

# Graduate Students Catalog: Table of Contents

## About NYIT

- Fast Facts
- Accrediting Agencies
- Campus Security
- Global Campuses & Programs
- Global Partnerships
- Administration
- Faculty
- Board of Trustees

## Admissions

- Admissions: Graduate Students
- Special School Requirements: Graduate Student Admissions

## Academics and Enrollment

- Academic and Enrollment Support Services
- Academic Calendars
- Graduate Students
- Honors and Awards
- New York Campus Maps
- Study Abroad
- Tuition and Fees

## Student Services »

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

## Academic Policies »

- Registration
- Change of Curriculum or Campus
- Grades and Credits
- Academic Standing
- Student Status
- Graduation
- Incompletes Calendar
- HEGIS Code Table

## Financial Aid

- Financial Aid: Graduate Students

## Tuition and Financial Policies

- Tuition and Fees
- Cooperative Work-Study Programs
- Drop/Add Refund Policy
- Tuition Refund Insurance Plan
- Withdrawal/Dismissal Refund Policy
- Student Expenses
- Completion of Payments
- Collection Agency Fees

## Other NYIT Policies

- Ownership of Student Work
- Computer Requirements (Minimum)
- Photo Release
- Religious Observances and Academic Requirements
- Recreation and Drug Policy
- Identification Cards
- Personal Information Protection Policy (applies to students attending NYIT in British Columbia)
- Accommodation Policy for Students with Disabilities
- Disabilities and Temporary Disabilities
- Notice of NYIT Policies and Procedures
- Parking Stickers
- NYIT Policies Affecting Students
- Student Educational Records - Annual Notice
- Directory Information

## 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 »
- Cross-Disciplinary Programs »

## Course Descriptions

- [Courses and Prefixes »](#)

## Additional Programs

- Aerospace Studies »
- Army ROTC »
- English Language Institute »
- Extended Education »
- Certificate in Global Health »
- Vocational Independence »

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

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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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## General Information

# General Information



## About NYIT

- Fast Facts
- Accrediting Agencies
- Administration
- Faculty

- Global Campuses & Programs
- Global Partnerships
- Board of Trustees

## Admissions

- Admissions: Undergraduate Students
- Admissions: Graduate Students
- Special School Requirements: Graduate Student Admissions

## Academics and Enrollment

- Academic and Enrollment Support Services
- Academic Calendars
- Core Curriculum
- Graduate Students
- Honors and Awards
- New York Campus Maps
- Study Abroad
- Tuition and Fees

## Student Services »

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

## General Information

# 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 13,000 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 95,000 graduates have received degrees from NYIT. For more information, visit [nyit.edu](http://nyit.edu).



### University Snapshot »

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

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

**Founded:** 1955

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

**Colors:** Blue and gold

**Nickname:** Bears

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



### Mission Statement

Since 1955, NYIT has pursued its mission to:

*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 accrediting agencies for its programs and schools include:

- 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)
- AOA Commission on Osteopathic College Accreditation (COCA)
- 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)

More About: [Accreditation](#)

### 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](http://nyit.edu/finaid)



## Student-Run Businesses

- Advertising agency
- Health care centers
- Newspapers
- Public relations agency
- Radio station
- Television station
- Honor societies

## Honor Societies »

- Alpha Epsilon Rho (communication arts and broadcasting)
- 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 Campus)

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

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



### **Internships »**

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 faculty-led and student-supported research in areas such as:

- Alternative Energies
- Bioengineering
- DNA
- Educational Technology
- Heart Disease
- Parkinson's Disease
- Robotics

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.

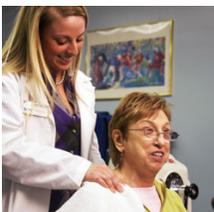
NYIT's Office of Sponsored Programs and Research (OSPAR) works with faculty members and administrators to identify and apply for funding to support research programs in all of NYIT's schools and colleges. OSPAR also facilitates proposals for funding to support student development and institutional programs 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 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.)
- Bachelor of Technology (B.T.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Fine Arts (M.F.A.)
- Master of Science (M.S.)
- Doctor of Physical Therapy (D.P.T.)
- Doctor of Osteopathic Medicine (D.O.)



## Alumni Worldwide

**Alumni:** 95,000

For more information, visit [nyit.edu/alumni](http://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 on 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. Commission on Osteopathic College Accreditation 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

**AOA Commission on Osteopathic College Accreditation (COCA)**

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**

**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

Phone: +9712 6427772

Fax: +9712 6428488

**General Information**

# **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 nonmatriculated 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 for each program listed in the Schools and Colleges section of the NYIT Graduate Catalog).

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 nonmatriculated/nondegree 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](#) 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.

### **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. International students must file a notarized [Affidavit of Support](#) and notarized bank statement(s) with the Office of Graduate Admissions.

In addition:

- International applications who have earned undergraduate degrees at a foreign university must provide proof of English proficiency. This may be accomplished by achieving a minimum

TOEFL score of 550 written, 213 computer-based, 79/80 Internet-based (IBT), or 6 on the IELTS.

- Applicants who submit TOEFL scores between 500 and 550 written, 173 to 213 computer-based, or 61 to 79/80 IBT will be required to study English as a second language before they can be fully matriculated into their academic program of choice.
- M.B.A. applicants must meet English proficiency requirements by providing a minimum score of 79 on IBT or 6 on IELTS. A successful completion of NYIT English Language Institute satisfies the English proficiency requirement to the M.B.A. program.
- Applicants who submit TOEFL scores under 500 written, 173 computer-based, 61 IBT, or below 5 on IELTS cannot be admitted into graduate programs at NYIT. You may retake the test or apply to NYIT's English Language Institute for additional instruction in English. For more information, visit [nyit.edu/eli](http://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. If a student's visa is denied, the deposit will be refunded upon proof of visa denial from the Consulate.

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 that is equivalent to three years of undergraduate study in the United States, or a four-year program that 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, if required.
- Upon satisfactory completion of these 30 credits, the student will be granted provisional status in the chosen graduate program, except for the M.B.A. program, 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. M.B.A. 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 stopped out of NYIT for one semester, not including summer, and 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 department. Contact the [NYIT Student Solutions Center](#) for additional information.
- Students who have been away for one semester and who have attended another institution must visit the Office of Admissions to file an application for readmission along with the necessary supporting documentation and any applicable processing fees. 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.
- 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 the necessary supporting documentation and any applicable processing fees. 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], 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 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.

Those who wish to apply for nondegree status must complete the Nondegree Application and Registration form for nonmatriculated 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 nondegree 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 nondegree 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 nondegree student may be applied toward the graduate degree if they are part of the degree's program of study. Nondegree students are urged to seek advisement from program faculty prior to registration for any course.

### General Information

## 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 architecture or landscape architecture degree from an accredited college or university approved by the National Architectural Accrediting Board, or the equivalent if applying with a foreign degree from another country. Applicants must provide evidence of qualifications to participate in advanced studies.

The 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. They will need to upload their transcripts, personal essay, 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 a GPA of 3.0 or higher and an acceptable portfolio will be admitted to fully matriculated status. Applicants not meeting these criteria may, at the discretion of the director, be admitted under a probationary period, with the opportunity to demonstrate their qualifications by achieving a graduate GPA of 3.0 or better in their first three graduate degree courses. Students whose graduate academic record includes any failures in coursework may be dismissed from the program following a review of the situation by a Faculty Committee including the Director and two Faculty of the School of Architecture and Design appointed by the Dean

If you have any questions about admissions or eligibility, please contact the Office of Graduate Admissions at [nyitgrad@nyit.edu](mailto: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](mailto: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: M.Arch. in Urban and Regional Design
- Standardized tests: No standardized tests (including GRE) are required, except TOEFL/IELTS for international students
- Personal Essay

### 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 complete and submit the NYIT Online Application Form to obtain this ID number. Then, you may [upload your digital portfolio and curriculum vitae \(résumé\) online](#). Applicants must mail a hard-copy portfolio to the School, [format instructions are found in the portfolio link](#).
- **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](mailto: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](mailto: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](http://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 with a GPA of 3.0 or higher.

Applicants must submit 1.) a digital portfolio, 2.) a description sheet describing the contents of the portfolio, 3.) a resume/CV, and 4.) three letters of recommendation. For more information, [view a full description of the requirements](#).

You will need an NYIT ID number to upload your digital portfolio. Please contact the Office of Graduate Admissions directly at [nyitgrad@nyit.edu](mailto:nyitgrad@nyit.edu) to obtain this NYIT ID number. Then, you may [upload your digital portfolio](#).

For additional information, please contact the Fine Arts department at 212.261.1796 or 516.686.7542 or visit the [Fine Arts Department website](#).

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](mailto: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 below and the detailed program descriptions in the School of Education section of the 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: New York Education Law now permits individuals with United States Citizenship or Permanent Resident status to qualify for a Permanent or Professional NYS Teaching Certificate. (For more information, visit the [NYSED website](#).)

