’s records may be reviewed for performance evaluation and further advancement in the academic program.

Students applying for admission must complete a formal application and arrange to have official transcripts sent to the Office of Graduate Admissions.

For students with an insufficient background for admission into the M.S. in Energy Management up to nine credits from the list of prerequisite courses below may be required.

Prerequisite Courses

- PHYS-115 Humanity and the Physical Universe (3 credits)
- ECON-101 Basic Economics (3 credits)
- IENG-245 Statistical Design I (3 credits)

Note: Credits earned for the courses above will not be counted toward the 30 credits required for the degree.

Guidelines for International Students

All international graduate students must:

1. Take the Graduate Record Examination.
2. Take the Test of English as a Foreign Language or International English Language Testing System. Additional information for international students is provided in this catalog.

Transfer Credits

Up to six transfer credits from an accredited graduate program may be granted to students in this program for appropriate courses in which a minimum grade of B was earned.

Fellowships and Assistantships

Research fellowships and teaching assistantships are available to qualified candidates. These opportunities are usually for a 10-month period and may include partial remission of tuition and fees.

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Master of Science in Energy Management

Major Requirements

Required Core Courses for all Energy Management Options: Credits:

ENGY 610	Energy Management	3
ENGY 670	Energy Technology in Perspective	3
ENGY 695	Systems Engineering and Management	3
ENGY 710	Power Plant Systems	3
ENGY 775	Alternative Energy Systems	3

ENGY 890	Thesis, Practicum or Other Research	3
ENVT 601	Introduction to Environmental Technology	3
		Total: 21 credits

Elective Courses

9 graduate credits chosen from ENGY, ENVT, and MBA courses. Recommended electives are below.

Course selections must be approved by the Director of the Energy Management program.

Facilities Management Electives:		Credits:
ENGY 615	Energy Equipment Assessment	3
ENGY 620	Facilities Operation and Maintenance	3
ENGY 625	Facilities Management Seminar	3
ENGY 730	Computer Applications for Energy Management	3

Power Systems Electives:		Credits:
ENGY 630	Facility Security and Contingency Planning	3
ENGY 740	Solar Energy Technology	3
ENGY 745	Advanced Battery and Fuel Cell Technologies	3
ENGY 795	Smart Grid Systems	3

Environmental Technology Electives:		Credits:
ENVT 720	Environmental Audits and Monitoring	3
ENVT 725	Environmental Issues in the New York Area	3
ENVT 730	Geographical Information Systems	3
ENVT 750	Environmental Risk Assessment	3

Total elective credits required: 9

Note: Not all courses are offered each term.

Total credits required: 30

School of Engineering and Computing Sciences

Advanced Certificates



Advanced Certificate in Energy Technology
Advanced Certificate in Facilities Management
Advanced Certificate in Environmental Management
Advanced Certificate in Infrastructure Security Management
Certificate Program Requirements
Course Descriptions

Advanced Certificate in Energy Technology

Alternate sources of energy, experimental vehicles, automated energy control systems, and advanced resource recovery facilities have been developed in order to maximize the efficiency of energy utilization.

The Advanced Certificate in Energy Technology requires 18 credits of graduate coursework in energy technology and related areas. All course selections must be approved by the Energy Management Program Director. For more information, please contact the department.

Choose six of the following courses:

ENGY 615 Energy Equipment Assessment
ENGY 635 Security Systems and Technology
ENGY 640 Independent Guided Project
ENGY 670 Energy Technology in Perspective
ENGY 695 Systems Engineering and Management
ENGY 710 Power Plant Systems
ENGY 715 Energy-Efficient Lighting
ENGY 725 Seminar in New Products and Technology
ENGY 730 Computer Applications for Energy Management
ENGY 740 Solar Energy Technology
ENGY 745 Advanced Battery and Fuel Cell Technologies
ENGY 760 Transportation Technology Seminar
ENGY 775 Alternative Energy Systems
ENGY 795 Smart Grid Systems
ENGY 820 Automated Building Energy Control Systems
ENGY 840 Energy Conservation Analysis
ENGY 850 Advanced Topics Seminar
ENVT 601 Introduction to Environmental Technology
ENVT 655 Fundamentals of Air Pollution
ENVT 730 Geographical Information Systems

Advanced Certificate in Facilities Management

The complexity of modern buildings has increased with the advent of sophisticated lighting systems, building controls, and air conditioning equipment. There are numerous career opportunities for facilities managers, who operate and maintain buildings and related infrastructure. Facilities managers need to be able to control costs, while maintaining high standards of safety, comfort and performance. As part of the M.S. in Energy Management program, NYIT offers an Advanced Certificate in Facilities Management.

Courses which have been applied to the certificate may be applied to the M.S. in Energy Management degree. The certificate consists of six courses for a total of 18 graduate credits.

Choose six of the following courses:

- ENGY 610 Energy Management
- ENGY 615 Energy Equipment Assessment
- ENGY 620 Facilities Operation and Maintenance
- ENGY 625 Facilities Management Seminar
- ENGY 630 Facility Security and Contingency Planning
- ENGY 635 Security Systems and Technology
- ENGY 640 Independent Guided Project
- ENGY 710 Power Plant Systems
- ENGY 715 Energy-Efficient Lighting
- ENGY 725 Seminar in New Products and Technology
- ENGY 730 Computer Applications for Energy Management
- ENGY 820 Automated Building Energy Control Systems
- ENGY 840 Energy Conservation Analysis
- ENGY 850 Advanced Topics Seminar
- ENVT 715 Pollution Prevention and Waste Minimization
- ENVT 720 Environmental Audits and Monitoring

Advanced Certificate in Environmental Management

The environmental debate has attracted widespread attention among policy-makers and the general public. Strict new environmental regulations have created a need for managers with an understanding of environmental issues. Environmental quality is inextricably linked with energy consumption. Automobiles, power plants, and furnaces release pollutants as products of combustion. Coal, oil, and gas resources cannot be developed without careful consideration of the environmental impacts. Therefore, the focus of the energy field has broadened to include more environmental issues. Environmental management courses are offered within the M.S. in Energy Management degree program for managers, planners, engineers, and policy-makers who must consider environmental issues when making decisions. Students who obtain the certificate may continue their studies by completing the M.S. in Energy Management degree. Students who have completed the M.S. in Energy Management core course may choose to specialize in environmental management by taking the environmental courses as electives.

The Advanced Certificate in Environmental Management consists of six graduate-level environmental courses, for a total of 18 graduate credits. These courses explore technical, economic, and regulatory frameworks of environmental protection and conservation.

Choose three (3) Environmental Management courses (ENGY) and three (3) Environmental Technology courses (ENVT). Course selections must be approved by the Energy Management program director. The following courses are recommended:

- ENGY 640 Independent Guided Project
- ENGY 655 Environmental Economics
- ENGY 660 Environmental Policy Seminar
- ENGY 690 Energy Policy, Economics and Technology
- ENGY 740 Solar Energy Technology
- ENGY 750 Energy and Environmental Law
- ENGY 760 Transportation Technology Seminar
- ENGY 775 Alternative Energy Systems
- ENGY 850 Advanced Topics Seminar
- ENVT 601 Introduction to Environmental Technology
- ENVT 605 Hydrology and Groundwater Contamination
- ENVT 620 Introduction to Waste Management
- ENVT 650 Hazardous Waste Operations
- ENVT 655 Fundamentals of Air Pollution
- ENVT 715 Pollution Prevention and Waste Minimization
- ENVT 720 Environmental Audits and Monitoring
- ENVT 730 Geographical Information Systems

Advanced Certificate in Infrastructure Security Management

Today, we depend on trained professionals to identify security concerns and to develop effective response strategies to protect facilities and infrastructures. These individuals use advanced technology for fire protection, crime prevention, and environmental monitoring. They ensure that critical systems, such as back-up power, life safety equipment, and water infrastructure are fully operational and in compliance with all regulatory requirements. This 18-credit certificate includes coursework in facilities management, contingency planning, security systems technology, and environmental risk assessment.

Choose six courses (18 cr.) from the following:

- ENGY 620 Facilities Operation and Maintenance
- ENGY 625 Facilities Management Seminar
- ENGY 630 Facility Security and Contingency Planning
- ENGY 635 Security Systems and Technology
- ENGY 710 Power Plant Systems
- ENGY 795 Smart Grid Systems
- ENVT 650 Hazardous Waste Operations
- ENVT 720 Environmental Audits and Monitoring
- ENVT 730 Geographical Information Systems
- ENVT 750 Environmental Risk Assessment
- ENVT 775 Water Infrastructure Security

Certificate Program Requirements

The admission requirements for the M.S. in Energy Management program also apply to the Advanced Certificate programs. Courses may not be applied to more than one certificate, and the 18 credits must be completed with a minimum 3.0 cumulative average. A separate application for graduate admission must be filed at least one semester before completing a certificate. The certificate must be completed before the M.S. in Energy Management degree.

School of Engineering and Computing Sciences

Environmental Technology, M.S.



The **M.S. in Environmental Technology** is a practice-oriented program that brings together the many aspects of engineering, environmental science, sustainability, ecology, law, pollution prevention, climate change, contamination mitigation, and technology needed in today's modern world. Students will learn to understand and apply the best methods and practices used in environmental systems for air, water, energy, and waste. The technologies and practices presented in the program are the foundation of all modern efforts aimed at improving environmental conditions and advancing sustainability goals, according to the United Nations.

The program consists of a total of 30 credits. Fifteen credits are required core courses. A six credit audit or design thesis project is the capstone project. Nine credits of elective courses can be selected from three tracks of study: Water Resources, Environmental Compliance, or Climate Change and Sustainable Technology. A wide array of electives can be taken from across all three tracks.

Consistent with the **program's objectives**, each student will develop:

- Comprehensive knowledge of air pollution generation, air quality regulations, climate change science, and sustainable practices.

- Thorough knowledge of water resource issues, water management, and water protection and treatment.

- Thorough knowledge of waste generation, handling, disposal, and management as well as contaminated site remediation.

- Proficiency in the laws, regulations, and legal principles related to environmental quality and technology, energy and natural resources.

- Demonstrated ability to complete a multidisciplinary thesis research study or design project in a specific area of environmental technology, natural systems, or energy under the guidance of a senior faculty member.

Faculty

All faculty members are practicing professionals with extensive teaching, consulting, and/or research experience.

Admission Requirements

Applicants must have at least a 2.85 GPA to be admitted. Applicants who do not satisfy this criterion may be admitted at the dean's discretion. Additional criteria include: scores on the Graduate Record Examination, or other diagnostic tests to assist in the evaluation of an applicant's credentials. Upon completion of nine graduate credits and satisfaction of pre-curriculum requirements, a student's records may be reviewed for performance evaluation and further advancement in the academic program.

Students applying for admission must complete a formal application and arrange to have official transcripts sent to the Office of Graduate Admissions.

For students with an insufficient background for admission into the M.S. in Environmental Technology up to nine

credits from the list of prerequisite courses below may be required.

Prerequisite Courses

- PHYS-115 Humanity and the Physical Universe (3 credits)
- CHEM-105 Applied Chemistry (3 credits)
- BIOL-101 Humanity and the Biological Universe (3 credits)

Note: Credits earned for the courses above will not be counted toward the 30 credits required for the degree.

Guidelines for International Students

All international graduate students must:

1. Take the Graduate Record Examination.
2. Take the Test of English as a Foreign Language or International English Language Testing System. Additional information for international students is provided in this catalog.

Transfer Credits

Up to six transfer credits from an accredited graduate program may be granted to students in this program for appropriate courses in which a minimum grade of B was earned.

Fellowships and Assistantships

Research fellowships and teaching assistantships are available to qualified candidates. These opportunities are usually for a 10-month period and may include partial remission of tuition and fees.

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Masters of Science in Environmental Technology

Major Requirements

Required Courses:		Credits:
ENVT 601	Introduction to Environmental Technology	3
ENVT 605	Hydrology and Groundwater Contamination	3
ENVT 620	Introduction to Waste Management	3
ENVT 655	Fundamentals of Air Pollution	3
ENGY 750	Energy and Environmental Law	3
		Total: 15 credits

Project Courses:		Credits:
ENVT 801	Audit or Design Project	3
ENVT 802	Audit or Design Project II	3
		Total: 6 credits

Elective Courses - choose from the following::		Credits:
ENVT 615	Water and Wastewater Environmental Technology	3
ENVT 650	Hazardous Waste Operations	3
ENVT 680	Climate Change Technology	3
ENVT 715	Pollution Prevention and Waste Minimization	3
ENVT 720	Environmental Audits and Monitoring	3
ENVT 725	Environmental Issues in the New York Area	3

ENVT 730	Geographical Information Systems	3
ENVT 750	Environmental Risk Assessment	3
ENVT 760	Advanced Topics Seminar	3
ENVT 765	Environmental Practicum	1
ENVT 775	Water Infrastructure Security	3
ENGY 610	Energy Management	3
ENGY 630	Facility Security and Contingency Planning	3
ENGY 670	Energy Technology in Perspective	3
ENGY 690	Energy Policy, Economics and Technology	3
ENGY 710	Power Plant Systems	3
ENGY 775	Alternative Energy Systems	3

Water Resources Electives:		Credits:
ENVT 615	Water and Wastewater Environmental Technology	3
ENVT 630	Hazardous Waste Site Remediation	3
ENVT 705	Environmental Toxicology	3
ENVT 725	Environmental Issues in the New York Area	3
ENVT 730	Geographical Information Systems	3
ENVT 735	Environmental Modeling Techniques	3

Environmental Compliance Electives:		Credits:
ENVT 630	Hazardous Waste Site Remediation	3
ENVT 640	Radioactive Waste Management	3
ENVT 650	Hazardous Waste Operations	3
ENVT 715	Pollution Prevention and Waste Minimization	3
ENVT 720	Environmental Audits and Monitoring	3
ENVT 735	Environmental Modeling Techniques	3
ENVT 750	Environmental Risk Assessment	3

Climate Change and Sustainable Technology Electives:		Credits:
ENVT 680	Climate Change Technology	3
ENVT 720	Environmental Audits and Monitoring	3
ENVT 725	Environmental Issues in the New York Area	3
ENVT 730	Geographical Information Systems	3
ENGY 710	Power Plant Systems	3
ENGY 740	Solar Energy Technology	3
ENGY 775	Water Infrastructure Security	3
ENGY 795	Smart Grid Technology	3

Electives: Nine credits required

Total credits required: 30

School of Engineering and Computing Sciences

Information, Network, and Computer Security, M.S.



The Department of Computer Science offers an additional **Master of Science in Information, Network, and Computer Security**. The program, applied in nature, is focused on the study of several important security skills that are in short supply. It addresses aspects of security, providing a comprehensive understanding of security and its implications on networks, Web services, infrastructure, cyber security, databases, and software design. Specific areas of study include, but are not limited to, best practices in security, network protection, intrusion detection, and hacker exploits.

The degree is ideally suited for students with engineering and computer science backgrounds who intend to play a leading role in implementation and management of computer and network security systems.

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:

1. Identify, formulate, and analyze the patterns and trends of threats as they apply to information systems, including methods, modes of preparation for attack, tactics, logistics, hazards, and vulnerabilities.
2. Critically evaluate various technical/architectural solutions available to limit risk, mitigate the effects of hostile action and recover from attack.
3. Design, implement and maintain software tools designed to support network security and systematically integrate these tools within multiple operating systems and platforms.
4. Oversee the information assurance life cycle of an organization, including planning, acquisition, and implementation of secure infrastructures.
5. Ensure compliance with security policy, legislation and market trends.
6. Utilize mathematical and algorithmic solutions to complex information security problems.

Curriculum

The curriculum is comprised of 30 credits and divided into fundamental and elective courses. Requirements include four fundamental core groups. In addition, students consult with an advisor to choose elective credits, which will be geared to their interests and professional goals.