### **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.

In addition to the general requirements, applicants to this program must:

- Submit a department portfolio including three **department reference forms**, professional goal statement, and signed statement of understanding. View [required forms](#), and call department at 516.686.7777 or 212.261.1529 for any questions regarding the portfolio.
- Participate successfully in a structured individual **or** group interview with program faculty. Preparation prompts will be provided.

## **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.

International applicants who have earned undergraduate degrees at a foreign university must provide proof of English proficiency. This may be accomplished by achieving a minimum of 79 IBT on the TOEFL or 6 on IELTS. Applicants who submit TOEFL scores between 61-78 IBT or 5-5.5 on IELTS will be required to take NYIT English Proficiency coursework.

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 are encouraged 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**

International graduate students with completed applications that include all required documents should be received by **May 15 for the fall semester** and by **Nov. 15 for the spring semester** for Computer

Science (CS), Electrical and Computer Engineering (ECE), and Information Network and Computer Security (INCS) programs.

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 are encouraged to consult with the appropriate graduate program director for advice and guidance before embarking on this route.

See program description for further information and course prerequisites.

### **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](http://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. 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 and course prerequisites.

## **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](http://caspaonline.org). A supplement application is not required.

**Deadlines: The application must be submitted electronically to CASPA no later than Oct. 1.**

Admissions requirements include:

- a baccalaureate degree with a strong emphasis on science and mathematics. Students admitted from the combined B.S./M.S. program are exempt from the baccalaureate degree requirement.
- a minimum overall GPA of 3.0 on a 4.0 scale
- a minimum of B- in all prerequisites
- prerequisite courses may be taken up to twice to achieve the required scores
- *All of the following prerequisites (completed within the previous 10 years at a regionally accredited institution in the United States or a recognized equivalent institution in Canada) include:*
  - two semesters of biology (with a minimum of six credits). Microbiology and genetics are highly recommended but not required. If taken, these courses can be used toward the biology requirements.
  - one semester of psychology (with a minimum of three credits)
  - one semester of human anatomy and one semester of human physiology (may be substituted with the combination of a two-semester sequence of Anatomy and Physiology I AND Anatomy and Physiology II) (with a minimum of six credits)
  - two semesters of college chemistry with labs (with a minimum of eight credits)
  - two semesters of college math (with a minimum of six credits). 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. or Canadian 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.

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](http://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](http://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 and strong science grades. Admission application deadline I is posted annually on the PTCAS website, but is generally in December. We recommend that strong applicants who know NYIT is their first-choice program apply through the early decision on PTCAS.

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. Recommendations are submitted to PTCAS and should not be sent directly to NYIT.

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.

## **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.

### **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 TOEFL score of 79/80 IBT, a 6 on 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.

## **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 enrichment programs. Students are encouraged to take advantage of the available services—they are designed to help students succeed at NYIT.

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

NYIT sponsors and administers the Arthur O. Eve Higher Education Opportunity Program (HEOP) on the Manhattan campus in conjunction with the New York State Department of Education. To be

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

### **EduPlus Program:**

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

### **Academic Advising**

NYIT recognizes that academic advising is a critical component of the educational experience. As a result, a range of advising resources are available to assist students in creating meaningful educational plans that are compatible with their career goals. These resources include faculty advisors, 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](http://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](http://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 also 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](http://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](http://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](http://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. Students who have successfully completed one of these courses and are recommended by the faculty are chosen as SI Leaders to facilitate regularly scheduled out-of-class SI sessions for students enrolled in the assigned course. SI sessions are seminars in which SI Leaders help the students learn the course concepts by reviewing notes, discussing readings, developing organizational tools, and preparing for examinations. For additional information, please visit the website at [nyit.edu/si](http://nyit.edu/si).

**Academic Monitoring:** After each semester, students who are placed on academic probation are notified of their standing by email from the Registrar's Office. Each student is required to meet with an advisor from the Advising and Enrichment Center (AEC) to complete an Academic Probation Acknowledgement and Contract for Academic Success 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 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 an appropriate department.

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

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

**The Wireless Laptop Writing Lab** is an area where students can work on laptop computers to draft assignments and research the Internet through a wireless Internet connection. It is a quiet and comfortable space where students can spread work out on large tables or sit in cozy chairs and do work. The lab is located at the Old Westbury Writing Center in Balding House, room 100. Students

may also feel free to talk to professors as they are working on assignments. For additional information, visit [nyit.edu/writing\\_center](http://nyit.edu/writing_center).

## Student Solution Center

The Student Solutions Center (SSC) is committed to helping students stay on track both academically and financially to maximize their 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 keep them on track to succeed at NYIT
- 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

# Campus Security

Campus safety and security does not just happen. It takes the commitment and cooperation of every member of the college community, from students and faculty to staff and visitors. NYIT takes very seriously the safety of those who study, live, and work on its campuses. Through the Office of Campus Security, the college strives to deter and respond to campus safety issues. Upon request, the Advisory Committee on Campus Safety will provide all campus crime statistics as reported to the United States Department of Education. This information may also be obtained from the Security contacts listed below or from the [United States Department of Education's website for campus crime statistics](#).

- Old Westbury: Director of Security, Simonson House, 516.686.7789, [owsecurity@nyit.edu](mailto:owsecurity@nyit.edu)
- Manhattan: Director of Security, New Technology Building, 16 W. 61st St., Main Floor,

212.261.1721, [wjoseph@nyit.edu](mailto:wjoseph@nyit.edu)

- Central Islip: Director of Security, Building 66, Room 104, 631.348.3334, [fcatalan@nyit.edu](mailto:fcatalan@nyit.edu)

## Here for Your Protection

On each campus of NYIT, students will find an Office of Campus Security that provides continuous, year-round security. These offices are staffed with private security officers who receive ongoing training throughout the year. These security professionals respond to a variety of calls for assistance, from medical emergencies to crimes in progress. Foot and vehicle patrols of campus grounds, buildings, and residence halls are made 24 hours a day on the Old Westbury campus and Central Islip site. The Manhattan campus has security coverage at all times the buildings are open. During these patrols, officers also report any conditions they notice that might pose a threat to campus security (such as broken windows or inoperative lights). In addition, the Office of Campus Security provides vehicle assistance to the college community for jump-starts and lockouts. If a student is in need of vehicle assistance, they should call security and give their location and vehicle description. They will be given an estimated time that an officer will arrive.

## General Information

# Academic Calendar

## New York Campuses Academic Calendar

### Fall 2014

Aug. 25 - 29, Sept. 2	Registration for Fall, Cycles A and B and Intersession. Register online at NYITConnect. <b>College closed Sept. 1. No classes Sept. 2.</b> Online registration available 24/7. Advisor approval required to register.
Sept. 3	<b>Fall and Cycle A classes begin</b>
Sept. 3 - 16	Fall late registration and program changes. Cycle A late registration and program changes through the second class meeting.
Sept. 10 - Oct. 21	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. 17 - Dec. 13	Fall withdrawal period. The W grade is assigned through Oct. 28. Beginning Oct. 29, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 26	Last day to apply for December 2014 graduation. Students must apply online at NYITConnect.
Oct. 13	No day classes scheduled. Evening classes meet. Administrative offices closed.
Oct. 22 - 23	<b>Cycle A final exams</b>
Oct. 23	Last day to satisfy incomplete grades earned in Cycle D 2014
Oct. 27	<b>Cycle B classes begin.</b> Cycle B late registration and program changes through second class meeting.

Oct. 29 - Dec. 13	Fall withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Nov. 3 - 14	Priority academic advisement for Spring, Cycles C and D, and Intersession
Nov. 7 - Dec. 16	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. 10 - 23	Priority online registration for Spring, Cycles C and D, and Intersession
Nov. 26 - 30	No classes scheduled. Administrative offices closed.
Dec. 1	Fall and Cycle B classes resume. Administrative offices open.
Dec. 9 - 12	Make-up days for day classes only. <b>Evening classes meet.</b>
Dec. 14 - 20	<b>Fall final exams</b>
Dec. 17 - 18	<b>Cycle B final exams</b>
Dec. 20	Last day to satisfy incomplete grades earned in Spring 2014 and Summer 2014 (all sessions)

### Intersession 2015

Jan. 5	<b>Intersession classes begin.</b> Intersession late registration and program changes through second class meeting.
Jan. 7 - 16	Intersession withdrawal period. W or WF grade may be assigned after the second class session. Student and instructor signatures required on withdrawal form.
Jan. 17	Intersession final exams

### Spring 2015

Jan. 12 - 16	Registration for Spring, Cycles C and D. Register online at NYITConnect. <b>College closed Jan. 20.</b> Online registration available 24/7. Advisor approval required to register.
Jan. 20	<b>Spring and Cycle C classes begin</b>
Jan. 20 - Feb. 3	Spring late registration and program changes. Cycle C late registration and program changes through second class meeting.
Jan 27 - Mar. 10	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. 3 - May 9	Spring withdrawal period. W grade is assigned through Mar. 24. Beginning Mar. 25, the W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.
Feb. 13	Last day to apply for May 2015 Graduation. Students must apply online at NYITConnect.
Feb. 16	No classes scheduled. Administrative offices closed.
Feb. 17	Monday classes meet
Mar. 11 - 12	<b>Cycle C final exams</b>
Mar. 12	Last day to satisfy incomplete grades earned in Cycle A 2014
Mar. 14 - 22	Spring recess. No classes scheduled.
Mar. 23	<b>Cycle D classes begin. Spring classes resume.</b>
Mar. 23	Academic advisement for Summer 2015, Fall 2015, Cycles A and B 2015
Mar. 25 - May 9	Spring withdrawal period. W or WF grade may be assigned. Student and instructor signatures required on withdrawal form.

Mar. 27 - May 12	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.
Mar. 30	Registration for Summer 2015
Apr. 13 - 24	Priority registration for Fall 2015, Cycles A and B 2015
May 6 - 8	Make-up days for day, evening, and graduate classes
May 10 - 16	<b>Spring final exams</b>
May 13 - 14	<b>Cycle D final exams</b>
May 14	Last day to satisfy incomplete grades earned in Cycle B 2014 and Intersession 2015
May 17	<b>Commencement</b>

## Summer 2015

May 20 - June 16	<b>Summer Session I - Four Week Courses</b> May 20 - May 22: Late registration and program changes May 23 - June 3: Withdrawal period, W grade may be assigned June 4 - June 15: Withdrawal period, W or WF grade may be assigned
May 20 - June 30	<b>Summer Session I - Six Week Courses</b> May 20 - May 22: Late registration and program changes May 23 - June 10: Withdrawal period, W grade may be assigned June 11 - June 28: Withdrawal period, W or WF grade may be assigned
May 20 - Aug. 28	<b>Summer Session III</b> May 20 - June 2: Late registration and program changes June 3 - July 14: Withdrawal period, W grade may be assigned July 15 - August: 21 Withdrawal period, W or WF grade may be assigned
May 25	No classes scheduled. Administrative offices closed
June 26	Last day to apply for Aug 2015 graduation. Students must apply online at NYITConnect.
July 3	No classes scheduled. Administrative offices closed
July 6 - 30	<b>Summer Session II - Four Week Courses</b> July 6 - July 8: Late registration and program changes July 9 - July 19: Withdrawal period, W grade may be assigned July 20 - July 29: Withdrawal period, W or WF grade may be assigned
July 6 - Aug. 14	<b>Summer Session II - Six Week Courses</b> July 6 - July 8 Late registration and program changes July 9 - July 26: Withdrawal period, W grade may be assigned July 27 - Aug. 11: Withdrawal period, W or WF grade may be assigned
Aug. 31	Last day to satisfy incomplete grades earned in Fall 2014 and Cycle C 2015

## Completion Dates for Incomplete Grades

Incomplete grade earned for:	Must be completed by end of:	
Cycle A 2013	Cycle C 2014	03/13/14
Cycle B 2013	Cycle D 2014	05/15/14
Intersession 2014	Cycle D 2014	05/15/14

Fall 2013	Summer Session III 2014	08/29/14
Fall 2013 Middle East	Summer Session III 2014	08/29/14
Cycle C 2014	Summer Session III 2014	08/29/14
Cycle D 2014	Cycle A 2014	10/23/14
Spring 2014	Fall 2014	12/20/14
Spring 2014 Middle East	Fall 2014	12/20/14
Summer Session I 2014	Cycle B 2014	12/20/14
Summer Session II 2014	Cycle B 2014	12/20/14
Summer Session III 2014	Cycle B 2014	12/20/14
Summer Session I 2014 Middle East	Fall 2014	12/20/14
Cycle A 2014	Cycle C 2015	03/12/15
Cycle B 2014	Cycle D 2015	05/14/15
Intersession 2015	Cycle D 2015	05/14/15
Fall 2014	Summer Session III 2015	08/31/15
Fall 2014 Middle East	Summer Session III 2015	08/31/15
Cycle C 2015	Summer Session III 2015	08/31/15
Cycle D 2015	Cycle A 2015	10/28/15
Spring 2015	Fall 2015	12/23/15
Spring 2015 Middle East	Fall 2015	12/23/15
Summer Session I 2015	Cycle B 2015	12/23/15
Summer Session II 2015	Cycle B 2015	12/23/15
Summer Session III 2015	Cycle B 2015	12/23/15
Summer Session I 2015 Middle East	Fall 2015	12/23/15

### General Information

# Abu Dhabi Campus Academic Calendar



### Spring 2014

- Jan. 5 - 9                    Spring semester advising and registration for current students and new applicants
- Jan. 12                    **Spring semester begins.** First day of classes.
- Jan. 12 - 23                Add/drop period\*
- Jan. 24 - Mar. 6            Withdrawal period, W grade only assigned\*\*
- Mar. 7 - Apr. 26            Withdrawal period, W or WF grade may be assigned\*\*\*
- Mar. 30 - Apr. 10        Spring break (two weeks)
- Apr. 13                    Spring semester resumes
- Apr. 27 - May 1            Final exam week
- May 2                    **Spring semester ends.** Instructors to submit grades online.

### Summer 2014

- May 4 - 8                    Summer session and Fall semester advising and registration for current students and new applicants
- May 11                    **Summer session begins.** First day of classes.
- May 11 - 15                Add/drop period\*
- May 16 - June 12        Withdrawal period, W grade only assigned\*\*
- June 13 - July 12        Withdrawal period, W or WF grade may be assigned\*\*\*
- July 13 - 17                Final exam week

July 18                    **Summer session ends.** Instructors to submit grades online.

**Fall 2014**

Aug. 31 - Sept. 4    Fall semester advising and registration for current students and new applicants  
Sept. 7                **Fall semester begins.** First day of classes.  
Sept. 7 - 18           Add/drop period\*  
Sept. 19 - Oct. 30    Withdrawal period, W grade only assigned\*\*  
Oct. 31 - Dec. 6      Withdrawal period, W or WF grade may be assigned\*\*\*  
Dec. 7 - Dec. 11     Final exam week  
Dec. 11                **Fall semester ends.** Instructors to submit grades online.  
Dec. 14 - Jan. 1      Mid-year vacation (three weeks)

***Fall 2014 - MBA Provisional Cycle A***

Aug. 31 - Sept. 4    Cycle A advising and registration for current students and new applicants  
Sept. 7                **Cycle A begins.** First day of classes.  
Sept. 7 - 11           Add/drop period\*  
Sept. 12 - Oct. 2     Withdrawal period, W grade only assigned\*\*  
Oct. 3 - 25            Withdrawal period, W or WF grade may be assigned\*\*\*  
Oct. 26 - 30          Final exam week  
Dec. 11                **Cycle A ends.** Instructors to submit grades online.

***Fall 2014 - MBA Provisional Cycle B***

Oct. 26 - 30          Cycle B advising and registration for current students and new applicants  
Nov. 2                 **Cycle B begins.** First day of classes.  
Nov. 2 - 6             Add/drop period\*  
Nov. 7 - 27            Withdrawal period, W grade only assigned\*\*  
Nov. 28 - Jan. 10    Withdrawal period, W or WF grade may be assigned\*\*\*  
Dec. 14 - Jan. 1      Mid-year vacation (3 weeks)  
Jan. 11 - 15           Final exam week  
Jan. 16                **Cycle B ends.** Instructors to submit grades online.

\* 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 and Spring Semesters:

Students with more than 7 unexcused absences in a course will receive an automatic withdrawal. Students with more than 10 excused or unexcused absences in a course will receive an automatic withdrawal.

### Summer Session:

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

# Nanjing Campus Academic Calendar



## Fall 2014

- |                    |   |
|--------------------|---|
| Aug. 24            | Registration of 2014 Freshmen for ELI program<br>Freshmen ELI program orientation |
| Aug. 25 - Sept. 26 | ELI program for 2014 Freshmen   |

Sept. 1	<b>Fall Semester begins for Sophomores, Juniors, and Seniors</b>
Sept. 1 - 5	Fall advisement for current students. Fall late registration and program changes.
Sept. 8	Mid-Autumn Festival. Campus closed. No classes scheduled.
Sept. 22 - 26	Fall withdrawal period. The W grade is assigned through Sep 26, 2014. Beginning Sep 29, 2014, W or WF grades may be assigned. Student and instructor signatures required on withdrawal form.
Sept. 29	<b>Freshmen classes begin</b>
Oct. 1 - 7	China National Day. Campus closed. No classes scheduled.
Oct. 17	Last day to apply for Dec. 2014 graduation. Students must apply online via <a href="#">NYIT Connect</a> .
Dec. 15 - 19	Fall 2014 final exams.
Dec. 19	<b>End of Fall semester.</b> Last day to satisfy incomplete grades earned in the Spring 2014 semester. Instructors submit final grades online.