Thesis Option Master's Degree¹

Students selecting this option will be required to complete 30 credits, which include six credits of M.S. thesis courses. Full-time students typically take two semesters to complete the thesis course sequence, which entails planning and conducting research and writing a thesis. Depending on the thesis topic, students will gain specialized skills and knowledge to make them better qualified for research and development jobs at companies. The thesis may also lead to advanced degrees beyond the Master of Science. With the approval of a supervising thesis advisor, qualified students pursuing the master's thesis must:

Enroll in two semesters of INCS 890 - M.S. Thesis I and INCS 891 - M.S. Thesis II for a maximum of six credits.

Prepare reports and verbally defend a formal thesis in accordance with criteria established by the School of Engineering and Computing Sciences. A formal written thesis will be archived in the NYIT library.²

¹ Not offered in NYIT-Vancouver campus.

² *All master's theses must strictly adhere to the Master's Thesis Policies and Guidelines published by the School of Engineering and Computing Sciences of NYIT.*

Admission Requirements

The Master of Science in Information, Network, and Computer Security is principally designed for graduates of baccalaureate programs in computer science, engineering, management, information technology, mathematics, criminal justice and other related areas.

Applicants must have at least a 2.85 GPA to be admitted. Applicants who do not satisfy this criterion may be admitted at the dean's discretion. Additional criteria includes: scores on the Graduate Record Examination, or other diagnostic tests to assist in the evaluation of applicant credentials. Upon completion of nine graduate credits and satisfaction of pre-curriculum requirements, a student's records may be reviewed for performance evaluation and further advancement in the academic program.

Students applying for admission must complete a formal application and arrange to have official transcripts sent to the Office of Graduate Admissions.

For students with an insufficient background for admission into the M.S. in Information, Network, and Computer Security program up to 32 credits from the list of waivable and prerequisite courses below may be required.

Waivable Courses

CSCI-502 Computer Programming I (3 credits)
CSCI-503 Computer Organization and Architecture (3 credits)
CSCI-504 Computer Programming II (3 credits)
CSCI-505 Elements of Discrete Structures (3 credits)
CSCI-507 Data Structures (3 credits)
CSCI-508 Compiler Design (3 credits)
CSCI-509 Operating Systems (3 credits)

Additional Prerequisite Courses

MATH-170 Calculus I (4 credits)
MATH-180 Calculus II (4 credits)
MATH-310 Linear Algebra (3 credits)

Note: Credits earned for the courses above will not be counted toward the 30 credits required for the degree.

Guidelines for International Students

All international graduate students must:

1. Take the Graduate Record Examination.
2. Take the Test of English as a Foreign Language (TOEFL) examination or International English Language Testing System (IELTS)³

³ *NYIT-Vancouver applicants must have obtained a score of 570 or higher in TOEFL (88 or higher TOEFL IBT) or a score of 6.5 or higher in IELTS.*

Transfer Credits

Up to six transfer credits from an accredited graduate program may be granted to students in this program for appropriate courses in which a minimum grade of B was earned.

Fellowships and Assistantships

Research fellowships and teaching assistantships are available to qualified candidates. These opportunities are usually for a 10-month period and may include partial remission of tuition and fees.

School of Engineering and Computing Sciences Curriculum

Curriculum Requirements for Master of Science in Information, Network, and Computer Security

Major Requirements

Information, Network, and Computer Security:		Credits:
CSCI 620	Operating System Security	3
CSCI 651	Algorithm Concepts	3
INCS 618	Computer Security Risk Management and Legal Issues	3
		Total: 9 credits

Computer Security:		Credits:
INCS 615	Network Security and Perimeter Protection	3
INCS 741	Cryptography	3
INCS 745	Intrusion Detection and Hacker Exploits	3
		Total: 9 credits

Master's Thesis (Thesis Option: 6 credits, Non-Thesis Option: 3 credits):		Credits:
INCS 890	MS Thesis I ¹	3
INCS 891	MS Thesis II ¹	3
	OR	
INCS 870	Project I	3
		Total: 3 or 6 credits

(1) Not offered in NYIT-Vancouver campus

Electives (Thesis Option: two courses - 6 credits, Non-Thesis Option: three courses - 9 credits):		Credits:
CSCI 606	Distributed Systems	3
CSCI 760	Database Systems	3
INCS 712	Computer Forensics ²	3
INCS 775	Data Center Security ²	3
INCS 810	Topics in Computer Security	3
INCS 880	Project II	3
CSCI/INCS xxx	Must be approved by the program chair/advisor.	3
		Total: 6 or 9 credits

(2) Required for all NYIT-Vancouver students

Total credits required: 30

School of Health Professions

School of Health Professions



Patricia M. Chute, Ed.D., Dean

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. The school collaborates with NYIT's College of Osteopathic Medicine in its academic endeavors.

Doctor of Physical Therapy (PHTH)

Karen Friel, P.T., D.H.S., Chair

Master of Science in Clinical Nutrition (CLNU)

Mindy Haar, Ph.D., R.D., C.D.N., Director

Master of Science in Mental Health Counseling (MHCO)

Tobi Abramson, Ph.D., Program Director

Master of Science in Occupational Therapy (OCTH)

Gioia Ciani, M.S., O.T.D., O.T.R./L, Chair

Master of Science in Physician Assistant Studies (PHAS)

Lawrence Herman, M.P.A., P.A.-C, D.F.A.A.P.A., Chair

Bachelor of Science in Nursing (NURS)

Susan Neville, Ph.D., R.N., Chair

Bachelor of Science in Health Sciences (HSCI)

Mindy Haar, Ph.D., R.D., C.D.N., Director

School of Health Professions

Clinical Nutrition, M.S.



Program Overview

The **Master of Science in Clinical Nutrition** program is completely online and meets a variety of professional needs. It is a clinically focused program that integrates biomedical and nutrition sciences to develop an understanding of medical nutrition therapy. Required courses ensure expert mastery of nutrition theory, assessment, and therapy. Electives offer the opportunity to explore nutrition epidemiology, exercise physiology, nutrition pharmacology and oncology, and other emerging topics and issues. Journal readings supplement textbooks so that instructional materials are as current as possible.

This online program is available in a flexible format that can be accessed by students with diverse backgrounds. Students with a baccalaureate degree in nutrition, as well as students at all levels of allied health and medical education, can use this program to integrate nutrition into their professional study. The interprofessional relationships facilitated by our courses give students exposure to the best of teamwork situations. More information is available from Program Director Mindy Haar, Ph.D. R.D., C.D.N., mhaar@nyit.edu.

Learning Environment

Students in the clinical nutrition program learn through Web-based coursework that includes frequent interaction among instructors and classmates. The NYIT library system, including Wisser Library and the medical library at NYIT's College of Osteopathic Medicine, have extensive book and journal collections, online facilities, and interlibrary loan capabilities to accommodate nutrition research. Networked computer systems are equipped with software that includes professional nutrient database systems for diet analysis as well as statistical and word processing programs.

Coursework is completed online and students are expected to log in to courses at least three times per week at their convenience. As a result, the expense and time of commuting to campus are saved as students benefit from experienced, knowledgeable faculty who are available by phone and email.

Degree Requirements

Nutrition Science Core: 6 credits
Clinical Science Core: 18 credits
Elective Courses: 12 credits
Comprehensive Exam
Total Required: 36 credits

Faculty

Students are taught by full-time clinical nutrition faculty as well as adjunct faculty with specialized skills in bionutrition research, clinical dietetics, community nutrition, nutrition oncology, and pharmacology.

Admissions Requirements

Minimum prerequisites for the Master of Science in Clinical Nutrition include:

Baccalaureate degree from an accredited college.

Undergraduate GPA of 2.85 or above with satisfactory preparation in science courses. Students with GPAs of 2.5 or above may be accepted with conditions and upgraded to accepted status, if they earn a B or better in the first four graduate courses.

Students with a GPA of less than 2.5 will be required to take six undergraduate credits and earn a B or better (courses to be selected by the student's advisor) to obtain provisional admission.

Graduate Record Examination may be required for students whose preparation is marginal.

Interview may be required. Interviews will be scheduled upon receipt of all supporting documentation. If the student does not live in the New York area, the interview can be done by phone.

Students must complete the science prerequisites listed below.

Students who are missing no more than two of the science prerequisites may be considered for full admission. These students, at the discretion of the program director, may take selected clinical nutrition graduate courses concurrently with the science prerequisites. The missing science courses must include a lab, be approved by the program director, and be completed successfully before the student continues in the program.

Chemistry

One semester of inorganic (general) chemistry with laboratory.

One semester of organic chemistry with laboratory.

One semester of biochemistry (one semester of bio-organic chemistry may be substituted for organic chemistry and biochemistry).

Biology/Physiology

One semester of human physiology (one year of biology is usually a prerequisite for human physiology) and one semester of human anatomy or two semesters of combined anatomy and physiology.

Clinical or medical microbiology is recommended.

Nutrition

An introductory course in clinical nutrition. Students who have not previously taken introductory nutrition can take the NYIT undergraduate course, NTSI 201-F01: Introduction to Clinical Nutrition Practice, available online during the fall, spring, and summer semesters. Students who take this course toward the admission requirements may not count it as graduate credit.

Transfer Credits

Credits for relevant graduate courses taken at other accredited institutions may be accepted for transfer based on review and evaluation consistent with NYIT standards. Transfer credit is limited to six credits of graduate work and may not have been used for another degree. Courses for transfer credit must have been completed with a B or better. Students who have completed the dietetic internship at NYIT will be credited with approximately 11 graduate credits.

Scholarships

Please contact the [Office of Financial Aid](#) at 516.686.7680 for additional information.

Academic Standards

Academic Criteria

The following criteria must be met by students in the clinical nutrition program.

Maintain a 3.0 GPA or higher each semester.

Have no grade below C in any course. Students may repeat the course one time only to raise their grade.

Grade Appeal

The School of Health Profession's grade appeal policy can be found in [Student Resources](#).

Academic Probation

Academic probation is automatically imposed when:

GPA falls below 3.0 in any semester.

Cumulative GPA falls below 3.0.

Dismissal/Failure

Grounds for departmental review and possible dismissal from the program include:

Academic probation in two consecutive semesters.

Failure in any course.

Unprofessional behavior, including cheating and plagiarism, that have not been corrected after intervention by

Maintaining Matriculation and Requirements for Graduation

Students must maintain a B average in graduate courses to maintain matriculation. If their average drops below a B, they may continue for one semester on probation to achieve the desired average. If circumstances require that a student not take courses for one semester, that student must maintain matriculation by registering for CLNU 699, Maintain Matriculation.

Graduation with the Master of Science in Clinical Nutrition requires the following:

- Successful completion of required and elective courses with a B average
- Registration for the comprehensive examination (CLNU 799) and passing (75 percent) grades in each of its four sections:
 - Nutrient characteristics
 - Maximizing wellness
 - Nutrition pathophysiology
 - Nutrition therapy

Comprehensive examinations are given at the end of fall, spring, and summer semesters. Students receive a pass/fail grade for the examination on their transcripts. Students may retake the comprehensive examination one time. If students do not pass the second time, they must demonstrate additional study and/or coursework in the areas of weakness and apply for permission to retake the comprehensive examination.

School of Health Professions Curriculum

Curriculum Requirements for Master of Science in Clinical Nutrition (Online Courses Only)

Major Requirements

Nutrition Science Core:		Credits:
CLNU 607	Nutritional Biochemistry and Physiology	3
CLNU 608	Nutritional Therapy	3
	OR	
CLNU 610	Molecular Biology of the Nutrients I	3
CLNU 680	Molecular Biology of the Nutrients II	3
		Total: 6 credits
Complete CLNU 607 and CLNU 608, or CLNU 610 and CLNU 680.		

Clinical Core:		Credits:
CLNU 635	Community Nutrition	2
CLNU 640	Critical Care/Nutrition Support	2
CLNU 650	Nutritional Pathophysiology I	3
CLNU 670	Clinical Nutrition Assessment	2
CLNU 720	Nutritional Pathophysiology II	3
CLNU 750	Clinical Nutrition: Theory and Practice I	3
CLNU 770	Clinical Nutrition: Theory and Practice II	3
		Total: 18 credits

Elective Credits - Complete 12 Credits: Credits:

CLNU 615	Topics in Applied Nutrition	3
CLNU 622	Nutritional Assessment Laboratory (traditional format only - Old Westbury Campus)	2
CLNU 625	Techniques in Epidemiology and Biostatistics	3
CLNU 630	Critical Issues in the Food Supply	2
CLNU 645	Nutritional Contributions of Food	2
CLNU 710	Special Topics in Clinical Nutrition	2
CLNU 772	Nutritional Pharmacology	3
CLNU 774	Exercise Physiology for Nutrition	3
CLNU 779	Nutrition Oncology	4
CLNU 787/8/9	Independent Study	1 credit each
CLNU 795	Thesis	3

Total: 12 credits

Required at completion of program: Credits:

CLNU 799	Comprehensive Exam	0
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Elective Topics Courses: Credits:

CLNU 710	Special Topics in Clinical Nutrition	2 credits each
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Students may elect to take two topics courses (CLNU 710) for a maximum of four credits towards the master’s degree requirements. Topics for these courses change each semester according to student needs and interests (i.e., chronic disease, medicinal botanicals, cardiovascular disease, cancer, developmental, maternal and infant, pediatrics geriatrics, and eating disorders).

Total Required Credits: 36

School of Health Professions

Mental Health Counseling, M.S.



****Please note: The MHCO program is not currently admitting students.****

Program Mission

The mission of NYIT's **Mental Health Counseling** program is to prepare graduate students to become Licensed Mental Health Counselors (LMHC) who will be prepared to provide individual, group, and family therapy as well as health counseling, occupational and vocational counseling, career planning, crisis intervention, and outreach services. Clinically competent and skilled candidates will be prepared to provide these services both in human service and educational settings, such as social services agencies, employment centers, mental health agencies, community counseling agencies, substance abuse programs, employee assistance programs, and health-related facilities. Faculty members seek to mold skilled student clinicians whose practice ethic reflects a deep commitment to social justice, cultural sensitivity, and technological awareness to the ever-changing human services landscape. Graduates of the 60-credit master's degree in mental health counseling program will be prepared to sit for the New York State Mental Health Licensing Examination and practice with a limited permit under the supervision of a licensed mental health counselor or a licensed clinician in the fields of medicine, nursing, psychology, or social work.

Degree Requirements

Foundation Courses: 21 credits

Core Knowledge and Skills: 18 credits

Advanced Courses: 15 credits

Elective Courses: 6 credits

Total Required: 60 credits

Program Objectives

Upon completion of the Master of Science in Mental Health Counseling program, students will be able to:

Advocate for issues and concerns related to a culturally diverse society while functioning as a mental health counselor.

Perform all functions identified for the appropriate mental health counseling setting.

Consult effectively with personnel and clients.

Provide individual and group counseling to a diverse client population.

Apply data-driven or problem-solving methods and action-oriented programs that use career development and evaluation concepts.

Understand the relationship among human growth, development, and the helping relationship over the life span.

Initiate, conduct, and evaluate clinical assessments, research, and outreach interventions.

Understand the relationship between counselor self-understanding, wellness, and effectiveness.

Understand the role and functions of the licensed mental health counseling professional, including ethical and legal standards, credentialing and licensure, and the role of professional associations and organizations.

Identify and employ assessment instruments to effectively evaluate specific client problems or concerns

Assign a diagnosis to a client based on the appropriate classification system being used in the field

Develop a treatment plan for a client based on the client's diagnosis and theoretical models

Use appropriate counseling techniques to engage the client in the interviewing process, to build and maintain rapport, and to establish a therapeutic alliance.

Unique Program Features

Preparation for the New York State Mental Health Counselor Licensure Examination.

Extensive practica and internship experience (1,000 hours total).

Innovative practices and models for effective mental health counseling.

Opportunity to develop skills in counseling, leadership, social justice, teamwork, advocacy, collaboration, consultation, and use of data to inform practice.

Expertise using technology as a support, research, and management tool.

Unique cross-disciplinary approach that fosters understanding and collaboration.

Admissions Requirements

Please note: The Mental Health Counseling program is not currently admitting students.

Applicants are encouraged to attend an information session scheduled throughout the fall and spring semesters.

New cohorts are formed each fall semester.

College graduates with GPAs of 3.0 or higher may enter from a variety of backgrounds, including, but not limited to, education, the helping professions, business, and industry.