## General Information

# Vancouver Campus Academic Calendar



## Spring 2014 (Jan. 6 – April 25)

Jan. 1	New Year's Day (CAN). Campus closed. No classes scheduled.
Jan. 6	<b>Start of Cycle C (Jan. 6 - Feb. 28 eight week) classes.</b> 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	<b>End of Cycle C classes.</b>
Mar. 3	<b>Start of Cycle D (March 3 - April 25) classes.</b> 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 18	Good Friday (CAN). Campus closed. No classes scheduled.
April 21	Easter Monday (CAN). Campus closed. No classes scheduled.
April 25	<b>End of Cycle D classes.</b>

### **Summer 2014 (May 5 – Aug. 22)**

May 5	<b>Start of Summer I (May 5 - June 27) classes.</b> Late registration and program changes through second class meeting.
May 19 - June 16	Summer I 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.
May 19	Victoria Day. Campus closed. No classes scheduled.
May 30	Vancouver Commencement.
June 27	<b>End of Summer I classes.</b>
June 30	<b>Start of Summer II (June 30 - Aug. 22) classes.</b> Late registration and program changes through second class meeting.
July 1	Canada Day. Campus closed. No classes scheduled.
July 14 - Aug. 11	Summer II 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.
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	<b>End of Summer II classes.</b>

## Fall 2014 (Sept. 2 – Dec. 19)

Sept. 1	Labour Day (CAN). Campus closed. No classes scheduled.
Sept. 2	<b>Fall Term begins. Start of Cycle A (Sept. 2 - Oct. 24) classes.</b> Late registration and program changes through second class meeting.
Sept. 16 - Oct. 14	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. 13	Thanksgiving Day (CAN). Campus closed. No classes scheduled.
Oct. 24	<b>End of Cycle A classes.</b>
Oct. 27	<b>Start of Cycle B (Oct. 27 - Dec. 19) classes.</b>
Nov. 10 - Dec. 8	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. 17 - 28	Advisement period for Spring 2014 registration.
Dec. 1 - Jan. 2	Registration for Spring 2014. Register online at NYITConnect. Online registration available 24/7. Advisor approval required to register.
Dec. 19	<b>End of Cycle B classes. End of Fall term.</b> Last day to satisfy incomplete grades earned in Spring 2014 and Summer 2014.
Dec. 22 - Jan. 1	Campus closed. No classes scheduled.

## 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  
Osteopathic Medicine

**Leonard J. Knuth Trustees' Award**

Student Services

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

**Evan Rubin Memorial Award**

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

**Honors Program Certificate**

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

**Honors Program Award for Excellence**

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

**Special Program Award - HEOP**

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

**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 Pharmaceutical.

**The McNeil Pharmaceutical Award**

Conferred for excellence in family practice.

**Medical Society of New York State Award**

Conferred for community service.

**Esther and Max Nagler Fund Award**

Conferred for excellence in pathology.

**College of Osteopathic Medicine Alumni Association Award**

**NYSOMS Award**

Conferred for interest in organizational affairs.

**Award for Excellence in Obstetrics/Gynecology**

**Award for Excellence in Pediatrics**

**Samuel Plotnick, D.D.S., M.P.H. Award**

Conferred for community medicine.

**Excellence in Psychiatry Award**

**Thomas A. Scandalis, D.O., Award**  
Conferred for excellence in sports medicine.

**Society for Academic Emergency Medicine Award**

**Shepard Splain, D.O., Award**  
Conferred for excellence in surgery.

**St. Barnabas Award**  
Conferred for excellence in radiology.

**Student National Medical Association Dedicated Service Award**

**Donna Jones Maritsugu Award**  
Presented to a supportive spouse.

**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.

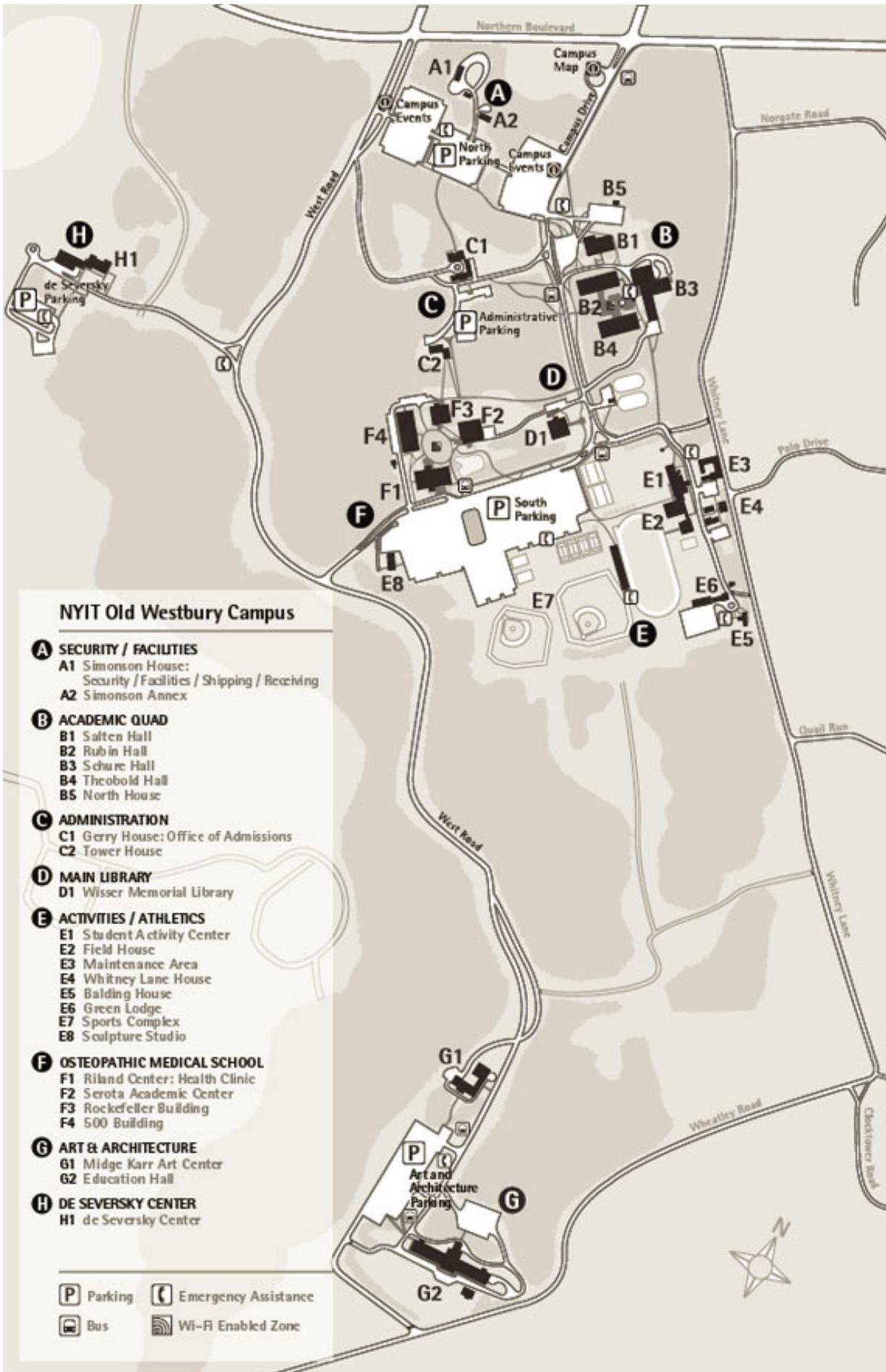
**Jules H. Singer Memorial Award**  
Presented to a student who has made outstanding contributions to the intellectual and cultural climate of the college.