Applicants for the Master of Science in Mental Health Counseling must:

1. Submit a graduate application and a personal essay outlining the rationale and reasons for choosing NYIT and the mental health counseling profession, as well as career objectives upon graduation.
2. Submit a writing sample.
3. Provide three letters of references from employers and professors.

4. Participate in a face-to-face interview with the program chairperson.

Academic Standards

Academic Criteria

A 3.0 GPA must be maintained throughout the program.

Academic Probation

Student will be placed on academic probation if any of the following circumstances occur:

1. GPA for any one semester falls below a 3.0.
2. Cumulative GPA falls below 3.0.

Grade Appeal

Students may appeal an assigned grade by following the procedures outlined in the NYIT Graduate Catalog and NYIT Department of Mental Health Counseling Student Handbook.

Academic Dismissal/Failure

A student may be dismissed from the Mental Health Counseling Program if any of the following occur:

1. Cumulative GPA falls below 2.5 at the end of the first semester.
2. Cumulative GPA falls below a 3.0 at the end of the spring semester of the first year.
3. After the first year, a cumulative GPA that falls below a 3.0 for two consecutive semesters.
4. Grade of F is earned in a course. Students may be given the option to repeat the course the following year, provided they were not already on probation (student may not repeat the course more than once and must earn a B or above in the course).
5. Second F is earned at any time throughout the curriculum.
6. Failure and dismissal from practicum or Internship I or II courses or placement.

Non-Academic Dismissal/Failure

Students may be dismissed from the program for the following non-academic reasons:

Academic dishonesty/plagiarism.

Behavior endangering others' safety or well-being.

Disrespectful behavior toward faculty, staff, students, and others.

Unprofessional conduct as defined by the professional behaviors delineated in the NYIT Department of Mental Health Counseling Student Handbook.

Unexcused absences/lateness.

Please refer to the NYIT Department of Mental Health Counseling Student Handbook for other pertinent departmental policies.

Graduation Requirements

As per the NYIT Graduate Catalog, students must:

1. Achieve a minimum 3.0 GPA.
2. File a completed application for graduation with the Student Enrollment Center.
3. Obtain account clearance from the Office of the Bursar.

Transfer Credit

Transfer credit from other accredited colleges and universities is accepted up to a maximum of six graduate semester hours if the courses to be transferred are relevant to the Master of Science in Mental Health Counseling, the grades earned for the courses are B or better, an official transcript has been submitted, and the courses have not been previously applied toward a degree.

Fellowships and Assistantships

Various types of research assistantships are available to qualified students. Admission to the graduate program does not guarantee financial assistance.

For additional information, contact:

Dr. Tobin Abramson

Department of Mental Health Counseling

New York Institute of Technology

Northern Boulevard

P.O. Box 8000

Old Westbury, New York 11568-8000

Phone: 516.686.1337

Curriculum Requirements for Master of Science in Mental Health Counseling

Major Requirements

Foundations:		Credits:
MHCO 601	Human Development	3
MHCO 605	Theories of Personality	3
MHCO 610	Theories of Psychopathology	3
MHCO 615	Foundations of Counseling	3
MHCO 625	Community Psychology	3
MHCO 630	Clinical Assessment	3
MHCO 647	Group Dynamics	3
		Total: 21 credits

Core Knowledge and Skills:		Credits:
MHCO 701	Theories of Counseling and Psychotherapy	3
MHCO 704	Group Counseling and Psychotherapy	3
MHCO 705	Career Counseling and Lifestyles Development	3
MHCO 710	Multi-Cultural Issues in Counseling	3
MHCO 715	Marriage and Family Counseling	3
MHCO 760	Legal, Professional, and Ethical Issues	3
		Total: 18 credits

Advanced Courses:		Credits:
MHCO 801	Advanced Counseling and Psychotherapy Techniques	3
MHCO 810	Research, Assessment, and Techniques	3
MHCO 870	Field Practicum	3
MHCO 890	Internship - Part 1	3
MHCO 891	Internship - Part 2	3
		Total: 15 credits

Elective Courses:		Credits:
MHCO 620	Interpersonal Communication	3
MHCO 631	Prevention, Assessment, and Treatment of Alcohol and Substance Abuse with Families, Communities, and Schools	3
MHCO 703	Crisis Intervention and Short-Term Therapy	3
MHCO 720	Behavior Modification	3
MHCO 749	Conflict Resolution	3
MHCO 750	Seminar	3
MHCO 758	Motivation Theory/Applications	3

MHCO 770	Etiology and Treatment of Alcohol and Substance Abuse 1	3
MHCO 771	Etiology and Treatment of Alcohol and Substance Abuse 2	3
MHCO 775	Pharmacology, Epidemiology and Research in Alcohol and Substance Abuse	3
MHCO 780	Human Sexuality	3

Total: 6 credits

Total Required Credits: 60

School of Health Professions

Certificate in Alcohol and Substance Abuse Counseling



NOTICE: THE CERTIFICATE IN ALCOHOL AND SUBSTANCE ABUSE COUNSELING PROGRAM WILL NOT BE OFFERED FOR THE 2014-2015 ACADEMIC YEAR.

The **Certificate in Alcohol and Substance Abuse Counseling (CASAC)** program provides the knowledge, skills, and disposition needed to deliver prevention and intervention services, as certified professionals, to clients seeking assistance for alcohol or substance abuse. The program can be taken in conjunction with the Master of Science in Mental Health Counseling or Master of Science in School Counseling programs, or it can be taken as a stand-alone program. This is an area of growing need for specialized training. Currently employed, agency-based alcohol and substance abuse counselors are especially encouraged to complete the CASAC program because it provides intensive, comprehensive education and training needed in the field.

Students who complete this 27-credit, part-time certificate program are eligible to apply to the New York State Office of Alcohol and Substance Abuse Services (OASAS) for a credential review leading to approval as a qualified service provider. OASAS will specify the number of clinical supervision hours each candidate is required to complete before issuing service provider certification.

Admissions Requirements

Applicants to the Certificate in Alcohol and Substance Abuse Counseling program must:

1. Possess a baccalaureate degree from an accredited college or university.
2. Demonstrate academic achievement and potential for success in graduate studies by having earned a 3.0 or higher undergraduate GPA. Applicants whose GPA is less than 3.0 should contact the program director for information about the program's alternative credential review process.
3. Participate in an interview process that includes written and verbal responses to contemporary professional issues and trends.
4. Submit three reference forms (from an employer, a professor, and a personal character reference).

Grade Appeal

The School of Health Profession's grade appeal policy can be found in [Student Resources](#).

For additional information, please contact:

Dr. Tobi Abramson

New York Institute of Technology
PO Box 8000
Old Westbury, NY 11568
Phone: 516. 686.1337
Fax: 516.686.7804

School of Health Professions Curriculum

Curriculum Requirements for Certificate in Alcohol and Substance Abuse Counseling

Major Requirements

Certificate in Alcohol and Substance Abuse Counseling:		Credits:
MHCO 615	Foundations of Counseling	3
MHCO 630	Clinical Assessment	3
MHCO 631	Prevention, Assessment and Treatment of Alcohol and Substance Abuse with Families, Communities and Schools	3
MHCO 701	Theories of Counseling and Psychotherapy	3
MHCO 704	Group Counseling and Psychotherapy	3
MHCO 760	Legal, Ethical and Professional Issues	3
MHCO 770	Etiology and Treatment of Alcohol and Substance Abuse I	3
MHCO 771	Etiology and Treatment of Alcohol and Substance Abuse II	3
MHCO 775	Pharmacology, Epidemiology and Research in Alcohol and Substance Abuse	3

School of Health Professions

Occupational Therapy, M.S.



The **Master of Science in Occupational Therapy** prepares students for a career in occupational therapy, a profession much in demand. Occupational therapy is the use of purposeful activities (occupations) with clients (individuals, communities, organizations, and populations) to promote health and wellness, including those with impairments, activity limitations, and participation restrictions due to physical injury, illness, psychosocial dysfunction, developmental or learning disabilities, socioeconomic status, cultural differences, or the aging process. Occupational therapists help them to maximize independence, prevent further disability, and maintain health. The practice encompasses evaluation, treatment, and consultation.

Specific occupational therapy services include:

1. Teaching daily living skills and developmental perceptual-motor skills.
2. Developing play skills, pre-vocational, and leisure capacities.
3. Designing, fabricating, or applying selected adaptive equipment, prosthetic, and orthotic devices.
4. Using specifically designed crafts and exercises to enhance performance.
5. Administering and interpreting tests.
6. Adapting environments for persons with disabilities.
7. Intervention to prevent illness.

The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (acoteonline.org). The program is approved by the New York State Education Department. Graduates of the 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 qualify for certification as a registered occupational therapist. Most states also require licensure in order to practice; eligibility for state licenses is usually based on the results of the NBCOT examination, in addition to other requirements.

For information on the combined Bachelor of Science in Life Sciences and Master of Science in Occupational Therapy, see Department of Life Sciences in the NYIT Catalog.

Admissions Requirements

The Occupational Therapy program participates in the Occupational Therapy Centralized Application Service (OTCAS). Applicants for the program must submit an OTCAS application. A completed application must be received by the program from OTCAS no later than Jan. 15. The priority application due date is Dec. 1. Information can be found at otcas.org.

To be eligible for admission into the master's program, applicants must possess a bachelor's degree from an accredited college, with an academic record that includes a balance of coursework in the humanities, social sciences, mathematics, and life sciences as well as competence in written and spoken English. Basic computer skills (preparation of documents, spreadsheets, graphs, databases, research, and presentations) are required. To be competitive, applicants should have an overall GPA of at least 2.5, with no science or math grade below C.

Additional admission requirements include:

- Proof of 100 hours of volunteer work under the supervision of a licensed occupational therapist.
- Essay detailing the desire to pursue occupational therapy as a career.
- Two professional letters of recommendation on letterhead, including one from a licensed occupational therapist. Recommendations must be dated within the past six months. Both references should be sent in sealed envelopes with the referee's signature over the seal.
- Official transcripts from all post-secondary schools attended.
- Personal interview (for those applicants who qualify).
- On-site essay on an assigned topic.

The Occupational Therapy Admissions Committee will review completed applications and those who qualify will be invited to an interview. The committee will render the admission decision, which is communicated to the Office of Admissions, where a final decision is made.

Required Prerequisites

Students must have satisfactorily completed the following courses at an accredited college with a grade of C or higher:

- One course in general biology with lab, 4 credits.
- One course in general chemistry with lab, 4 credits.
- One course in general physics with lab, 4 credits.
- One course in human physiology with lab or anatomy and physiology I with lab, 4 credits.
- One course in human anatomy with lab or anatomy and physiology II with lab, 4 credits.
- One course in general/introductory psychology, 3 credits.
- One course in developmental or child psychology, 3 credits.
- One course in abnormal psychology, 3 credits.
- One course in statistics, 3 credits.
- One course in either anthropology or sociology, 3 credits.
- One course in ethics, 3 credits.
- One recommended course in scientific writing, 3 credits.

Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships, and/or fieldwork, and impact the student's ability to complete the required program courses and qualify for graduation, certification, and/or licensure.

Technical Standards for Admission and Matriculation to the Occupational Therapy Program

The NYIT Department of Occupational Therapy is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of age, race, color, national origin, religion, sex, or disability. The college does not discriminate against persons with disability who are otherwise qualified. The college does expect that minimal technical standards are met by all applicants and students as set forth herein. These standards reflect what has been determined to be reasonable expectations for occupational therapy students in performing common and important functions, considering the safety and welfare of patients. These standards may not reflect what may be required for employment of the graduate occupational therapist.

Technical Standards

An occupational therapist must have the knowledge and skills to function in a broad variety of clinical settings and to render a wide spectrum of therapeutic interventions. In order to perform the activities required of a professional, an occupational therapy student must be able to learn, integrate, analyze, and synthesize data quickly, accurately, and consistently. This is the process of critical thinking. Multiple skills and abilities that are required include observation, communication, sensory/motor, behavioral, and social attributes. Reasonable accommodation can be made for persons with disabilities in some of these areas, but an occupational therapy student must be able to perform in a reasonably independent manner.

The commitment to work in an intense setting that challenges the individual to meet the needs of people of diverse cultures and age groups who are ill, severely injured, limited by cognitive, emotional, and functional deficits, and whose behavior may create, at times, an adverse reaction. The ability to interact with these individuals without being judgmental or prejudiced is critical in establishing a therapeutic relationship.

The ability to communicate verbally and in writing, using appropriate grammar and vocabulary, in order to build relationships with faculty, advisors, fellow students, coworkers, clients and their significant others. Proficiency in communication includes transactions with individuals and groups in learner, collegial, consultative, leadership, and task roles. Students must be able to elicit information, gather information, describe findings, and understand non-verbal behavior. This includes the ability to read and communicate, both verbally and in writing, in English, using appropriate grammar and vocabulary.

The ability to travel independently to and from classes and fieldwork assignments on time, as well as possess the organizational skills and stamina for performing required tasks and assignments within allotted time frames. (This travel is at the student's expense.) A driver's license and a car are needed for on- and off-campus travel.

Commitment to adherence of policies of the college, of the occupational therapy program, and of the fieldwork sites. These rules include matters relating to professional dress, behavior, and confidentiality.
Professional competence and moral character that meet state licensure guidelines.
Emotional health for full utilization of intellect, the exercise of good judgment, prompt completion of responsibilities, and the development of mature, sensitive, and effective relationships with others. Working with people in need often requires taxing workloads and adaptation to changing and challenging environments requiring flexibility and a spirit of cooperation.
Critical thinking skills in order to be able to solve problems creatively, to master abstract ideas, and to synthesize information in order to handle the challenges of the academic, laboratory, and fieldwork settings.
Physical coordination and strength to handle moving clients and to direct clients in varied practice settings.
Visual acuity and independent mobility, fine and gross movements, equilibrium, and the use of touch (touching and being touched) are essential to assure safety of clients, significant others, and staff.
Commitment to the Code of Ethics of the profession and behavior, which reflects a sense of right and wrong.

Program Format

The master's degree program in occupational therapy is 85 credits covered in five academic semesters and two summers. The curriculum follows a specific sequence where courses build upon each other as the program progresses, and as such, the sequence must be followed. The program is taught in a full-time, day format, with possible evening and weekend coursework requirements. Attendance at all class sessions is mandatory. Occupational therapy academic coursework is taught at NYIT's Old Westbury campus.

Clinical Education

Students must have successfully completed all prior coursework in order to be placed in clinical education. There is a total of 32 weeks of full-time fieldwork at selected sites. While doing fieldwork, students will work the same hours as staff at the site. Students are discouraged from outside employment. The clinical experience requires more time in the clinic and for independent learning. Students may have to travel or relocate during the fieldwork phase of the program. Transportation and housing are the responsibility of the student. All students are required to pass an infection control course given by NYIT.

Prior to entering fieldwork courses, students must show evidence of:*

- Required immunizations and health clearance (including medical history and physical examination).
- Current PPD (within one year).
- Health insurance.
- CPR certification for the Health Care Professional with AED.
- HIPAA training certification.
- Infection Control certification.
- Fingerprinting and/or background checks are site specific.

It is recommended that students join the following professional associations as student members:*

- American Occupational Therapy Association
- New York State Occupational Therapy Association
- World Federation of Occupational Therapists

** Expenses incurred in fulfilling these and other requirements are the student's responsibility.*

Academic Standards

Because of the rigorous nature of the program, students cannot expect to work while enrolled full time.

Academic Criteria

The following criteria must be met throughout the professional phase of the occupational therapy program.

1. Maintain a 3.0 GPA each semester.
2. Have no grade below C in any course. Students who score below a C are given an F in the course.
3. Absent extenuating circumstances, students may repeat a failed course only once.
4. Students receiving more than one F in a semester may be dismissed from the program.
5. Professional behaviors are considered in this decision.

Academic Probation

Automatic academic probation is imposed under the following circumstances:

1. GPA falls below 3.0 in any semester.
2. Cumulative GPA falls below 3.0.
3. Incomplete or failure in fieldwork.

Dismissal/Failure

A student on academic probation during the previous semester may be dismissed from the occupational therapy program after review by the Department Academic Review Committee for the following reasons:

- 1. Semester GPA falls below 3.0 in two consecutive semesters.
- 2. Overall GPA falls below 3.0 in two consecutive semesters.
- 3. Student receives a grade of F in any course, including fieldwork.
- 4. Unprofessional behaviors have not been corrected after intervention by the instructional staff. Aspects of professional conduct are defined in the [Occupational Therapy Student Handbook \(PDF\)](#).

Graduation Requirements

Students are recommended for graduation upon satisfactory completion of all academic and clinical education requirements. The following are required:

- 1. Satisfactory completion of all required courses.
- 2. Overall GPA of 3.0.
- 3. Filing of a completed application for graduation.
- 4. Bursar account clearance.
- 5. Recommendation of the occupational therapy faculty and the Academic Review Committee.

Grade Appeal Policy

The School of Health Profession's grade appeal policy can be found in [Student Resources](#).

School of Health Professions Curriculum

Curriculum Requirements for Master of Science in Occupational Therapy

Major Requirements

Occupational Therapy:		Credits:
OCTH 601	Community Health	3
OCTH 602	Gross Anatomy	5
OCTH 605	OT Theory I	3
OCTH 610	Psychosocial 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	Psychosocial Studies II	3
OCTH 665	Pathophysiology	3
OCTH 670	Human Growth and Development II	3
OCTH 690	Fieldwork Level II PsySoc	3
OCTH 705	OT Theory III	3
OCTH 710	Pediatric OT	3
OCTH 715	Pharmacology	3
OCTH 720	OT Research Design I	2
OCTH 725	Assistive Technology	3
OCTH 736	Administration/Health Promotion	4
OCTH 755	OT Theory IV	4

OCTH 760	Gerontology	3
OCTH 770	OT Research Design II	2
OCTH 790	Fieldwork Level II Physical Disabilities	3
OCTH 805	OT Theory V	4
OCTH 820	OT Research III	3
OCTH 825	Occupational Science	3
OCTH 830	Motor Learning	2
OR		
OCTH 835	OT Cognition/Perception	2
OCTH 890	Fieldwork Level II Specialization	2

Total: 85 credits

School of Health Professions

Physician Assistant Studies, M.S.



Physician Assistants (PAs) are academically and clinically prepared to practice medicine in teams with a doctor of medicine or osteopathy and other health care providers. PAs perform diagnostic, therapeutic, preventative, and health maintenance services. The role demands intelligence, sound judgment, intellectual honesty, the ability to relate to people, and the capacity to react to emergencies in a calm, reasonable manner. PAs practice in a variety of settings in all 50 states, U.S. territories, and around the world.

PAs are educated in areas of basic medical science and clinical disciplines. They are trained in family medicine, internal medicine, geriatrics, pediatrics, emergency medicine, women's health, and surgery as well as in the concepts of behavioral medicine and psychiatry. In addition, PAs are educated in pharmacotherapeutics, health maintenance, ambulatory, and emergency and long-term care.

The **Master of Science in Physician Assistant Studies** is a full-time program. The three-year (30 months on-site) program encompasses 98 credits spread over four traditional semesters of didactic education, followed by 48 weeks of intense on-site clinical clerkships. The program is accredited by the Accreditation Review Commission on Education for the Physician Assistant.

For information on the combined Bachelor of Science in Life Sciences and Master of Science in Physician Assistant

Studies, see the Department of Life Sciences in the NYIT Catalog.

Admission Requirements

New York Institute of Technology's Physician Assistant Studies program participates with the Central Application Service for Physician Assistants (CASPA). Applications must be completed online at caspaonline.org. A completed and fully-processed application form must be received by the program from CASPA no later than Dec. 1. Please factor in the 6-8 weeks processing time needed by CASPA when submitting your application.

Priority application: Priority in application review and interview is available for strong candidates. To be considered, applicants must ensure that a completed CASPA application and supporting documentation are received by the program by September 1. Qualified individuals will be invited for interviews as early as August, with the candidate notified of a positive decision no later than two weeks after interviewing.

Non-priority applications: Deadline to receive all material from CASPA is Dec. 1, with interviews and decisions made in January and early February.

The program requires Graduate Record Examination (GRE) scores.

Admissions requirements include:

A baccalaureate degree with a strong emphasis on science and mathematics

A minimum overall GPA of 3.0 on a 4.0 scale and a minimum of C+ in all prerequisites

Minimum prerequisites (completed within the previous 10 years at a regionally accredited institution in the United States) include:

Two semesters of biology. Microbiology and genetics are highly recommended but not required. If taken, these courses can be applied toward the biology requirements.

One semester of psychology.

One semester of anatomy and one semester of physiology (may be substituted with the combination of Anatomy and Physiology I and Anatomy and Physiology II).

Two semesters of college chemistry with labs.

Two semesters of college math. It is recommended but not required that one of these math courses include one semester of statistics.

Two professional letters of reference, including one from a physician assistant, osteopathic doctor, or medical doctor

One-page personal narrative (completed as part of the CASPA application)

Minimum of 100 hours of verifiable direct patient care experience in the U.S. health care system

Met the technical standards of the physician assistant program

Successful completion of a criminal background check after acceptance and prior to entry. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships and/or field work and impact the student's ability to successfully complete the program and achieve certification and/or licensure.

GRE scores. To ensure the inclusion of your scores on your CASPA record, please provide Educational Testing Service with the following designated institution code: 0390

The program accepts new students every academic year (beginning in September). The admission process is highly competitive. Applications are reviewed relative to undergraduate intensity of studies, cumulative and science GPA, patient care experience, personal narrative, and letters of reference. Personal interviews, required for admission, are offered to the most qualified individuals. Applicants who meet minimum requirements are not guaranteed an interview. For additional information, please visit our [program website](#).

Technical Standards for Admission and Matriculation

The NYIT Department of Physician Assistant Studies is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of age, race, color, national origin, religion, sex, or disability. The college does not discriminate against persons with disability who are otherwise qualified. The college does expect that minimal technical standards are met by all applicants and students as set forth herein. These standards reflect what has been determined to be reasonable expectations for physician assistant students in performing common and important functions, considering the safety and welfare of patients. These standards may not reflect what may be required for employment of the graduate physician assistant.

Technical Standards

A physician assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to perform the activities required of a healthcare professional, a physician assistant student must be able to learn, integrate, analyze, and synthesize data quickly, accurately, and consistently. This is the process of critical thinking. Multiple skills and abilities required include: observation, communication, sensory/motor, behavioral, and social attributes. Reasonable accommodation can be made for persons

with disabilities in some of these areas, but a physician assistant student must be able to perform continuously and without interruption in a reasonably independent manner.

All physician assistant students must have functional use of senses of vision, hearing, equilibrium, and taste. Their exteroceptor (touch, pain, and temperature) and proprioceptor (position, pressure, movement, stereognosis, and vibratory) senses must be sufficiently intact to enable them to carry out all the activities required to complete the activities described below and more fully in the program's technical standards document. Candidates must have sufficient motor function capabilities to meet the demands of the physician assistant program and the demands of total patient care.

Observation

All physician assistant students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises. They must be able to observe a patient accurately at a distance and nearby. It is essential to have adequate visual capabilities to assess structural asymmetries, as well as abnormalities of the musculoskeletal and integumentary systems.

Communication

All physician assistant students should have the ability to speak clearly, and to hear and observe in order to elicit and gather information, examine patients, describe the findings, and understand nonverbal behaviors. They must be able to communicate effectively and sensitively with fellow students, faculty, patients, and other health care providers. This includes the ability to read and communicate, both verbally and in writing, in English, using appropriate grammar and vocabulary.

Behavior and Social

Physician assistant student must possess the emotional health required for full utilization of their intellectual abilities, and the development of mature, sensitive, and effective relationships with others, especially with patients. Physician assistant education requires the ability to adapt to change, including interacting with people of diverse cultures, economic status, and age. Adapting to these changing environments requires students to display flexibility and a spirit of cooperation as well as motivation. Physician assistant students are also expected to have the personal characteristics of integrity, compassion, and excellent interpersonal skills.

Physician assistant student must have the ability to touch and be touched during the process of learning and practicing the art and science of medicine and physical examination.

Costs

In addition to tuition costs and fees, physician assistant student will be responsible for costs associated with books, medical equipment, laptop, smartphone, laboratory jackets, and Basic and Advanced Cardiac Life Support Certification Course. See our [program website](#) for more information on the cost of attendance. It is often impossible to use public transportation to reach clinical clerkship sites. Prospective applicants are advised to budget for transportation costs, including mileage, tolls, and parking.

Academic Standards

The program is rigorous. Therefore, it is strongly recommended that students do not work while enrolled in the program.

Academic Criteria

The Professional Phase of the Physician Assistant Studies Program is a minimum competency based graduate-level curriculum. The following criteria must be met throughout the professional phase of the program:

- Minimum 3.0 GPA each semester.

- Grade of C or higher in any course. Students who receive a grade below a C are considered to have not completed the course successfully and as a result are given an F in the course.

- Satisfactory professional conduct.

Academic policies are further delineated in the [NYIT Department of Physician Assistant Studies Student Handbook \(PDF\)](#).

Prerequisites

Successful completion of all prior coursework is required to continue in the program.

Academic Probation

Students will be placed on academic probation for any or all of the following:

- GPA falls below 3.0 in any semester.

- Cumulative GPA falls below 3.0.

- Fails a didactic course (grade below a C).

- Fails a clinical clerkship.

Professional misconduct.

Grade Appeal

Students may appeal an assigned grade by following the procedures outlined in the School of Health Profession's [grade appeal policy](#).

Academic Dismissal/Failure

A physician assistant student on academic probation during the previous semester may be dismissed from the physician assistant program after review by the Department’s Academic Review Committee for the following reasons:

- Semester GPA falls below 3.0 in two consecutive semesters.
- Overall GPA falls below 3.0 in two consecutive semesters.
- Student receives a grade of F in any course, including a clinical clerkship.
- Professional misconduct. Information on professional conduct is found in the [NYIT Department of Physician Assistant Studies Student Handbook \(PDF\)](#).

Graduation Requirements

Students are recommended for graduation upon satisfactory completion of all academic and clinical education requirements. The following are required for graduation:

- Successful completion of all didactic courses.
- Successful completion of all required clinical clerkships.
- Satisfactory standard of professional conduct.
- Bursar account clearance.

Clinical Education

Physician assistant students must have successfully completed all prior didactic coursework in order to be placed in clinical education. All physician assistant students will participate in a total of 48 weeks of clinical clerkship education located in a variety of clinical settings and must successfully complete all clerkships to be eligible for graduation. Students are expected to be onsite ideally between 40 and 60 hours a week, with the exception of certain specialties where taking calls may substantially increase the total number of hours onsite to up to 80 hours on average weekly. Students may be assigned to work day, evening, night, or rotating shifts. Students are expected to be available on any day for preceptor (clinical supervisor) requests, including weekends and holidays, within the assigned rotation start and end dates.

The clerkship schedule will not be adjusted by the student. Students are discouraged from working elsewhere as the clinical experience is demanding in time. There are specific clinical learning objectives that must be met for each clerkship. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships and/or field work and impact the student’s ability to complete the required program courses and qualify for graduation, certification and/or licensure. Refer to the [NYIT Department of Physician Assistant Studies Student Handbook \(PDF\)](#) and Senior Year Orientation Manual for full policies and procedures.

School of Health Professions Curriculum

Curriculum Requirements for Master of Science in Physician Assistant Studies

Major Requirements

Physician Assistant Studies:		Credits:
PHAS 600	Advanced Anatomy and Physiology	6
PHAS 606	Advanced Clinical Pathology	2
PHAS 610	Clinical Medicine I	5
PHAS 611	Clinical Medicine II	5

PHAS 612	Clinical Medicine III	5
PHAS 615	Surgery	3
PHAS 617	Pediatrics	2
PHAS 620	Pharmacology I	3
PHAS 621	Pharmacology II	3
PHAS 622	Clinical Skills I	1
PHAS 623	Clinical Skills II	1
PHAS 627	Clinical Skills III	2
PHAS 630	Clinical Laboratory Medicine	3
PHAS 640	Behavioral Medicine	2
PHAS 650	Research I	1
PHAS 651	Research II	1
PHAS 655	Epidemiology and Interpretation of the Medical Literature	2
PHAS 660	Physician Assistant Professional Issues	1
PHAS 665	Emergency Medicine	3
PHAS 670	Family Practice	2
PHAS 675	Informatics in Medicine	1
PHAS 680	Clinical Decision Making	2
PHAS 690	Health Promotion and Disease Prevention	2
PHAS 695	Woman’s Health	2
PHAS 700	Family Practice	6
PHAS 701	Internal Medicine	6
PHAS 702	Surgery	6
PHAS 703	Emergency Medicine	3
PHAS 704	Obstetrics and Gynecology	3
PHAS 705	Orthopaedics	3
PHAS 706	Pediatrics	3
PHAS 707	Psychiatry	3
PHAS 710	Elective	3
PHAS 752	Research III	1
PHAS 753	Research IV	1

Total Required: 98 credits

School of Health Professions

Physical Therapy, DPT



Physical Therapy is a health profession with a primary purpose of promoting optimal human health and function through the application of scientific principles to prevent, identify, assess, correct, or alleviate acute or prolonged movement dysfunctions. Physical therapy encompasses areas of specialized competence and includes the development of new principles and applications to meet existing and emerging health needs more effectively. Other professional activities that serve the purpose of physical therapy are research, education, consultation, and administration.

The three-year doctoral program provides entry-level professional education in physical therapy. It begins with Gross Anatomy and Kinesiology in the summer. Students who possess a bachelor's degree and the required prerequisites can apply directly to the doctoral program contingent on space availability. The program was granted full accreditation status from the Commission of Accreditation in Physical Therapy Education in November 2000.

For information on the combined Bachelor of Science in Life Sciences and Doctor of Physical Therapy, see the Department of Life Sciences in the NYIT Catalog.

Admission Requirements

The NYIT Physical Therapy program participates in the Physical Therapist Centralized Application Service (PTCAS). Applicants for the program must submit a PTCAS application. Information can be obtained online at ptcas.org.

For admission directly into the doctoral program, applicants must possess a bachelor's degree and should have an academic record that includes a balance of coursework in the humanities, social sciences, and natural sciences, including competency in English writing. Generally, to be competitive, applicants should have a GPA of at least 3.0. Admission application deadline is Dec. 16. Other requirements include:

Proof of a minimum 100 hours of volunteer time completed by the time of application. It is strongly suggested that applicants have more than the minimum number of hours.

An essay detailing your desire to pursue physical therapy as a career

Two professional letters of recommendation on letterhead, with at least one from a licensed physical therapist.

The recommendations must not be more than six months old.

Students must have satisfactorily completed the following courses at an accredited college with a grade of C+ or higher:

Two courses in general chemistry with lab.

Two courses in general physics with lab.

Two courses in general biology with lab.

One course in general/introductory psychology.

One additional course in psychology.

One course in college algebra/trigonometry.

One course in statistics.

One course in human physiology with lab.

The Physical Therapy Admissions Committee will review completed applications. Those who qualify will be invited to the interview process. The Physical Therapy Admissions Committee will then render the final admission decision. All accepted candidates will need to complete a criminal background check.

NYIT's official policy states:

“As a condition of admission and continued enrollment, students may be required to authorize NYIT to obtain criminal background check(s). Students may also be required to obtain a background check themselves or authorize clinical training facilities to conduct this check, and to permit the results to be provided by the reporting agency to NYIT and/or to clinical facilities. Offers of admission will not be considered final and enrollment will not be permitted until completion of the background check, with results deemed favorable by NYIT. If the results of the background check(s) are not deemed favorable by NYIT, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or the student may be disciplined or dismissed. Students must also agree to notify NYIT of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense and of any arrests, charges or investigations by any law enforcement authorities or professional licensing authority, which occur subsequent to the applicant's/student's submission of the Accepted Applicant/Enrolled Student Disclosure Form. Notification is required the next business day following the reportable event. If next day reporting is not feasible, the student must notify NYIT as soon as possible, and in no event later than ten working days following the event.”