**Student Services Award**  
Presented to a graduating student at each campus for outstanding service to the college.

# **New York Campus Maps**

**NYIT-Old Westbury Campus**

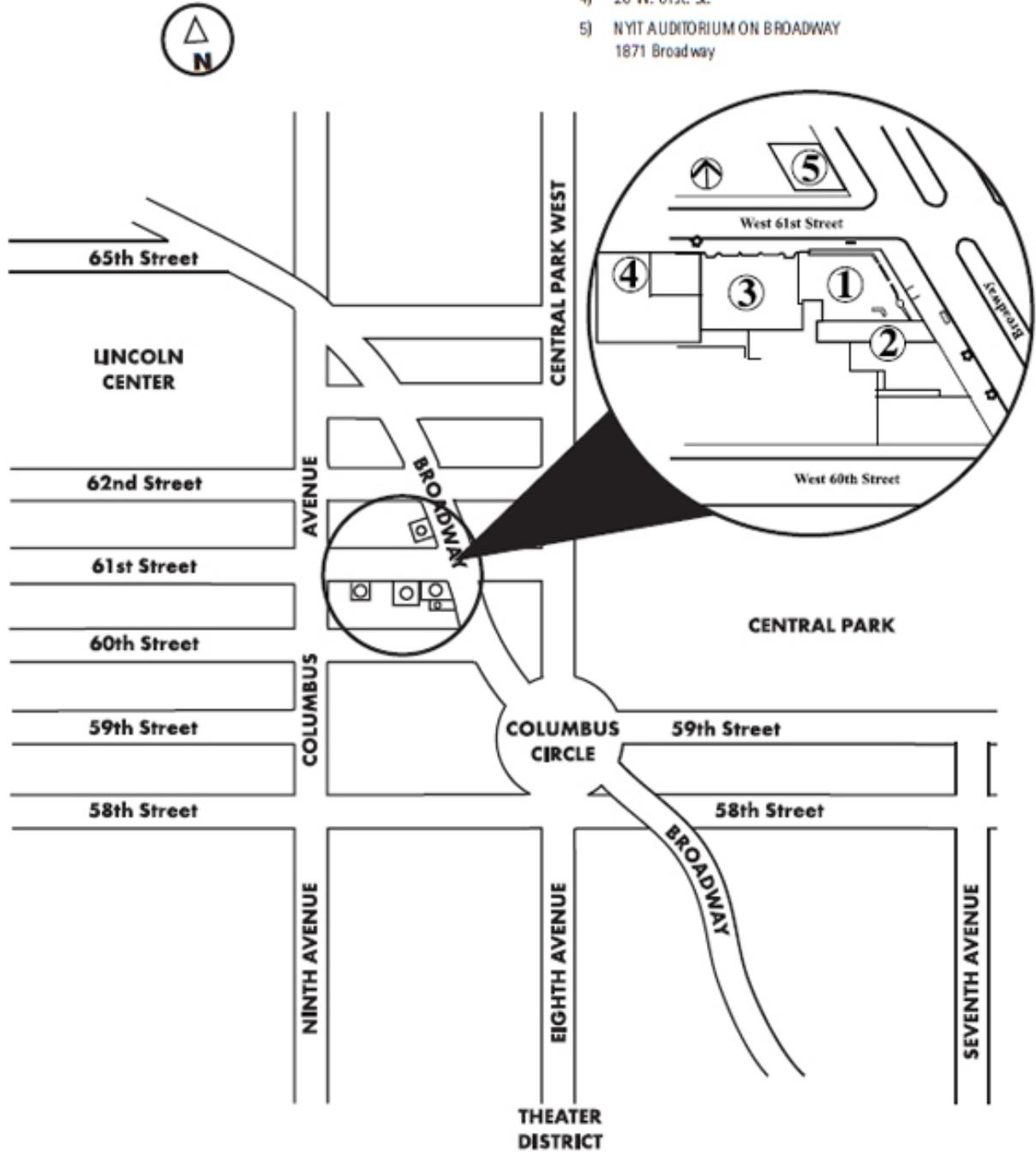
**Take a virtual tour at [nyit.edu/tour](https://nyit.edu/tour)**



**NYIT-Manhattan Campus**  
Take a virtual tour at [nyit.edu/tour](https://nyit.edu/tour)

**Manhattan Campus Map**

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



## NYIT Global Campuses and Programs



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

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

In addition to programs offered at its global campuses 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  
Information, Network and Computer Security

## **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**

Business Administration - options in General Management  
Interior Design

### **Graduate Academic Programs**

Business Administration  
Instructional Technology

**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.

## Study Abroad



NYIT fosters the global exchange of students, ideas, and experiences. As such, we encourage all students to study abroad either for short-term or semester-long programs.

We offer 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.

In addition, NYIT offers exchange programs and/or study abroad programs at the following institutions:

- University of Rotterdam - Rotterdam, Netherlands
- Communication University of China (CUC) - Beijing, China
- Isik University - Istanbul, Turkey
- Universidad Iberoamericana (UNIBE) - Santo Domingo, Dominican Republic

NYIT's colleges and schools also offer short-term summer and intersession programs, often led by faculty. We offer the following programs, among others:

- Summer Engineering School - Lyon, France (undergraduate)

Summer Business Program - Soest, Germany (undergraduate and graduate)  
Intersession Business School - Delhi, India (undergraduate and graduate)  
Summer Architecture Studio Abroad - locations vary each year (undergraduate)

In addition, NYIT has partnered with CIS Abroad to provide additional study abroad and scholarship opportunities to our students.

Similarly, NYIT undergraduate or graduate students from NYIT global campuses can spend one semester or more at our campuses in New York.

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.

The Center for Global Exchange can coordinate undergraduate and graduate study abroad opportunities through other institutions and providers around the globe as well as provide information about scholarships and funding. For more information about study abroad, please contact [globalexchange@nyit.edu](mailto: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 Affairs**



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

The Division 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:**

- Athletics and Recreation
- Career Services
- Student Employment
- Campus Life
- Counseling and Wellness
- Student Activities and Leadership Development
- Alumni Relations
- Residence Life and Off-Campus Housing
- International Education

**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](http://nyit.edu/cs).

# 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](http://nyit.edu/cs).

**Student Services**

## First-Year Programs



NYIT's first-year programs are designed to help students transition to the college experience at NYIT. They include activities and workshops that promote students' academic success and connect them to their peers and other members of the NYIT educational community.

**Student Orientation Program:** Conducted throughout the summer, orientation continues in the fall as the First-Year Experience (FYE) Mentor Program. Orientation connects new students to the college environment and assists them in making associations necessary to excel 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. As orientation is essential to the success of our new students, they pay a fee for this program as part of their tuition. For more information, visit [nyit.edu/orientation](http://nyit.edu/orientation).

**First-Year Experience Mentor Program:** Comprised of trained student leaders, this program assists

first-year students as they transition into the NYIT community. Each new student is assigned an FYE mentor who serves as a resource. FYE mentors meet with new students in person, both individually and in groups, and correspond via email. They also share information about curricular experiences and plan 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 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 and Leadership Development 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, non-discipline-specific honor societies:

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.

Golden Key International Honor Society: accepts full-time, fully matriculated students of sophomore, junior, or senior status who have successfully completed at least 31 credits (transfer students must have received at least 12 of these credits from NYIT), and have demonstrated scholastic excellence by maintaining a 3.7 GPA or higher.

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**

**Student Government Association:** NYIT's Student Government Association (SGA) is the official voice of the student body. The SGA advocates on behalf of student interests—academic, cultural, and social.

**Special-Interest Groups:** Each campus and its student government offer participation and membership in special-interest clubs, such as the International Student Association, Law Society, Women's Association, American Institute of Architecture Students, National Society of Black Engineers, Colleges Against Cancer, and Behavioral Science 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:** Intervarsity Christian Fellowship, Jewish Student Union, and Muslim Student Association are active in planning religious, cultural, educational, social, and nonsectarian activities for students, faculty, and staff.

**Student Media:** *The Campus Slate* on the Old Westbury campus is NYIT's student-run newspaper founded in 1966. It is published in print and online. NYIT also maintains the student-operated WNYT radio station on the Old Westbury campus. WNYT is heard online, with Internet-based programming via RealAudio. WNYT Radio also broadcasts many of the NYIT Bears sports broadcasts, giving more exposure to the station, along with universal praise from the music industry.

## **Athletics and Recreation**

NYIT's athletic teams are known as the Bears and compete in NCAA Division II as members of the East Coast Conference (ECC), with the exception of its baseball team, which plays in NCAA Division I. The school colors are blue (PMS 660) and yellow (PMS 130).

In addition to baseball, NYIT offers men's and women's basketball, men's and women's cross country, men's lacrosse, men's and women's soccer, softball, men's and women's tennis, and women's volleyball.

The overall GPA for NYIT's 12 intercollegiate programs is 3.11 (as of Spring 2013). In Fall 2013, the Bears set a new department-wide record for a single semester GPA of 3.23. 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), Day with the Bears, and Make-A-Wish fundraising initiatives.

The Bears athletic programs have had much success on the fields of play. The men's basketball team reached the NCAA Division II Championship game in 1980. The lacrosse team has won four national

championships, in 1997, 2003, 2005 and 2008. The volleyball team reached the NCAA tournament every year from 2001-2006 and 2011-2013; and the men's soccer team reached the NCAA Division II Final Four in 1985 and the Elite Eight in 2005. The men's and women's tennis teams have also had success; both teams reached the NCAA Sweet 16 in 2013. The men's team has won the conference title in 2013 and the women have won the title twice—in 2012 and 2013. As of 2006, there is also credited cheerleading program on campus.

In June 2013, NYIT completed a renovation of its baseball complex to make it one of the premier venues in the area. Both the infield and outfield are now synthetic FieldTurf with the exception of the home plate and mound areas. New bullpens and batting cages were installed along with updated dugouts and press box. A new 9-inning scoreboard was also installed in centerfield. On April 5, 2014, NYIT formally dedicated the facility as Angelo Lorenzo Memorial Field.

## Student Services

# Alumni Placement



NYIT follows with great interest the careers of its graduates. Questionnaires are mailed to alumni, and the results are compared to U.S. Department of Labor statistics and quarterly reports of the Placement Council. Eighty-seven percent of NYIT students get jobs in their chosen fields within six months of graduation.