Expected Outcomes

The NYIT Doctor of Physical Therapy Program is designed to prepare students in the entry-level proficiencies needed in the practice of physical therapy. Upon completion of the program, graduates will be able to:

- Determine the physical therapy needs of any patient or client through examination and evaluation.
- Develop a plan of action to meet the individual's physical therapy needs.
- Implement the physical therapy plan of action designed to maintain and restore strength, endurance, coordination, and range of motion to improve or restore function, promote healing, and relieve pain.
- Communicate appropriately and effectively with patients and families, colleagues, and the public.
- Adhere to safe, ethical, and legal practice.
- Apply the administrative principles of planning, organization, supervision, control, and evaluation while working within or managing a physical therapy service.
- Apply the basic educational concept of teaching within the clinical practice of physical therapy.
- Apply the basic principles of statistics and research methodology within the practice of physical therapy.
- Contribute to the quality of health in the community and to the improvement of the effectiveness of its health care systems.
- Accept that being a professional is a continuing process and assume responsibility for professional and personal growth and development.

Program Format

The doctoral degree program is 100 credits spread over three years in a full-time, day format only, except for occasional night and weekend coursework. Attendance at all class sessions is mandatory.

Academic Standards

Academic Criteria

A 3.0 GPA must be maintained throughout the professional phase of the Physical Therapy program.

Prerequisites

Successful completion of all prior coursework (including clinical education) is required to continue in the program.

Academic Probation

Students will be placed on academic probation if any of the following circumstances occur:

- GPA for any one semester falls below a 3.0.
- Cumulative GPA falls below 3.0.

Grade Appeal

Students may appeal an assigned grade by following the procedures outlined in the School of Health Profession's [grade appeal policy](#) and NYIT Department of Physical Therapy Student Handbook, which is found on the [Student Resources page](#) for the School of Health Professions.

Academic Dismissal/Failure

A student may be dismissed from the Doctor Physical Therapy Program if any of the following occur:

- Cumulative GPA falls below 2.3 at the end of the first semester.
- Cumulative GPA falls below a 3.0 at the end of the third (spring) semester of the first year.

After the first year, a cumulative GPA that falls below a 3.0 for two consecutive semesters.

Grade of F is earned in a course. If this occurs at any time during or after the first fall semester, the student may be given the option to repeat the course the following year, provided they were not already on probation.

Second F is earned at any time throughout the curriculum.

If a student is dismissed because of failure to meet the minimum standards in the anatomy and Kinesiology courses, the student will need to formally reapply through PTCAS for entry the following year.

Non-Academic Dismissal/Failure

Students may be dismissed from the program for the following non-academic reasons:

Academic dishonesty/plagiarism.

Behavior endangering others' safety or well-being.

Disrespectful behavior towards faculty, staff, students, and others.

Unprofessional conduct as defined by the professional behaviors delineated in the NYIT Department of Physical Therapy Student Handbook, which is found on the [Student Resources page for the School of Health Professions](#).

Unexcused absences/lateness.

Please refer to the NYIT Department of Physical Therapy Student Handbook (see [Student Resources page for the School of Health Professions](#)) for other pertinent departmental policies.

Graduation Requirements

Students must:

Achieve a minimum 3.0 GPA.

File a completed application for graduation with the Student Enrollment Center.

Obtain account clearance from the Office of the Bursar.

Technical Standards for Admission and Matriculation

The NYIT Department of Physical Therapy is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of race, color, national origin, religion, sex, or disability. Regarding disabled individuals, the college will not discriminate against such individuals who are otherwise qualified, but the college will expect that minimal technical standards be met by all applicants and students as set forth herein. These standards reflect what we have determined are reasonable expectations for physical therapy students in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care. These standards do not reflect what may be required for employment of the graduate physical therapist.

Technical Standards

A physical therapist must have the knowledge and skills to function in a broad variety of clinical settings and to render a wide spectrum of therapeutic interventions. In order to perform the activities required of a professional, a physical therapy student must be able to learn, integrate, analyze, and synthesize data quickly, accurately, and consistently. This is the process of critical thinking. Multiple skills and abilities required include observation, communication, sensory/motor, behavioral, and social attributes. Reasonable accommodation can be made for persons with disabilities in some of these areas, but a physical therapy student must be able to perform in a reasonably independent manner.

Observation

Physical therapy students must have sufficient vision to be able to observe classroom lab demonstrations and exercises. In the clinical setting, they must be able to observe a patient accurately both at a distance and nearby. It is essential to have adequate visual capabilities to assess the change of abnormalities of the musculoskeletal or integumentary systems.

Communication

Physical therapy students should have the ability to clearly speak, hear, and observe in order to elicit and gather information, describe the findings, and understand any nonverbal behavior. They must be able to communicate effectively and sensitively with fellow students, faculty, patients, and other health care providers. This includes the ability to read and communicate, both verbally and in writing, in English, using appropriate grammar and vocabulary.

Sensory/Motor

Physical therapy students need enhanced tactile abilities and must have sufficient motor function and muscular strength to execute those movements required in the evaluation and treatment of patients. This may include, but is not limited to, the ability to:

Safely handle and lift patients, guard patients during ambulation, and perform therapeutic procedures, such as joint mobilization.

Adjust and position equipment and patients, which involves stooping to floor level and reaching overhead.

Assist and/or resist patients, or to provide emergency care, which may involve prolonged sitting, standing, kneeling, or walking.

Manipulate gauges, dials, small nuts/bolts, and or tools located on equipment or within the Department of Physical Therapy.
Palpate, auscultate, percuss, or perform other evaluatory skills in order to obtain information.

Behavioral and Social Attributes

Physical therapy students must possess the emotional health required for full utilization of their intellectual abilities, and the development of mature, sensitive, and effective relationships with others, especially patients. This also includes the ability to apply knowledge of principles, indications, and contraindication for physical therapy treatment interventions. Physical therapy education requires the ability to adapt to change, including treating people of diverse cultures, economic status, age, or those with emotional difficulties. This requires flexibility and a spirit of cooperation, as well as motivation.

Physical therapy students utilize touch during evaluation and treatment procedures and must be able to touch others in a sensitive professional manner, as well as tolerate being touched as part of the learning process. Professional behavior is expected, as well as attributes such as integrity, honesty, compassion, and strong interpersonal skills.

Clinical Education

Students must have successfully completed all prior coursework in order to be placed in clinical education. All physical therapy students will participate in a total of 36 weeks of clinical education located in a variety of settings. This requires eight-hour days, not including transportation time. This is a full-time commitment. The student must make themselves available during the hours determined by the coordinator of clinical education. These hours will not be adjusted for the schedule of the student. Students are discouraged from working elsewhere as the clinical experience demands more time in the clinical and independent learning setting.

There will be specific clinical education objectives that must be met with each completed affiliation. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships, and/or field work and impact the student’s ability to complete the required program courses and qualify for graduation, certification, and/or licensure. Refer to the NYIT Physical Therapy Department Clinical Education Manual for full policies and procedures.

School of Health Professions Curriculum

Curriculum Requirements for Doctor of Physical Therapy

Major Requirements		
Physical Therapy:		Credits:
PHTH 601	Introduction to Physical Therapy	1
PHTH 602	Evidence-Based Practice	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	Rehabilitation/ADL	2
PHTH 640	Administration and Delivery of Healthcare	2
PHTH 645	Seminar in Physical Therapy I	1
PHTH 650	Physical Therapy Practice II	4
PHTH 655	Prosthetics and Orthotics	2

PHTH 660	Exercise Physiology	3
PHTH 665	Pathophysiology	3
PHTH 674	Clinical Education I	3
PHTH 675	Physical Therapy Practice III	4
PHTH 680	Medicine for Physical Therapy	3
PHTH 685	Evaluation/Diagnosis	2
PHTH 690	Research in Physical Therapy I	2
PHTH 695	Manual Therapy I	3
PHTH 701	Physical Therapy Practice IV	3
PHTH 710	Research in Physical Therapy II	2
PHTH 715	Pharmacology for Physical Therapy	3
PHTH 720	Cardiopulmonary Physical Therapy	4
PHTH 730	Manual Therapy II	3
PHTH 745	Seminar in Physical Therapy II	1
PHTH 750	Clinical Education II	3
PHTH 770	Physical Therapy Practice V	3
PHTH 780	Manual Therapy III	3
PHTH 785	Clinical Education III	3
PHTH 790	Research in Physical Therapy III	3
PHTH 835	Advanced Medicine for Physical Therapists	2
PHTH 855	Seminar in Physical Therapy III	1
PHTH 875	Advanced Physical Therapy Practice	2
PHTH 895	Clinical Education IV	4

Total Required: 100 credits

School of Management

School of Management



Jess Boronico, Ph.D., Dean, School of Management

Undergraduate Programs »

Business Administration, A.A.S.
 Business Administration, B.S.
 Hospitality Management, B.P.S.
 B.S./M.B.A. Accounting
 Global Partner Program

Graduate Programs »

M.B.A.
 Executive M.B.A.
 Human Resources and Labor Relations, M.S.
 Advanced Certificate in Human Resources Management
 B.S./M.B.A. Accounting
 Executive Certificate

School of Management

School of Management: Graduate Programs



Message from the Dean

Welcome to the School of Management, where all our academic programs aim to educate students on how to harness information and knowledge on prevalent trends that impact 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; and
- 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 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. We look forward to hearing of the lifelong achievements of our alumni and the distinctive milestones they've attained in support of professional aspirations.

Administration and Professional Staff

The school's administrative team oversees program delivery and other functions necessary to effectively deliver the school's activities. The professional staff provide services to all stakeholder groups that the school supports, including students, alumni, business leaders, and faculty. Together the administration and professional staff of the school take a student-centric approach to its responsibilities, always with consideration to student needs and stakeholder values.

Administration

- Jess Boronico, Dean
- Diamando Afxentiou, Executive Associate Dean and Director, Experiential Education
- Scott Liu, Executive Associate Dean, Global Programs
- Jim Murdy, Associate Dean and Executive Director, Professional Enrichment Program
- Robert Koenig, Associate Dean and Executive Director, Student Advancement
- Petra Dilling, Associate Dean, NYIT-Vancouver
- Gantasal Prabhakar, Assistant Dean, NYIT-Abu Dhabi
- Keh Kwek, Assistant Dean, NYIT-Nanjing
- Abram Poczter, Executive Director, Indirect Assessment
- Raj Tibrewala, Executive Director, Assessment Analysis and Reporting
- Joo Kwang-Yun, Chairperson, Department of Accounting and Finance
- Benjamin Khoo, Chairperson, Department of Marketing and Management Information Systems and Director of

Technology Initiatives
Maya Kroumova, Chairperson, Department of Human Resource Management and Law
Raj Tibrewala, Chairperson, Department of Management Sciences

Professional Staff

Constance Canning, Executive Assistant to the Dean
Yu Sze Ang, M.B.A. Program Coordinator
Izelde van Jaarsveld, Academic Support Coordinator (Vancouver)
William Ninehan, Staff Council Chairperson
Marie-Paul Beliz-Chery, Staff Associate, Departments of Accounting and Finance, and Marketing and Management Information Systems; M.B.A. Advisor
Patricia Brustman, Coordinator for Professional Development and Staff Associate/B.S.B.A. Advisor, Human Resource Management and Law
Maria Dinanno, Staff Associate, Department of Marketing Studies; B.S.B.A. Advisor
Riddhi Doshi, Staff Associate, Department of Management Science Studies; B.S.B.A. Advisor
Patthara Chandaragga, Staff Associate, B.P.S. Advisor for Department of Hospitality Management Studies
Jeannine Gamble-Francis, Administrative Assistant

Departments and Faculty

The organization of the school encourages empowerment across its constituent faculty through the disaggregation of responsibilities into departments. Departments work collaboratively to advance the school's mission while simultaneously working independently towards creating specific niche and distinctive competencies to ensure students and stakeholder success within the areas that are overseen.

Each department includes faculty members from all campus locations where the School of Management delivers its academic programs. This ensures a broad and diverse set of perspectives that impact positively on (a) curriculum development that includes a strong and uniform core component that forms the common experience for all students, regardless of location, and (b) highly contextualized curriculum elements embedded throughout the courses that are localized to the specific needs of the local business community where the program is delivered.

Department of Accounting and Financial Studies

Professors: P. Harris, P. Kutasovic, R. Nag, S. Shapiro, N. Weiss
Associate Professors: P. Dilling, J. Yun (chairperson)
Assistant Professors: U. Ananthanarayanan, M. Liu, P. Ke, S. Muni, K. Ravichandran, H. Ahmad

Department of Human Resource Management Studies

Also includes the discipline of law

Professors: L. Applewhaite, A. Deerson
Associate Professors: M. Kroumova (chairperson)
Assistant Professors: T. Al Tawil, M. Ali, R. Vittal

Department of Hospitality Management Studies

Also includes the discipline of quantitative methods, and the academic programs in entrepreneurial studies and international business studies

Associate Professors: A. Fairbairn, R. Koenig (associate dean), J. Murdy
Assistant Professor: J. Dunne

Department of Management Science Studies

Also includes the disciplines of economics and management information systems

Professors: J. Boronico (dean), I. Gray, W. Lawrence, S. Hartman, T. Ozelli, R. Tibrewala (chairperson)
Associate Professors: G. Prabhakar, K. O'Sullivan, J. Scillitoe, H. Younies
Assistant Professor: K. Kwek, P. Lal Meena, Q. Mohiuddin, B. Mutharaj, A. Swid
Instructor: S. Caykoylu

Department of Marketing Studies

Professors: D. Afxentiou, K. Chandrasekar, S. Liu, F. Lorne, A. Poczter
Associate Professors: I. Akour, D. Cohn, B. Khoo (Chairperson), J. Zeng
Assistant Professor: A. Han, J. Nolt, A. Razzaque, V. Sotiropoulos, V. Vadakepat

Statements of Identification

Toward 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's 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 B.S.B.A. 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 B.S.B.A. 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).*

Graduate Programs and Locations

Master of Business Administration (M.B.A.): Abu Dhabi, China (Tongji University, dual-degree format and [Jiangxi University of Finance and Economics](#), joint-degree plus certificate format), New York, Vancouver
Bachelor of Science/Master of Business Administration - C.P.A. Track (B.S./M.B.A.): New York
Master of Science in Human Resources Management and Labor Relations (M.S. HR/LR): China (Tongji University, dual-degree format), New York
Executive Master of Business Administration (EM.B.A.): China (Tsinghua University)

School of Management Assurance of Learning

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

Master of Business Administration, M.B.A.



The School of Management graduate program leading to the Master of Business Administration (M.B.A.) is a highly interdisciplinary program, whose mission is to *prepare students to lead effectively in a technology intensive global economy*. Toward achieving this mission, the program aims to strengthen the student's ability to:

Evaluate and improve business operations and processes;
Collaboratively address current social and culture-specific business issues; and,
Utilize information, analyze, and report on environmental business sustainability.

All information for the B.S./M.B.A. program is identical to that of the M.B.A. program unless specifically noted otherwise.

The School of Management M.B.A. program serves (a.) students entering our program immediately after completing their bachelor's degree, (b.) experienced business professionals seeking to advance their careers, and (c.) international students who wish to share their multicultural perspectives, all of whom aspire to contribute to the global marketplace. The School of Management values students who are motivated, involved with their profession and community, excellent communicators with strong interpersonal skills, and aspire to leadership roles in today's technology intensive marketplace.

Program Positioning Statement

The NYIT School of Management M.B.A. differentiates itself from peer and aspirant institutions of higher learning by way of its focus on specific multicultural issues impacting on organizational effectiveness, and utilization of technologies for the purpose of analysis and problem solving.

Target Audience

The NYIT M.B.A. program attracts students entering our program immediately after completing their bachelor's degree, experienced business professionals seeking to advance their careers, and international students who wish to share their multicultural perspectives, all of whom aspire to contribute to the global marketplace. We value students who are motivated, involved with their profession and community, excellent communicators with strong interpersonal skills, and aspire to leadership roles in today's technology intensive marketplace.