In addition, 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 »**

Registration  
Change of Curriculum or Campus  
Undergraduate Students in Graduate Courses  
Grades and Credits  
Academic Standing  
Student Status  
Graduation

Incompletes Calendar  
HEGIS Code Table

## **Financial Aid**

Financial Aid: Undergraduate Students  
Financial Aid: Graduate Students

## **Tuition and Financial Policies**

Tuition and Fees  
Cooperative Work-Study Programs  
Drop/Add Refund Policy  
Tuition Refund Insurance Plan

Withdrawal/Dismissal Refund Policy  
Student Expenses  
Completion of Payments  
Collection Agency Fees

## **Other NYIT Policies**

Ownership of Student Work  
Computer Requirements (Minimum)  
Photo Release  
Religious Observances and Academic Requirements  
Recreation and Drug Policy  
Identification Cards  
Personal Information Protection Policy (applies to students attending NYIT in British Columbia)

Accommodation Policy for Students with Disabilities  
Disabilities and Temporary Disabilities  
Notice of NYIT Policies and Procedures  
Parking Stickers  
NYIT Policies Affecting Students  
Student Educational Records - Annual Notice  
Directory Information

# Academic Policies and Rules

## Registration and Enrollment

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, conforming to all college regulations and completing curriculum requirements.

Students must register on the dates indicated on the academic calendar. Registration procedures are the same for degree candidates and non-matriculated students. The student's adviser is available for help and guidance, and the adviser's approval is required for each registration.

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 may waive these course requirements. Prerequisite and co-requisite requirements are listed in the course descriptions of this catalog. Each student is responsible for meeting 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.

<b>Term</b>	<b>Date of Withdrawal</b>	<b>Withdrawal Grade</b>
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, 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. For more information, read about them in the catalog's School of Health Professions, Nursing section.

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

## Attendance »

Students are expected to attend each class session on a regular and punctual basis to obtain the educational benefits that each meeting affords. Students shall be informed by their instructors whether latenesses or absences will be allowed during the semester. Instructors shall inform students of the consequences following excessive absences and/or latenesses. In the event of a student's absence from a test, the instructor will generally determine whether the student will be allowed to make up the work. The privilege of taking a make-up examination is generally not extended beyond one semester from the original date of examination. Make-up examinations are under the jurisdiction of the appropriate academic dean. The Department of Nursing has additional rules governing course, lab, and clinical attendance. See information in this catalog and the nursing student handbook.

**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 wishing 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 in an undergraduate program 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 this credit maximum with the 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:

<b>Grade</b>	<b>Description</b>	<b>Quality Points</b>	<b>Used in GPA Calculation</b>
A	Excellent	4	Yes
A-		3.7	Yes
B+		3.3	Yes
B	Good	3	Yes
B-		2.7	Yes
C+		2.3	Yes
C	Satisfactory	2	Yes
C-		1.7	Yes
D+		1.3	Yes
D	Marginal, but passing	1	Yes
W	Withdrawal	0	No
I	Incomplete	0	No

F	Failure	0	Yes
PR	Progress, re-enroll	0	No
P	Passing grade	0	No
WF	Withdrawal, failing	0	Yes
AU	Audit	0	No
IF	Failure from an incomplete	0	Yes

The grade of PR is used only for developmental courses and intensive English as a Second Language (ESL) 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) »

Graduate students receive one of the following grades for each course completed and/or registered for during each semester:

<b>Grade</b>	<b>Description</b>	<b>Quality Points</b>	<b>Used in GPA Calculation</b>
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

#### 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.

#### Quality Points »

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

#### Classification of Students by Credits »

<b>Freshman</b>	Less than 31 credits earned
<b>Sophomore</b>	31-62 credits earned
<b>Junior</b>	63-96 credits earned
<b>Senior</b>	More than 96 credits earned
<b>Fifth-year architecture</b>	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. 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.

#### Repeat Courses (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.

#### 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.

#### 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.

## **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.

#### 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.

#### 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 and Presidential Honor List (Undergraduate Students) »

An undergraduate student who earns a place on the Dean's 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. Transfer credit 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 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. Withdrawing from a course may affect eligibility for financial aid. For details, visit [nyit.edu/finaid](http://nyit.edu/finaid).

To withdraw from a course, students must fill out a withdrawal form and have the course instructor sign and submit it to [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 read more at [nyit.edu/finaid](http://nyit.edu/finaid).

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

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

#### Military Leave »

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

1. **Withdrawal from all courses:** Students may withdraw from all of their courses and receive a full tuition refund regardless of the number of weeks that have expired in the term. They will receive a W for all their courses regardless of their current class averages. The student must file a Withdrawal from the College form with the Office of the Registrar. Upon return from active duty, the student shall be readmitted without paying the 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 website at [nasfaa.org](http://nasfaa.org).

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

## 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 by accessing [NYITConnect](#). To be eligible for graduation 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**

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.

NYIT academic program requirements are uniform at all NYIT locations and can be changed only with the approval of the NYIT Academic Senate, and if necessary, with approval of NYSED.

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 reports do not constitute a basis for waiving degree requirements. Discrepancies in documents will be addressed by the academic dean responsible for the program.

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.

### **The criteria used to evaluate students for graduation are uniform at all campus locations and are as follows:**

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 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 readmission. The vice president of academic affairs (or designee) will decide in this matter. In all cases, NYSED regulations will guide these decisions.

For most programs, the undergraduate cumulative grade point average (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.

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.

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 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. Effective 2002, prior to graduation, all outstanding coursework must be completed and a grade recorded.

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 in residence 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.

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.

### **Modifications to program requirements are managed as follows:**

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.

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.

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.

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.

Retroactive graduation will be considered only if all program requirements have been completed and course substitutions approved as of the requested retroactive graduate 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 undergraduate student who has achieved 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. A graduating graduate student who has achieved a minimum 3.5 cumulative GPA will graduate with distinction. Undergraduate and graduate certificate students and associate degrees are not eligible for honors. 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 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 Counseling	Advanced Certificate	2104.1	51.15011, 2	
Advanced Certificate in Computers in Education	Advanced Certificate	813	13.99991	
Advanced Certificate in Distance Learning	Advanced Certificate	799	13.99991, 2	
Advanced Certificate in Emerging Technologies for, training	Advanced Certificate	799	11.08011	

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	13.11011
Advanced Certificate S.T.E.M. Education	Advanced Certificate	899	13.99991
Teaching 21st Century 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.	Advanced Diploma	828	13.04041
English	B.A.	1501	23.01011, 2
Interdisciplinary Studies	B.A.	4999	30.99991, 2
Architecture	B.Arch	202	4.0201 1, 2
Communication Arts/TV-Radio Program Production	B.F.A.	603	9.0701 1, 2
Communication Arts/TV-Radio Program Production	B.F.A.	603	9.0701 1, 2
Fine Arts/Computer Graphics	B.F.A.	1001	50.04991, 2
Graphic Design	B.F.A.	1009	50.04021, 2
Interior Design	B.F.A.	1009	50.04081, 2
Hospitality Management	B.P.S.	508	52.09091, 2
Interdisciplinary Studies	B.P.S.	4999	30.99991, 2
Accounting - CPA Track	B.S.	502	52.03011, 2
Advertising	B.S.	604	9.0903 2
Architectural Technology	B.S.	299	4.0901 1, 2
Architectural Technology - Construction Management	B.S.	299	4.0901 1, 2
Behavioral Sciences Social Work	B.S.	2201	45.11011
Biology	B.S.	04.01	26.01011
Biotechnology	B.S.	04	26.12011
Business Admin/Accounting	B.S.	506	52.02011, 2
Business Admin/Finance	B.S.	504	52.08011, 2
Business Admin/Human Resource Management	B.S.	515	52.10011, 2
Business Admin/International Business	B.S.	513	52.11011, 2
Business Admin/Management	B.S.	506	52.02011, 2
Business Admin/Marketing	B.S.	509	52.14011, 2
Business Admin/Small Bus Mgmt & Entrepreneur	B.S.	803	52.07991, 2
Chemistry	B.S.	19.05	40.05011
Computer Science	B.S.	701	11.01011, 2
Criminal Justice	B.S.	2105	43.01991
Electrical & Computer Engineering Technology	B.S.	925	15 2
Electrical & Computer Engineering	B.S.	909	14.10011, 2
Engineering Management	B.S.	913	15.15011, 2
Health Sciences	B.S.	1201	51.99992
Interdisciplinary Studies	B.S.	4999	30.99991, 2
Information Technology	B.S.	701	11.01031, 2
Life Sciences / Biology	B.S.	401	26.01011, 2
Life Science/Biomedical Engineering Technology	B.S.	401	26.12011
Life Sciences/Biomedical Engineering	B.S.	401	26.99991, 2
Life Sciences/ Chemistry	B.S.	401	40.05011, 2
Life Sciences / Osteopathy (B.S./D.O.)	B.S.	401	26.01011

Life Sciences / Occupational Therapy	B.S.	1208	51.23061
Life Sciences / Physician Assistant	B.S.	1201	51.09121
Life Sciences / PreMed	B.S.	401	26.99991, 2
Life Sciences / Physical Therapy	B.S.	1201	51.23081
Mechanical Engineering	B.S.	910	14.19011
Mechanical Engineering/Aerospace	B.S.	910	14.19011, 2
Nursing	B.S.	1203	51.38011, 2
Political Science	B.S.	2207	45.10011, 2
Psychology	B.S.	2001	42.01011, 2
Telecommunication Network Management	B.S.	599	15.99992
Urban Administration	B.S.	22.14	45.12012
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 and Sustainability	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 - Bridge 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
Leadership in the Arts and Entertainment Industries	M.S.	1099	50.99992
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.

## Policies and Rules

# Other NYIT Policies

- Ownership of Student Work »
- Computer Requirements (Minimum) »
- Photo Release »
- Religious Observances and Academic Requirements »
- Recreation and Drug Policy »
- Identification Cards »
- Personal Information Protection Policy (applies to students attending NYIT in British Columbia) »
- Accommodation Policy for Students with Disabilities »
- Disabilities and Temporary Disabilities »
- Notice of NYIT Policies and Procedures »
- Parking Stickers »
- NYIT Policies Affecting Students »
- Student Educational Records - Annual Notice »
- Directory Information »

## **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 is 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.

## **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.

## **Recreation and Drug Policy**

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

## **Identification Cards**

All students are required to have an NYIT identification card. Students must bring proof of registration. The first ID card is free; the fee for replacement cards is \$10 for commuting students and

\$25 for residential students. For more information, visit [NYIT 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's Vancouver campus 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](#).

## **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.

## **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. View [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 them, 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 in the offices of Student Activities and Leadership Development; Counseling and Wellness Services; and Residence Life and Off-Campus Housing. View them online at [nyit.edu/financial\\_aid/consumer\\_information](http://nyit.edu/financial_aid/consumer_information).

## **Student Educational Records - Annual Notice**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is 18 years of age or older or attends a postsecondary institution. 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 on 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 of 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)(1) - (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 nonforcible 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 nonforcible 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))

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's Vancouver campus 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. If students do not want this information disclosed, they must inform the college by filing a written request in the Office of the Registrar. 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**

# **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](http://www.fafsa.gov). Financial aid is provided through institutional, state, and federal funds for scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending NYIT.

- Financial Aid award(s) are not guaranteed and are subject to any and 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, including official transcripts, as well as adjustment of any miscalculation of awards. Student's financial aid eligibility requires registration in appropriate program level courses. (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. Awards are not granted retroactively and are subject to funds availability.) All students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid. NYIT reserves all rights to review and/or modify its financial aid programs. All programs are subject to change due to revisions in federal or state government or institutional policies. It is the student's responsibility to be aware of all filing deadlines for financial aid and to notify the Financial Aid Office of any changes in enrollment, housing status and dependency. Students should be aware that in the event of an over-award, a situation that occurs when the amount of aid exceeds the student's financial need or cost of attendance, federal regulations require that the aid be reduced to within the student's established educational cost of attendance.

Find: [Financial Aid Consumer Information](#)

State contact information for filing complaints for each state you operate: Ref: [2013-14 FSA Handbook, Vol. 2, Ch. 2, p. 2-24, School Eligibility and Operations, \(34 CFR 668.43\)](#).

File a Complaint with the [Consumer Financial Protection Bureau](#) or [New York State Education Department](#)

## **Federal Application Requirements and Procedures »**

Requirements For Federal Student Aid  
Federal Verification Requirements

**Go to entry »**

## **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 ...

**Go to entry »**

## **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](http://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](http://www.nyit.edu/financial_aid).

**Go to entry »**

**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 ...

**Go to entry »**

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 ...

**Go to entry »**

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 ...

**Go to entry »**

Cooperative Tuition Award »

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

**Go to entry »**

## **Veterans Benefits »**

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

More Information:

Yellow Ribbon GI Education Enhancement Program  
Transfer of Post-9/11 GI-Bill Benefits to Dependents

**Go to entry »**

## **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

**Go to entry »**

## **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

**Go to entry »**

## **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).

**Go to entry »**

### 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.

**Go to entry »**

### Graduate Student Admissions »

Students must be fully accepted and matriculated into an approved program to be eligible for federal student aid funds.

**Go to entry »**

### Combined Degree Programs - Federal Aid Eligibility »

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.

**Go to entry »**

### Graduate Students Enrolled in Undergraduate Courses »

A graduate student who is required to complete preparatory undergraduate coursework may be eligible for federal student loans.

**Go to entry »**

### Preparatory Coursework »

**Go to entry »**

**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.

**Go to entry »**

**Financial Aid**

# **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](http://www.fafsa.gov). For maximum consideration for all types of financial aid, students must file their FAFSA applications by the **March 1 priority date** at [www.fafsa.gov](http://www.fafsa.gov).

## **Requirements for Federal Student Aid**

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

- Must be accepted into one of NYIT's degree granting programs or eligible certificate programs. Student must be fully matriculated in that program.

- Must have a high school diploma or its recognized equivalent, such as a General Educational Development (GED) certificate or must have completed home schooling at the secondary level as defined by state law.

- Must be making satisfactory academic progress toward their degree (see Satisfactory Academic Progress (SAP) section for NYIT SAP Policy).

- Must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs.

- Must sign statements on FAFSA stating that:

  - You are not in default on a federal student loan and do not owe money on a federal student grant, and

  - You will use federal student aid only for educational purposes.

- 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.

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.

## **Verification**

There is a process for verifying a student's Free Application for Federal Student Aid (FAFSA) and making corrections because students sometimes make errors on their application. The Central Processing System (CPS) of the Department of Education selects which applicants must be verified. NYIT also reserves the right to select applications for verification. Verification is a process by which a school collects information to ensure that the FAFSA has been completed correctly.

If a student's application is selected for verification, either by the CPS or by the institution, verification is required to be performed by the school. Each year, the Department of Education will determine which items on the FAFSA must be verified.

For the 2014 - 2015 academic year, students who are selected for verification will be placed in one of the following five verification groups. The group determines which FAFSA information must be verified. The student must submit the NYIT Verification Worksheet that corresponds with the Verification Group. NYIT Verification Worksheets are available for download at [www.nyit.edu/financial\\_aid/forms](http://www.nyit.edu/financial_aid/forms).

### **Verification Tracking Groups:**

1. Standard Verification Group (V1) – students who are tax filers must verify adjusted gross income, US income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions and payments, tax-exempt interest income, education credits, household size, number in college, SNAP benefits received and child support paid. Students who are not tax filers must verify income from work, household size, number in college, SNAP benefits received and child support paid.
2. Child Support Paid Verification Group (V3) – students must verify child support paid by them or their spouse, their parents, or both.
3. Custom Verification Group (V4) – students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.
4. Aggregate Verification Group (V5) – students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group
5. Household Resources Group (V6) – students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2014-2015 FAFSA.

Applicants selected for verification will be notified on the Student Aid Report (SAR). In addition, upon receipt of the Institutional Student Information Record (ISIR), the NYIT Office of Financial Aid will send a missing information letter to the student informing the student that their application has been selected for verification and which documents must be submitted. The verification results of identity and high school completion status for students whose 2014-2015 ISIR had a Verification Tracking Group of V4 or V5 must be reported to the Department of Education in a timely manner. As such, students whose 2014-2015 FAFSA has been selected for V4 or V5 verification must submit the required documents to the NYIT Office of Financial Aid within 14 days of the request for information.

In accordance with federal guidelines, verification must be completed no later than 120 days after the last day of the student's enrollment. Students may receive an estimated financial aid package prior to the completion of the verification process. However, NYIT does not disburse any federal financial aid

funds until the verification process is completed. NYIT reserves the right to withhold some institutional aid funds until the verification process is completed. Students who fail to submit the required verification documents will not receive federal aid.

## Financial Aid

# 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](#)

## 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. *Very limited* proration *may* be available based on the specific eligible 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. Any designated 'tuition only' awards cannot exceed the cost of tuition and will be reduced accordingly. They are not applicable to any summer session attendance. Very 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 home 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](http://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](http://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](http://www.nyit.edu/financial_aid/scholarships/nyit#gsa).

### **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](mailto: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](http://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. 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/](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 home 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](http://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](http://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.

Graduate students who qualify for Stafford Loans through preparatory coursework are only eligible to receive up to a total of \$12,500 in Stafford Loans for the academic year, of which no more than \$5,500 may be subsidized (depending on FAFSA information determined eligibility). Graduate students receiving undergraduate Stafford Loans through preparatory coursework are subject to the undergraduate federal loan lifetime aggregate limits for independent students. Undergraduate independent students are eligible to receive up to a total of \$57,500 in Stafford Loans for their lifetime, which no more than \$23,000 may be subsidized (depending on FAFSA information determined eligibility).