M.B.A. Program Features

The M.B.A. program builds upon three foundations that are highly relevant to success in a globalized contemporary business landscape. These multiple tiers ensure that all students receive a uniform exposure to relevant knowledge requisite to success, contextualized to the global business community, and supplemented by the specific expertise that each faculty member brings into the classroom. These foundations are:

Learning

The M.B.A. program is developed in support of six programmatic learning goals. These goals are further partitioned into general learning goals, which are transferable across all disciplines of study, both in business and outside of business, and management-specific, speaking specifically to those issues that impact on success in the business environment;

In addition to grades, all courses include an independent set of evaluations, called scores. These scores provide an assessment of the student learning across the aforementioned learning goals, and provide an indication of the student progress towards attaining the goals of the program. This, together with the course grades, provide a more comprehensive set of evidences and validations for students to utilize when considering career entry or advancement;

All courses utilize the School of Management Master Syllabi format, including three tiers of course-level learning goals:

Invariant goals - which are uniform and administered identically in all sections of each course. In this way the student is ensured of a common learning experience in all sections;

Contextual goals - which speak to the specific impact on course content of globalization in the context of the discipline being studied; and

Instructor goals - which speak to the specific niche domain expertise of the faculty member instructing the course.

Career

All M.B.A. courses in the non-waivable program core are highly interdisciplinary. That is, all courses, regardless of the discipline, include the integration of at least three other business disciplines into the pedagogy and learning. In this way the student is able to synthesize across the business disciplines and affect sound decision-making in the way reflects best practice in the professional workspace;

All courses, learning goals, and learning outcomes are externally referenced. That is, all are reviewed, evaluated, and approved by external industry Stakeholder groups for the purpose of ensuring high relevance to workforce

expectations. Hence the student is ensured that employers and industry leaders will immediately recognize the value that the student brings to their organization;

Course portfolios: Student learning outcomes are designed to be easily transferred into a portfolio of student achievement that speaks to their successes and the immediate impact that they can have on an organization. This is supplemented by an assessment scorecard that all students receive, demonstrating how the learning outcomes support attainment of the program goals. The portfolio and scorecard elements provide the student with a potential competitive advantage for job placement or advancement.

Experience and Community

The NYIT student's academic experience in the School of Management is enhanced through opportunities for students to become fully engaged into its three platforms of excellence:

Professional Enrichment Program - offering students with an opportunity to hear from business executives and industry leaders, in a speaker series format, concerning emerging trends or issues in the business environment. All M.B.A. students are required, during their first semester of registration, to enroll into the zero credit hour Professional Development Seminar BUSI 610;

Experiential Education Program - supporting active learning and student engagement into the professional workspace, outside the classroom, in ways that strengthen the transformation of theory into practice; and

Student Advancement Program - focusing on group activities that help define and strengthen personal growth and socialization elements of business practice that are often underrepresented in the academic setting.

In addition, NYIT's M.B.A. program:

Is guided by best practices in teaching and learning philosophies. All courses are informed by current trends in this area and include four prioritized approaches to teaching and learning that are expected to facilitate the successful attainment of the learning goals for each student. These prioritized philosophies are indicated in each course's Master Syllabus;

Includes an accelerated component. Designed to ensure timely degree completion, and in recognition of the adult learner that defines the M.B.A. environment, this feature is offered for those courses in the waivable program core, for those areas where student undergraduate exposure is limited; and

May be completed in as few as 30 credit hours for students holding an undergraduate degree with sufficient scope of coverage in the business disciplines.

Programmatic Learning Goals

Upon completion of the Master of Business Administration program, the successful student will be able to demonstrate attainment of programmatic learning goals, supporting the development of a broad array of intellectual capabilities. 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.

M.B.A. General Goals

Upon completion of the M.B.A. program, the successful student will be able to:

1. Work collaboratively in groups;
2. Recognize socioeconomic issues, and establish and defend a position supported by ethical reasoning; and
3. Lead effectively, particularly in an uncertain global environment.

M.B.A. Management-Specific Goals

Upon completion of the M.B.A. program, the successful student will be able to:

1. Utilize technology support systems to strengthen organizational decision processes;
2. Conduct industry, company specific, or environmental business analysis using appropriate data and informational resources to bridge the gap between abstract theory and practice; and
3. Identify and analyze country/region-specific contemporary business issues; establish and effectively communicate and support recommendations.

The M.B.A. portfolio of courses taken in fulfillment of the degree requirements contains a significant scope of student learning outcomes that are scored, independent from grades, against these goals. In this way the student may address, in a formative manner, their progression through the degree program.

M.B.A. Concentrations, B.S./M.B.A. (C.P.A. Track) and CFA Track programs

Students in the M.B.A. program may either pursue the general M.B.A. or choose to specify a concentration, which is a specific discipline of study pursued with rigor, including significant scale. The School of Management offers three areas of concentration for students to consider--finance, marketing, and decision sciences (e.g., operations)--each with its own concentration-specific learning goals. These goals are in addition to the programmatic learning goals of the M.B.A. program.

Finance Learning Goal

Upon completion of the M.B.A. with a concentration in Finance, the successful student will be able to:

1. Apply financial paradigms and concepts that are consistent with the Level I curriculum of the CFA Institute;
2. Compile, analyze, and synthesize financial and other relevant data from multiple electronic sources; and
3. Evaluate different investment strategies against the objectives of individuals and/or institutional investors.

Marketing Learning Goal

Upon completion of the M.B.A. with a concentration in marketing, the successful student will be able to:

1. Generate relevant marketing data and transform these data into information essential for decision making in various functional areas of marketing management;
2. Assemble a marketing plan for existing and new products and services, synchronizing marketing, operating and financial modeling; and
3. Assess national and global trends in the cultural, social, demographic, legal-political, economic, technological and competitive environments prepare and evaluate (defend) alternative market-entry strategies and marketing programs.

Decision Science Learning Goals

Upon completion of the M.B.A. with a concentration in decision science (e.g., operations), the successful student will be able to:

1. Analyze the current business environment in specific companies or industries to identify opportunities for implementing decision science tools for performance improvement;
2. Formulate analytical models which utilize decision support tools to assist management in making effective decisions spanning different functional areas; and
3. Evaluate alternatives, select the most effective solution and develop an implementation plan to meet the goals of the management.

B.S./M.B.A. - CPA Track (New York only)

The 150-credit-hour B.S./M.B.A. - 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. To become a New York State CPA, they must complete all program requirements, pass the CPA examination, and practice public accounting in New York for a minimum of one year.

Degree requirements for this program include 120 credit hours of undergraduate coursework earned in addition to the M.B.A. curricular requirements. The 120 credit undergraduate component of the curriculum is specific and is listed elsewhere. The graduate curriculum degree requirements are identical to those in the general M.B.A. with the provision that three “accounting specialization” courses are taken in lieu of elective credit hour 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. - CPA Track Learning Goals

Upon completion of the B.S./M.B.A. - CPA Track, the successful student will be able to:

1. Conduct research and analysis related to practice/contemporary issues and questions in accounting theory, and auditing and taxation, and effectively communicate such findings;
2. Synthesize accounting concepts, the regulatory environment, and professional practice issues and challenges; and
3. Appraise the significance and evaluate the impact of ethics, professionalism and social responsibility in accounting.

These learning goals are in addition to programmatic learning goals of the M.B.A. program, as well as those for the B.S.B.A. degree program, the latter applicable to those elements of the joint program taken in the undergraduate curriculum.

CFA Track (New York only)

The CFA (Chartered Financial Analyst) is a professional certificate awarded by the Association of Investment Management and Research to candidates who pass three levels of examination and meet the experience requirement specified by AIMR. Our CFA Track is designed to help the student in preparation for the CFA Exams. The M.B.A. student wishing to complete the track must complete the course requirements in the M.B.A. Finance Concentration and an additional six credit hours.

M.B.A. Academic Policies and Standards

The School of Management implements processes for the M.B.A. and B.S./M.B.A. - CPA Track programs that are in addition to those of the University for the purpose of ensuring effective student selection and retention.

Admissions

Admission Policies

Admission requirements for the M.B.A. program are:

Baccalaureate degree from an accredited college;

Official transcript of the undergraduate record with an adequate GPA. Minimum GPA requirements for admission into the M.B.A. program are 3.0, or equivalence, at all campus locations. Work experience may be considered in those cases where the GPA does not meet stated requirements.

Evidence of scholastic capacity and motivation to pursue graduate work as determined by a review of credentials; and

Completed application form accompanied by a \$50 application fee.

Admission Notes

All application materials must be *fully submitted prior to consideration for admission* to the M.B.A. program;

All applicants will *either be fully admitted or not admitted* into the M.B.A. program;

Professional background may not be used as a proxy or substitute for the admissions criteria;

Students may neither be *conditionally admitted* into the M.B.A. program nor granted *provisional status* in the M.B.A. program;

There will be no categories for *Non-Matriculated*, and *Non-Degree* status;

There will be no *Early Admission* students;

No student may register for a 600-level M.B.A. course until fully admitted into the M.B.A. program (Students transferring from another NYIT graduate program into the M.B.A. program must satisfy the admissions criteria for the M.B.A. program);

All *Bridge Program* students must complete all bridge courses with a satisfactory GPA prior to registering for any 600 level M.B.A. course;

Students may only utilize a *proxy examination* score in place of the GMAT (e.g., GRE, LSAT) if explicitly approved by the School of Management Dean;

Students who already hold a graduate degree from a regionally accredited university will be admitted into the M.B.A. program upon receipt of the admissions documents; and

The GMAT, conducted by the Educational Testing Service, is not a requirement for admission but may be submitted toward fulfillment of the M.B.A. admissions criteria. That is, students whose GPA is not satisfactory may submit a GMAT score and will be admitted to the M.B.A. program if a satisfactory composite score, as established by the graduate faculty and consisting of a numerical calculation of the applicant's undergraduate grade point average and the score received on the GMAT exam is established.

International Students

Admission of International Graduate Applicants with U.S. Equivalent Baccalaureate Degrees

Applicants for admission into the M.B.A. program who have completed only a three-year (or more) degree-bearing postsecondary program which is *equivalent* to a U.S. bachelor's degree may apply directly for admission into the M.B.A. program.

Admission of International Graduate Applicants without U.S. Equivalent Baccalaureate Degrees (M.B.A. BRIDGE and TRANSFER BRIDGE to M.B.A. programs)

Applicants for admission into the M.B.A. program who have completed only a three-year (or more) degree-bearing postsecondary program which is *not equivalent* to a U.S. bachelor's degree may be eligible for the M.B.A. BRIDGE Program. Students admitted into the M.B.A. Bridge program are considered M.B.A. students. Other applicants for admission into the M.B.A. program from students who have earned undergraduate credits which have not resulted in an equivalency to a US Bachelor's degree may be eligible for the TRANSFER BRIDGE to M.B.A. Program.

Eligibility for both programs (M.B.A. BRIDGE and M.B.A. TRANSFER BRIDGE to M.B.A. programs) includes the following additional provisions:

The applicant may be required to take the NYIT English Proficiency Examination prior to enrollment;

The applicant must meet the admissions policy (2) for the M.B.A. program;

The applicant must complete additional undergraduate credit hours with a GPA of at least 3.0. A substantial number of these credits may be in English as a second language (ESL) courses depending upon the results of the aforementioned English Proficiency Examination. The number of credit hours varies based on the specific program (e.g. M.B.A. BRIDGE; TRANSFER BRIDGE to M.B.A.).

Upon satisfactory completion of these additional undergraduate credits (and attainment of an NYIT

Baccalaureate degree for TRANSFER BRIDGE to M.B.A. students) and attainment of the aforementioned satisfactory GPA, the applicant will be permitted to enroll into 600/700 level courses. If the student fails to meet criteria (4), above, the student must either retake courses so that this condition is met or be dismissed from the M.B.A. program. There are no conditional admittances to the M.B.A. program.

Action Plan for M.B.A. BRIDGE students (completed only a three-year degree-bearing postsecondary program which is *not equivalent* to a US bachelor's degree):

M.B.A. BRIDGE students will take credit hours of undergraduate coursework only (students may take 500-level classes towards fulfillment of this condition: these 1.5 credit hour courses which are identical in course content (scale and scope) to their articulated three (3) credit undergraduate courses, but in accelerated format, will carry three (3) credit hours equivalence towards the bridge requirements), with preference towards taking those courses that would satisfy M.B.A. prerequisite requirements and those ELI courses that are deemed necessary; Recommended courses include courses in the undergraduate B.S.B.A. business program core; English Business coursework; American History coursework; and additional business courses in the specified area of specialization;

M.B.A. BRIDGE students will be advised by School of Management undergraduate advisors and the office of Admissions concerning course selection;

M.B.A. BRIDGE students may take no graduate courses above the 500 level;

M.B.A. BRIDGE students may only take coursework that is not equivalent to courses on submitted transcripts from other institutions;

M.B.A. BRIDGE students must have successfully completed a total of 120 credit hours of coursework, including credit hours earned during their three-year postsecondary program in addition to those credit hours successfully completed in the bridge program, prior to enrolling into 600/700-level courses in the M.B.A. program;

Action Plan for TRANSFER BRIDGE to M.B.A. Applicants (earned undergraduate credits which have not resulted in an equivalency to a U.S. bachelor's degree):

M.B.A. TRANSFER BRIDGE students will take a minimum of 30 credit hours of undergraduate coursework only, with preference towards taking those courses that would satisfy M.B.A. prerequisite requirements (e.g., 595 courses) and those ELI courses that are deemed necessary;

All applicants *must complete an NYIT Baccalaureate degree prior to admission into the M.B.A. program*;

Students will be advised by the Office of Admissions (Transfer Team) as to efficient pathways for degree completion, and appropriate coursework required towards completing a baccalaureate degree at NYIT;

See Action Plan for M.B.A. BRIDGE students; steps 3-5.

Waivers and Transfers

These policies ensure program integrity and also that student ability to attain the learning goals of the program is not compromised.

The M.B.A. non-waivable program core credit hour requirement must be completed in the School of Management in its entirety;

Waivers: Undergraduate and graduate coursework completed elsewhere, but only from a regionally accredited institution, may be used to waive credit hour requirements in the M.B.A. waivable program core, if equivalencies are established (The School of Management will administer a qualifying examination for the purpose of waiving credit hour requirements in the waivable core in those circumstances where there is evidenced professional, academic or other relevant experience);

Waivers: A grade of C- or better is required for any course utilized to waive a course in the M.B.A. waivable program core;

Transfer: A maximum of nine credit hours of graduate coursework completed elsewhere, but only from a regionally accredited institution, may be transferred into the M.B.A. program and only towards the elective credit hour requirements;

Transfer: No credit hours may be transferred into the M.B.A. "accounting specialization" component of the B.S./M.B.A. - CPA Track program, unless they have been completed at an AACSB-accredited institution and have equivalencies established with those courses they replace;

Transfer: A maximum of three credit hours completed elsewhere, but only from an AACSB accredited institution, may be transferred towards concentration requirements of the M.B.A. program. These credit hours are not in addition to the nine credit hours specified in (4), above; and

Transfer of courses will only be considered for those with a grade of B or higher and must not have been applied towards another degree;

Courses presented for transfer credit must be submitted for consideration with official transcripts from the other program, and must have been completed within five years of initial acceptance into the M.B.A. program; and

Additional waiver and transfer policies for the 150-credit-hour B.S./M.B.A. program are located under the heading for that program.

Academic Progress

Academic Probation and Dismissal

When a student’s cumulative GPA falls below 3.0, the student is placed on academic probation immediately. The student then has exactly one semester to bring the GPA to 3.0. If the student fails to do so, the student will be dismissed from the program. Grounds for departmental review and possible dismissal from the program also include:

- Violation of NYIT’s Academic Integrity policy.
- Violation of the Student Code of Conduct.

Graduation

The criteria used to evaluate students for graduation are uniform at all campus locations and, pertaining to the M.B.A. academic program the graduate cumulative grade point average will be a minimum of 3.0. Additional criteria for graduation are located in the NYIT Graduate Catalog.

Time to Degree Completion

In the best interests of the student and the college, a maximum of five years is allowed for completion of degree requirements. Under exceptional conditions, an additional year may be permitted upon formal request and approval by the academic dean and the Provost.

Repeat Policy

Students must repeat a course in the non-waivable core for which she/he receives a letter grade of F.

School of Management Curriculum

Curriculum Requirements for the Master of Business Administration

Major Requirements

Waivable Program Core (Prerequisite Courses):		Credits:
ACCT 501	Accounting I	1.5
ACCT 510	Managerial Accounting	1.5
ECON 501	Principles of Economics I	1.5
ECON 510	Principles of Economics II	1.5
FINC 501	Finance	1.5
MGMT 501	Principles of Management	1.5
MIST 501	Management Information Systems	1.5
MRKT 501	Introduction to Marketing	1.5
QANT 501	Business Statistics	1.5
QANT 510	Production and Operations Management	1.5
QANT 520	Management Science	1.5
MGMT 510	Business Policy and Strategy	1.5
		Total: 18 credits

All students must complete this eighteen (18) credit-hour core requirement. Courses may be waived in those instances where the undergraduate experience includes course equivalencies. Courses in this core are offered to M.B.A. students in an accelerated format.

Non-Waivable Program Core:		Credits:
BUSI 610	Professional Development Seminar	0
ACCT 610	Accounting Analysis	1.5
ECON 610	Macro Environment of Business	1.5
ECON 620	Microeconomic Industry Analysis	1.5

FINC 610	Financial Policy and Value Creation	1.5
FINC 620	Executing and Reporting Financial Market Transactions	1.5
MGMT 620	International Dimensions of Organizational Behavior	1.5
MGMT 630	Business Enterprise Environment	1.5
MIST 610	Enterprise Resource Planning Systems	1.5
MRKT 610	Branding	1.5
QANT 610	Operations Management	1.5
QANT 620	Multi-Criteria Decision Models	1.5
SBES 601	Ethics and Social Responsibility	1.5
MGMT 650	Strategic Leadership Capstone	3
Total: 21 credits		

The non-waivable core is an integrated educational experience where courses are delivered in seven-week modules and are highly interdisciplinary. Modules in this core may not be waived, nor can credit hours be transferred into the Division of Management as substitutes for these modules. The core must be completed, in its entirety, in the Division of Management.

Elective Coursework:		Credits:
XXXX 700		9
<p>Students pursuing the General M.B.A. (without a concentration) must complete, in addition to the waivable and non-waivable core requirements, nine (9) credit hours of elective coursework. Courses may be chosen from the array of 700-level offerings in the SOM's multiple disciplines.</p> <p>Students who choose to pursue the M.B.A. with a concentration, must complete fifteen (15) credit hours in addition to the waivable and non-waivable core requirements. Courses that are required in each of the three available concentration areas are specified below.</p>		

Decision Science Concentration (Select Five):		Credits:
MGMT 780	Supply Chain Management	3
MGMT 785	Decision Support Systems	3
QANT 750	Simulation Modeling	3
QANT 755	Management Science Applications	3
QANT 760	Operations Management Applications	3
Total: 15 credits		

BUSIE 700 Faculty-Led Study Abroad or another relevant course may be substituted for MGMT 780 by approval of the department chair.

Finance Concentration Requirement:		Credits:
ACCT 721	Advanced Financial Accounting	3
FINC 765	Portfolio Management	3
Total: 6 credits		

Finance Concentration, (Select Three **):		Credits:
ACCT 713	Financial Statement Analysis	3
FINC 705	International Finance	3
FINC 734	Analysis and Valuation of Equity Investments	3
FINC 736	Management of Valuation of Fixed Income Securities	3
FINC 740	Derivatives Analysis	3
FINC 760	Corporate Financial Decision Making	3
BUSIE 700	Faculty-Led Study Abroad	3
Total: 9 credits		

** Students pursuing the M.B.A. Finance concentration with the CFA track must complete exactly five (15 credits) courses chosen from the list (excluding BUSIE 700).

Marketing Concentration (Select Five):

Credits:

MRKT 710	International Marketing	3
MRKT 715	Marketing Communication and Promotion	3
MRKT 750	Marketing Research for Managerial Decisions	3
MRKT 760	Customer Relationship and Value Management	3
MRKT 765	Marketing of New Products	3
MRKT 775	Consumer Behavior	3

Total: 15 credits

BUSIE 700 Faculty-Led Study Abroad or another relevant course may be substituted for MRKT 710 by approval of the department chair.

The General M.B.A. program may be completed in as few as thirty (30) credit hours for those students that do not pursue a concentration. Students with a concentration may complete the program in as few as thirty-six (36) credit hours. The program consists of the waivable program core, the non-waivable program core, and either elective or concentration courses.

School of Management

B.S./M.B.A. Accounting



Our 150-credit-hour B.S./M.B.A. - 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. To become a New York State CPA, they must complete all program requirements, pass the CPA examination, and practice public accounting in New York for a minimum of one year.

Degree requirements for the 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; and
- 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

Discovery Core [?]

Undergraduate Courses: Foundation:		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
Undergraduate Courses: Seminar:		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
Undergraduate Courses: Math & Sciences:		Credits:
Science Choice		3
MATH 125	Finite Mathematics	3
		Total: 6 credits

Major Requirements

Undergraduate Courses: Specific Non-business General Education:		Credits:
MATH 151	Fundamentals of Calculus	3
ECON 202	Principles of Economics I	3
ECON 204	Principles of Economics II	3
QANT 201	Statistical Sampling Theory	3
		Total: 12 credits

Undergraduate Courses: Liberal Arts:		Credits:
Liberal Arts Electives		12

Undergraduate Courses: Business Program - Lower Core:		Credits:
ACCT 101	Accounting I	3
ACCT 110	Managerial Accounting	3
LLAW 110	Legal Environment of Business	3
FINC 201	Corporation Finance	3
MGMT 102	Principles of Management	3
MRKT 102	Introduction to Marketing	3
		Total: 18 credits

Undergraduate Courses: Business Program - Upper Core:		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	0
		Total: 15 credits

Undergraduate Courses: Accounting Module - Public Accounting Track:		Credits:
ACCT 102	Accounting II	3
ACCT 302	Federal Taxation I	3
ACCT 306	Cost Accounting	3
ACCT 316	Intermediate Accounting	3
ACCT 411	Auditing	3
ACCT 416	Advanced Accounting	3
		Total: 18 credits

Undergraduate Courses: Accounting Module - Business Specialization:		Credits:
LLAW 210	Business Law	3
ACCT 317	Intermediate Accounting II	3
FINC 325	Principles of Investment and Security Analysis	3
		Total: 9 credits

Students who have completed an undergraduate BS degree elsewhere and meet all admissions requirements to the MBA program, may enroll into the MBA Accounting program. However, in addition to the MBA program requirements all students must either demonstrate (with a grade of C or better) or complete specific undergraduate curriculum requirements (or equivalencies), as per New York State specifications, including the 30-credit hour “Accounting Module.”

Graduate M.B.A. Courses: Non-waivable Core:		Credits:
BUSI 610	Professional Development Seminar	0
ACCT 610	Accounting Analysis	1.5
ECON 610	Macro Environment of Business	1.5
ECON 620	Micro Economic Industry Analysis	1.5
FINC 610	Financial Policy and Value Creation	1.5
FINC 620	Executing and Reporting Financial Market Transactions	1.5
MGMT 620	International Dimensions of Organizational Behavior	1.5
MGMT 630	Business Enterprise Environment	1.5
MIST 610	Enterprise Resource Planning Systems	1.5
MRKT 610	Branding	1.5
QANT 610	Operations Management	1.5
QANT 620	Multi-criteria Decision Models	1.5

SBES 601	Ethics and Social Responsibility	1.5
MGMT 650	Strategic Leadership Capstone Project	3

Total: 21 credits

The Non-waivable Core is an integrated educational experience where courses are delivered in seven-week modules and are highly interdisciplinary. Modules in this core may not be waived, nor can credit hours be transferred into the School of Management as substitutes for these modules. The core must be completed, in its entirety, in the School of Management.

Graduate M.B.A. Courses: Accounting Specialization:

Credits:

ACCT 731	Computer-based Auditing and Research	3
ACCT 732	Not-for-profit Accounting	3
ACCT 720	Federal Taxation II	3

Total: 9 credits

These three required specialized courses are specific to competencies required in the CPA examination and must be completed by all students.

Total Program Credits 150**

Depending on the background of the student applicant, the MBA Accounting program can be completed in as few as thirty (30) credit hours. However, applicants who do not have the requisite background for the program, per New York State requirements, and as stipulated in this section, may be required to complete additional credit hours to achieve the MBA Accounting credential.

School of Management

Executive M.B.A.



To meet the global needs for contemporary management with cross-national experiences, NYIT offers an E.M.B.A. program to the international business community in partnership with world-renown educational institutions in China, including Xiamen University, Tsinghua University, Jinan University, and Renmin University of China. Upon meeting

all program and degree requirements, each student will receive the NYIT E.M.B.A. and a Business Administration Certificate from one of NYIT's partner institutions.

The E.M.B.A. program consists of two phases:

Phase I: Students complete 18 foundation courses in Beijing; Phase I includes the completion of the Tsinghua Business Administration Certificate program and the first half (six courses) of the curriculum requirements for the NYIT E.M.B.A. program; and

Phase II: Students complete the final six courses for the E.M.B.A. program in Manhattan.

The E.M.B.A. program, offered through international collaboration and resource integration, is cohort-based, emphasizes practice/application, is lecture intensive, and is scheduled so as to minimize the interruption of participant work schedules.

Interested students first apply for the Tsinghua business certificate program and, after acceptance, start their courses in Phase I with their cohort class. Phase I is typically completed in 10 months. Those who successfully complete Phase I and meet the admissions criteria for the NYIT E.M.B.A. program then proceed into Phase II, with a normal duration of six months. All Phase II courses are taught by NYIT faculty members and senior executives with practical experience. In addition to in-class learning, students have experiential learning opportunities via various extracurricular activities including visits to Wall Street, interactions with the executives of Fortune 500 companies, cultural and social experiences, and other events. All lectures are delivered in English with the support of Chinese teaching assistants.

E.M.B.A. Program Features

The E.M.B.A. program features are highly relevant to success in a globalized contemporary business landscape and include:

New York City

Exposure to a World Business Capital.

Distinguished Credentials

Upon successful completion of the program, students are awarded degrees from NYIT as well as recognition by China's Ministry of Education. In addition, students receive a business educational certificate from Tsinghua University.

Unique Learning Outcomes

NYIT's faculty members possess strong academic backgrounds, extensive business experience in the United States., and first-hand knowledge about China. The program's delivery system, integrating in-class lectures, case-study methodology, visits to business firms, special-topic seminars, and industry executive collaboration, together with an emphasis on practical applications and emerging issues in the business environment, enhance students' managerial capability and executive business performance. Most importantly, it helps broaden students' scope and prepares them for success in the 21st-century business world.

Networking Opportunities

Students develop direct contacts with American executives and other students, forming an invaluable network to strengthen career and business development. Students also have access to a pool of more than 95,000 NYIT alumni worldwide, and graduates of the program are eligible to maintain a personal email account with NYIT for life.

E.M.B.A. Academic Policies and Standards

The School of Management implements processes for the E.M.B.A. programs that are in addition to those of the University for the purpose of ensuring effective student selection and retention.

Waivers and Transfers

This cohort-style program does not permit waivers or transfer credit hours. The program is completed in its entirety through the joint and collaborative agreement between NYIT and its partners.

Admission Policies

Admission requirements for the E.M.B.A. program are:

A four-year baccalaureate degree from an accredited college or its equivalent and an official transcript of the undergraduate studies;

The Business Administration Certificate from Tsinghua University;

Executive experience of more than five years in industry, commerce, government, or the professions; applicants may also submit a work portfolio containing, at minimum, an account of significant professional accomplishments and responsibilities, a description of their current firm or professional activities, and an essay

- explaining the value of the E.M.B.A. to the professional portfolio;
- A minimum TOEFL score of 550 (written), 213 (computer-based), or 78 (Internet-based), or an acceptable standardized examination with equivalent score, as a proxy;
- Two letters of recommendation; and
- A completed application form accompanied by a \$50 application fee.

Although not formally required, a GMAT score will be considered for those who include this into their portfolio. Finally, a notarized affidavit and notarized bank statement must be provided to demonstrate sufficient funds to support study in the USA.

Academic Probation and Dismissal

When a student’s cumulative GPA falls below 3.0, the student is placed on academic probation immediately. The student then has exactly one semester to bring the GPA to 3.0. If the student fails to do so, the student will be dismissed from the program. Grounds for departmental review and possible dismissal from the program also include:

- Violation of NYIT’s Academic Integrity policy.
- Violation of the Student Code of Conduct.

Graduation

Upon meeting all program and degree requirements, each student will receive the NYIT E.M.B.A. and the Tsinghua Business Administration Certificate.

School of Management Curriculum

Curriculum Requirements for Executive M.B.A.

Major Requirements		
Executive M.B.A.:		Credits:
The E.M.B.A. program, including the Tsinghua Business Administration Certificate may be completed in seventy-two (72) credit hours. The E.M.B.A. component of the program requires the completion of the following thirty-six (36) credit hours:		
Required Core Courses:		Credits:
ACCT 601	Managerial Accounting	3
ECON 601	Managerial Economics	3
FINC 601	Financial Management	3
MGMT 601	Business Environment	3
MGMT 605	Organizational Behavior	3
MGMT 610	Operations Management	3
MRKT 601	Marketing Management	3
QANT 601	Quantitative Methods II	3
MGMT 690	Business Policy (Capstone)	3
Required Elective Courses:		Credits:
Electives		9
Three elective courses chosen in collaboration with partner institutions. Elective courses are typically selected from the portfolio of M.B.A. electives or concentration courses (presented earlier).		

Human Resources Management and Labor Relations, M.S.



The School of Management graduate program leading to the Master of Science in Human Resources Management and Labor Relations (M.S. HR/LR) mission is to prepare students to become successful human resource/employee relations leaders in a dynamic, interconnected, competitive, global business environment by providing them with a high quality, solution-oriented learning experience.

Recognizing that employees are the critical factor in the success of any enterprise, and that businesses depend upon the expertise and leadership of their human resource management and labor professionals to ensure they have the workforce needed to compete effectively, this graduate program provides a strong foundation in the knowledge and skills needed to lead the human resource and labor relations function. In addition to mastering these essentials, our students learn how to develop human resource strategies to sustain business growth in a global environment.

Our student body is diverse and designed to meet the needs of current HR and employee relations professionals, those aspiring to these fields, and individuals who are engaged in workforce management.

The curriculum emphasizes the importance of both business and labor in achieving a productive workplace. Structured classroom experiences, team projects and presentations, along with informal discussions broaden students' perspectives and prepare them for a career in the global workplace. Recent graduates of this program speak highly of the real-world focus of its classes which prepare students to deal with workplace challenges that they will encounter on the job, its success in developing professional competencies, challenging coursework, quality, and involvement of its faculty and small class sizes.

Program Positioning Statement

The NYIT M.S. HR/LR program differentiates itself from other institutions of higher learning by its focus on developing the competencies essential to human resources and labor relations professionals for the achievement of strategic organizational goals.

Target Market

Our program is designed to meet the needs of current HR and employee relations professionals, those aspiring to these fields, and individuals who are engaged in workforce management.

M.S. HR/LR Program Features and the Learning Environment

The learning environment is designed for the practicing professional and promising career aspirant. Through coursework, students learn to apply legal principles and organizational and behavioral science theories to practical

human resource and labor relations problems. Case studies, simulations, research studies and field projects provide the opportunities to test and practice this new knowledge. Course materials reflect the most recent research findings, legal decisions, and current practices. Students often use their own organizations as field laboratories for applying, testing, modifying, and adapting new human resources management and labor relations practices.

Many students enhance their professional development through involvement in local affiliations of the Society for Human Resource Management, the Labor and Employment Relations Association, the American Society for Training and Development and through participation in educational seminars and conferences sponsored by the center throughout the academic year. The on-campus Student Society for Human Resource Management (SHRM) chapter has won the SHRM Superior Merit Award several times. It provides opportunities for students to develop their leadership skills and helps launch their professional career.

A limited number of assistantships are usually available to matriculated students of superior academic ability or who demonstrate a potential for special contribution to the human resources management-labor relations field. In addition, CHRS assists qualified full-time students in locating internships with companies, labor unions and government agencies. These provide valuable work experience as well as paid salary by the sponsoring organization. With approval of the director, an internship that meets departmental guidelines may be taken for credit. Admission to the graduate program does not guarantee financial assistance.

Programmatic Learning Goals

Upon graduation from the Master of Science program, the graduating student will be able to demonstrate attainment of programmatic learning goals, supporting the development of a broad array of intellectual capabilities. 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.

M.S. HR/LR General Learning Goals

Upon completion of the M.S. HR/LR program, the successful student will be able to:

1. Design and implement organization development and change initiatives in collaboration with relevant stakeholders;
2. Demonstrate professionalism and apply ethical standards; and
3. Utilize technology applications and research to make data-driven decisions.

M.S. HR/LR Management-Specific Learning Goals

Upon completion of the M.S. HR/LR program, the successful student will be able to:

1. Develop, manage, and evaluate human resource practices that produce the workforce needed by an organization to achieve its strategic and operational goals in a dynamic global economy;
2. Build productive relationships between employees and employers in both the union and non-union workplaces; devise practices that recognize the needs of a diverse workforce; and
3. Critically apply behavioral science theories, legal doctrines, and economic concepts relevant to human resources management and labor relations.

The M.S. HR/LR portfolio of courses taken in fulfillment of the degree requirements contains a significant scope of student learning outcomes that are scored, independent from grades, against these goals. In this way the student may address, in a formative manner, their progression through the degree program.

M.S. HR/LR Academic Policies and Standards

The School of Management implements processes for the M.S. HR/LR degree programs that are in addition to those of the University for the purpose of ensuring effective student selection and retention.

Admission Policies

Admission requirements for the M.S. HR/LR program are:

1. A baccalaureate degree from an accredited college with a GPA of 3.0 or higher.
Applicants holding a baccalaureate degree from an accredited college whose undergraduate GPA is lower than 3.0 will also be considered, provided they have two or more years of relevant professional experience and/or they hold professional certifications such as PHR, SPHR, GPHR, etc.; they are required to provide detailed information about their professional experience/certification.
Applicants holding a baccalaureate degree from an accredited college whose undergraduate GPA is lower than 3.0 and who have no relevant professional experience are required to take the GMAT or GRE test and achieve satisfactory scores; they will also be interviewed by program faculty in order to be considered for admission.
2. An official transcript from all other institutions attended;
3. The intellectual capacity and motivation to pursue graduate work as determined by credentials;
4. Two letters of recommendation, and

5. A personal interview.

Admission of International Students

1. The Center for Human Resource Studies welcomes students from other nations who show promise of profiting from educational opportunities in the United States. International applicants must have completed only a three-year (or more) degree-bearing postsecondary program which is *equivalent* to a U.S. bachelor's degree in order to be considered for acceptance into the M.S. HR/LR program.
2. Moreover, International applicants who have earned undergraduate degrees at foreign universities must provide evidence of English proficiency per NYIT policies. This may be accomplished either by achieving a minimum of 550 on the Test of English as a Foreign Language (TOEFL), of a six on the International English Language Testing System or an examination deemed to be equivalent.

Admission Notes

All application materials must be *fully submitted prior to consideration for admission* to the M.S. HR/LR program;

All applicants will *either be fully admitted or not admitted* into the M.S. HR/LR program;

Students may neither be *conditionally admitted* into the M.S. HR/LR program nor granted *provisional status* in the M.S. HR/LR program;

There will be no categories for *Non-Matriculated*, and *Non-Degree* status;

There will be no *Early Admission* students; and

No student may register for an M.S. HR/LR course until fully admitted into either the M.S. HR/LR program (Students transferring from another NYIT graduate program into the M.S. HR/LR program must satisfy the admissions criteria for the M.S. HR/LR program).

Waivers and Transfers

These policies ensure program integrity and that the ability of each student to attain the learning goals of the program is not compromised.

The MS-HR/LR non-waivable program core credit hour requirement must be completed in the School of Management in its entirety;

Waivers: Undergraduate and graduate coursework completed elsewhere, but only from a regionally accredited institution, may be used to waive credit hour requirements in the MS-HR/LR waivable program core, if equivalencies are established; certification of competency in these areas by means of a proficiency examination such as CLEP or significant work-related experience may be considered;

Waivers: A grade of C- or better is required for any course utilized to waive a course in the MS-HR/LR waivable program core;

Transfer: A maximum of nine credit hours completed elsewhere, but only from a regionally accredited institution, may be transferred in partial fulfillment of the curriculum requirements of the MS-HR/LR program;

Transfer of courses will only be considered for those with a grade of B or higher and must not have been applied towards another degree; and

Courses presented for transfer credit must be submitted for consideration with official transcripts from the other program, and must have been completed within five years of initial acceptance into the M.S. HR/LR program.

Academic Probation and Dismissal

Students must maintain a 3.0 GPA each semester. They may repeat a course in which they receive a grade of C or lower to raise their grade. A course in which the student receives a grade of F must be repeated, if required by the department academic review committee.

Academic probation is automatically imposed if the student's GPA falls below 3.0 in any semester, or the cumulative GPA falls below 3.0. The student then has exactly one semester to bring the cumulative GPA to 3.0. If the student fails to do so the student will be dismissed from the program. Students will also be dismissed if the semester GPA in any two successive semesters is below 3.0.

Grounds for departmental review and possible dismissal from the program also include:

Violation of NYIT's Academic Integrity policy.

Violation of the Student Code of Conduct.

The committee, at its discretion, may require the student to repeat one or more courses in which the student has a grade lower than B; reduce their credit load; take other remedial action; or recommend the student's dismissal from the M.S. HR/LR program.

Graduation

The criteria used to evaluate students for graduation are uniform at all campus locations and, pertaining to the M.S. HR/LR academic program the graduate cumulative GPA will be a minimum of 3.0. Additional criteria for graduation are located in the NYIT Graduate Catalog.

Time to Degree Completion

In the best interests of the student and the college, a maximum of five years is allowed for completion of degree requirements. Under exceptional conditions, an additional year may be permitted upon formal request and approval by the academic dean and the provost.

Repeat Policy

Students must repeat a course in which they receive a grade of F, if required by the department academic review committee.

School of Management Curriculum

Curriculum Requirements for the Human Resources Management and Labor Relations, M.S.

Major Requirements

Prerequisite Courses:		Credits:
ACCT 501	Accounting I	1.5
MGMT 501	Principles of Management	1.5
QANT 501	Business Statistics	1.5
PSYC xxx	Psychology Choice	3
		Total: 7.5 credits

Prerequisite Economics: Select One of the Following:		Credits:
ECON 501	Principles of Economics I	1.5
ECON 510	Principles of Economics II	1.5
		Total: 1.5 credits

All students must satisfactorily complete undergraduate or prior graduate program courses in economics, psychology, management, statistics, and accounting, or certification of competency in these areas by means of a proficiency examination such as CLEP. Consideration of significant work-related experience may be possible for limited undergraduate credit for one or more of the prerequisites. Courses that are regularly offered that may be utilized by students towards fulfillment of this prerequisite requirement include those listed above.

Non-Waivable Program Core:		Credits:
ECON 742	Labor Economics	3
LBRS 733	Labor-Management Relations	4
LLAW 708	Employment and Labor Law and Policy	4
MGMT 703	Strategic Human resources Management	4
MGMT 714	Organizational Psychology	3
MGMT 715	Organization Development and Change Management	3
QANT 722	Human Resources Management and Labor Relations: Costs, Benefits, and Impact	3
QANT 737	Methods of Research in Organization	3
		Total: 27 credits

Human Resources Management (Choose Three):		Credits:
LLAW 832	Fair Employment Practices and Policies	3
MGMT 740	Knowledge Management	3
MGMT 802	Staffing and Selection	3

MGMT 807	Training and Development of Human Resources	3
MGMT 812	Management of Compensation	3
MGMT 817	Management of Employee Benefits	3
MGMT 822	Alternative Dispute Resolution	3
MGMT 824	Managing the Global Workforce	3
MGMT 827	Occupational Safety and Health	3
MGMT 875	Human Resources Policies and Procedures	3
MIST 804	Human Resource Management Systems	3
		Total: 9 credits

Human Resources Management (Must Choose Seminar + Examination or Thesis/Practicum):		Credits:
MGMT 887	Human Resources Management Seminar	3
HRMT 883	Comprehensive Examinations	0
HRMC 872	Thesis, Practicum, or Other Approved Research	3
		Total: 3 credits

Total Program Credits: 39**

The MSHR/LR program may be completed in as few as thirty-nine (39) credit hours. The program consists of the non-waivable program core and specialization courses. All students must also complete either both the appropriate seminar and comprehensive examination or the thesis/practicum/approved research requirement.

School of Management

Advanced Certificate in Human Resources Management



The Advanced Certificate Program in Human Resources Management provides a sequence of graduate-level courses designed for managers, union leaders, and others who require a knowledge of legal, behavioral, organizational principles, and practices of employee and labor relations and human resources management

Admission Policies

Persons interested in enrolling in the Advanced Certificate Program must submit an application to the Office of Graduate Admissions. Applicants must meet all admissions criteria for the M.S. HR/LR program.

Applicants will be notified in writing of their acceptance or rejection for the advanced certificate program. Since the admissions process takes approximately one month after the receipt of all required materials, interested persons are advised to apply well in advance of the semester in which they wish to enroll. New students may begin in the fall, spring, or summer semester.

Academic Standards/Academic Probation and Dismissal

These policies are identical to those for students enrolled in the M.S. HR/LR program.

Required Courses

Please see curriculum.

Enrollment into M.S. in Human Resources Management Program

Advanced certificate students who wish to matriculate in the Master of Science in Human Resources Management program must follow the process outlined for the M.S. HR/LR Program. In most cases, students may apply courses completed in the Advanced Certificate Program toward requirements for the master's degree.

School of Management Curriculum

Curriculum Requirements for the Advanced Certificate in Human Resources Management

Major Requirements		
Graduate Course Requirement:		Credits:
MGMT 703	Strategic Human Resources Management	3
LLAW 708	Employment and Labor Law and Policy	4
MGMT 875	Human Resources Policies and Procedures	4
		Total: 11 credits
Gradate Course Electives (Select Two):		Credits:
MIST 804	Human Resource Management Systems	3
MGMT 714	Organizational Psychology	3
MGMT 812	Management of Compensation	3
MGMT 824	Managing the Global Workforce	3
MGMT 802	Staffing and Selection	3
MGMT 822	Alternative Dispute Resolution	3
MGMT 807	Training and Development of Human Resources	3
MGMT 827	Occupational Safety and Health	3
MGMT 817	Management of Employee Benefits	3
LBRS 733	Labor-Management Relations	4
LLAW 832	Fair Employment Practices and Policies	3
		Total: 7-8 credits

Advanced Certificate students who wish to matriculate in the Master of Science in HR Management and Labor Relations program must follow the process outlined at the [School of Management](#). In most cases, students may apply courses completed in Advanced Certificate Program toward requirements for the M.S. degree.

Total Program Credits: 17

Executive Certificate of Business Administration (ECBA)



The world is experiencing rapid geopolitical and economic changes. While regional economies are becoming increasingly integrated, companies are more challenged by diverse cultural environments, varied market needs, international competitors, and technological and product innovation. To survive the competition of the 21st century, companies must continuously learn, adapt, and innovate as quickly as the world around them. More than often, they need to develop a business strategy in response to global competitors.

Since 1955, NYIT has emphasized career-oriented professional education. Our graduates can be found working at leading business corporations and organizations such as Disney, CBA, General Electric, Merrill Lynch, PepsiCo, Verizon, and the Metropolitan Transit Authority. The NYIT President's Medal has represented the institution's highest level of honor. Past recipients include Richard Riley, former U.S. Secretary of Education, and Bill Gates, former Microsoft chairman and CEO. In Mr. Gates' acknowledgement speech at NYIT, he first introduced the concept of "I Generation" in discussion of the opportunities and challenges faced by the first generation of Americans to grow up with the Internet.

Global Executive Programs

NYIT's School of Management, in partnership with leading universities overseas, has developed global executive programs to prepare the top business executives for the global era, making them capable of building and leading world-class business firms in today's global environment. This is in keeping with its long-term strategic plan's global vision and maintaining a strong commitment to the Chinese market.

NYIT's Partner in Shanghai, China

Shanghai Jiao Tong University (SJTU), directly subordinate to the Ministry of Education, is a key university in China, jointly run by the Ministry and Shanghai Municipality. As one of China's oldest institutions of higher learning, it has earned international recognition as it continues on its path to becoming a first-class global university.

Today, SJTU has 20 academic schools with 60 undergraduate programs, 152 graduate degree programs, 93 Ph.D. programs, 16 post-doctorate programs, 16 state key doctorate programs, and 14 state key laboratories and national engineering centers. Its faculty body includes a good number of famous scientists and professors, including 22 academicians at the Academy of Sciences and Academy of Engineering, 31 "Changjiang Chair Professors," and more

than 1,420 professors and associate professors. Its total enrollment of full-time students approaches 38,000-including 18,000 undergraduates and 18,100 candidates for master's and doctoral degrees.

Participants

The program targets board chairs, CEOs, general managers, and other executives in top management positions who are involved in the strategic management process.

Core Value of the Program

The program provides participants with the following benefits:

- Further understanding of the political, cultural, social, and economic impacts of globalization;
- Ability to understand the critical issues in management and business operations in the context of China's macro environmental setting;
- Knowledge of how to institutionalize the strategic management process to promote a firm's capability of continuous innovation and compete more effectively against industry rivals;
- General knowledge and skills in finance, marketing, and management;
- Better managerial decision-making processes;
- Cultivation of managerial potential and improvement in leadership skills;
- Maintaining and improving individual and organizational competitive advantages in a dynamic business environment; and
- Building bridges to the international business community, including to the Western marketplace.

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. 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.

[2013-2015 College of Osteopathic Medicine Catalog »](#)

(3 MB PDF download)

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 Medicine 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

Additional Programs

Aerospace Studies »

Army ROTC »

English Language Institute »

Extended Education »

Certificate in Global Health »

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 pre-professional 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.

Courses

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 101

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)



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.

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: Program

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 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.

- AutoCAD Certificate
- Certificate in Revit Architecture
- Certificate in Interior Decoration
- Sustainable Building Advisor Program
- Carbon Markets & Accounting Certificate
- Heavy Equipment Operator Certificate

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.

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.

Extended Education

AutoCAD Certificate



The **AutoCAD 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 multi-layered 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, or visit nyit.edu/extended_education/.

Vocational Independence Program

Vocational Independence Program



Associate Dean, Executive Director: Ernst VanBergeijk, Ph.D.

Faculty: C. Alter, J. Baron, M.J. Burner, P. Cappellino, P. Cavanagh, S. Delaney, M. Dumas, R. Ezeani, G. Frisina, C. Hawkins, S. Incorvaia, D. Krainski, 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 post secondary (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, Costa Rica, Spain, Netherlands, Germany, Belgium, Mexico, Belize, and France.

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 full-time 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 seven focus areas: childhood recreation, eldercare, office skills/clerical, retail, food services, maintenance 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™, 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

	ANNUAL	SEMESTER
Tuition	\$ 43,069.00	\$ 21,534.50
Room	\$ 6,326.00	\$ 3,163.00
Meal Plan	\$ 4,550.00	\$ 2,275.00
Health Insurance *	\$ 2,004.00	\$ 1,002.00
Mandatory Accident Insurance	\$ 46.00	\$ 23.00
Total	\$ 55,995.00	\$ 27,997.50
Tuition Refund Insurance **	\$ 267.50	\$ 133.50
<i>According to published NYIT guidelines:</i>		
* Health Insurance is optional as long as the student provides proof of insurance and chooses to opt out		
** Tuition Refund Insurance is optional, but the student must explicitly request to opt out		

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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