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 may start repayments 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 (Ineligible for Subsidized Stafford Loans)

Aggregate: \$138,500 (Including Undergraduate and Graduate combined)

# 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 [http://www.nyit.edu/financial\\_aid/forms/](http://www.nyit.edu/financial_aid/forms/). 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 Graduate 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 [studentloans.gov](http://studentloans.gov).

Previous Graduate 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**

	<b>Graduate Annual Limit</b>	<b>Aggregate Limit Including Undergraduate and Graduate Amounts</b>
<b>Unsubsidized Stafford*</b>	\$20,500*	\$138,500
<b>Federal Direct Graduate PLUS Loans</b>	<b>Cost of Attendance, Minus Other Aid</b>	<b>Cost of Attendance, Minus Other Aid</b>

\*Ineligible for *Subsidized* Stafford Loans

**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](http://nyit.edu/financial_aid/loans/alternatives) and [nyit.edu/financial\\_aid/loans/private\\_loan\\_tila\\_disclosure](http://nyit.edu/financial_aid/loans/private_loan_tila_disclosure).

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

**Financial Aid**

## **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.

Ref: [2013-14 FSA Handbook, Vol. 2, Ch. 2, p. 2-25, School Eligibility and Operations, \(34 CFR 668.39 and CFR 668.50\).](#)

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

The Cost of Attendance for the program will be provided by the NYIT 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:

- a. Insure they have a valid [FAFSA](#) on file at NYIT (using Title IV code 002782)
- b. [Complete Study Abroad Form](#)
- c. [Complete Seasonal Loan Request form](#) (if interested in federal or private loans that include a summer semester)
- d. Submit documentation of the cost of attendance from the department
- e. Submit Contact information from the institution to be attended

Eligible veterans should visit [www.va.gov](http://www.va.gov), and state aid recipients should visit their state aid departments to determine if VA benefits or state aid can be used for study abroad programs. All forms must be completed within established deadlines 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.

For more details, contact:  
New York Institute of Technology  
Office of Financial Aid  
Northern Boulevard  
Old Westbury, NY 11568-8000  
Phone: 516.686.7680  
Fax: 516.686.7997

**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. Ref: [2013-14 FSA Handbook, Vol. 2, Ch. 2, p. 2-23, School Eligibility and Operations, \(34 CFR 668.5\)](#). 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:

- a. Insure they have a valid [FAFSA](#) on file at NYIT (using Title IV code 002782)
- b. [Complete Consortium Agreement form](#)
- c. Submit documentation of the cost of attendance from the institution to be attended
- d. Submit Verification of Enrollment (Course Registration) from the institution to be attended
- e. Submit Contact information from the institution to be attended
- f. Submit NYIT academic department's approval (Permission to Enroll)
- g. Students must also submit the completed "Permission To Take Courses At Another College" form with all the appropriate signatures (This 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). At least four weeks prior to the start of the semester, student must contact the [Office of Financial Aid](#) to:

- a. Insure they have a valid [FAFSA](#) on file at NYIT (using Title IV code 002782)
- b. [Complete Contractual Agreement form](#)
- c. Submit documentation of the cost of attendance from the institution to be attended
- d. Submit Verification of Enrollment (Course Registration) from the institution to be attended
- e. Submit Contact information from the institution to be attended
- f. Submit NYIT academic department's approval (Permission to Enroll)

The regulations of the U.S. Department of Education govern Title IV student eligibility and eligible amounts. Based on federal regulations, there is a limit on the portion of an educational program that can be offered by an ineligible school that can be done under a contractual agreement.

For further information, please refer to the [2013-14 FSA Handbook, Vol. 2, Ch. 2, p. 2-24, School Eligibility and Operations, \(34 CFR 668.39\)](#)

**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](http://www.va.gov)

GI Bill, [www.gibill.va.gov](http://www.gibill.va.gov)

Office of the Registrar at NYIT's Old Westbury campus, email: [registrar@nyit.edu](mailto:registrar@nyit.edu)

# Yellow Ribbon GI Education Enhancement Program

NYIT is proud to be a part of the Yellow Ribbon GI Education Enhancement Program. 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 \$20,235.02 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](http://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](http://www.gibill.va.gov). The VA will inform students via written notification with an explanation of its decision on program eligibility. If approved, students will receive a Certificate of Eligibility confirming their service meets the requirements of the Yellow Ribbon Program. All Certificates of Eligibility should be presented to the Office of the Registrar for NYIT's records. The Certificate of Eligibility does not guarantee Yellow Ribbon funding as the availability of annual funds for NYIT's Yellow Ribbon Program is limited. Student eligibility is determined by the college's veteran certifying officer. In accordance with NYIT institutional funding parameters for the 2014-15 year, Yellow Ribbon funds are awarded and applicable for the fall/spring/summer semesters. Students have the responsibility to request, complete and submit all forms with necessary documentation for all financial aid programs in a timely manner.

For more information on selection criteria for NYIT's Yellow Ribbon Program, contact the Office of the Registrar at 516.686.7580 or [registrar@nyit.edu](mailto:registrar@nyit.edu).

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

1. Have at least 6 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval and agree to serve four additional years in the armed forces from the date of election.
2. Have at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval, are precluded by either standard policy (service or Department of Defense) or statute from committing to four additional years, and agree to serve for the maximum amount of time allowed by such policy or statute.
3. Are or will become eligible for retirement during the period from Aug. 1, 2009 to July 31, 2012 and agree to serve an additional period of service noted in bulleted points a to d (see list below). Service members are considered eligible for retirement if they have completed 20 years of active federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on Aug. 1, 2013; on or after this date, all members must comply with items 1 and 2.
  - For individuals eligible for retirement on Aug. 1, 2009, no additional service is required.
  - For individuals eligible for retirement after Aug. 1, 2009 and before Aug. 1, 2010, one year of additional service is required.
  - For individuals eligible for retirement on or after Aug. 1, 2010 and before Aug. 1, 2011, two years of additional service is required.
  - 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](http://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. Reference: [2013-2014 Student Financial Aid Handbook, Volume 5; Chapter 1, pp. 5-1 – 5-125 Withdrawals and Return of Title IV Funds](#).

### **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: [2013-2014 Student Financial Aid Handbook, Volume 5; Chapter 1, p. 5-8 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 [2013-2014 Student Financial Aid Handbook, Volume 5; Chapter 1, p. 5-52 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, [2013-2014 Student Financial Aid Handbook, Volume 5; Chapter 1, p. 5-52 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: [2013-2014 Student Financial Aid Handbook, Volume 5; Chapter 1, p. 5-54 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. If the student fails to return for the subsequent cycle, the date of withdrawal reverts back to the original withdrawal date in the earlier cycle.

**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:  $\text{Successfully Completed Credits} / \text{Attempted Credits} = \text{Completion Rate}$ . 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](mailto:registrar@nyit.edu) or the Student Solutions Center at [askssc@nyit.edu](mailto:askssc@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](http://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 at the secondary level as defined by state law.

New students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Students can no longer become eligible for federal student aid by passing an approved “ability-to-benefit” test or by completing at least six credit hours or 225 hours of college work that is applicable to a degree or certificate offered by the student’s postsecondary institution.

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.

Reference: [2014-2015 Federal Student Aid Handbook Volume 1, Chapter 1 page 1—8](#)

**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.

# Combined Degree Programs - Federal Aid Eligibility - Graduate Students

Federal Reference: [2013-2014 FSA Handbook Vol. 3, Calculating Awards and Packaging, Chapter 5, Direct /Direct PLUS Loan Periods and Amounts.](#)

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 Programs Scholarships.

## NYIT Combined Programs

- B.S./D.O. - Doctor of Osteopathy
- B.S./D.P.T. - Doctor of Physical Therapy
- B.S./M.S.P.A. - Physician Assistant Studies
- B.S./M.S.P.T. - Physical Therapy
- B.S./M.S.O.T. - Occupational Therapy
- B.S./M.B.A. - Accounting
- B.F.A./M.A. - Communication Arts

## 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. Students are not eligible for federal graduate level loans in any semester in which they are not registered for at least 6 graduate credits towards their graduate degree.

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** they are matriculated into the graduate program and enrolled at least half time for graduate credits in that program.

A graduate student taking undergraduate preparatory coursework at least half time, 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.

If a student is required to take undergraduate preparatory courses for a graduate program, and is not enrolled at least half time in the graduate programs credits, the student will have one 12 month consecutive period in which they may borrow Subsidized (if eligible) and Unsubsidized Stafford Loans at an undergraduate loan level . The student must be enrolled in at least half time (6 (six) credits) in the prerequisite courses to be eligible for the prerequisite level Stafford Loan. The amounts able to be borrowed are capped at no more than the annual maximum for a 5th year undergraduate. (Please note that 5th year undergraduate loans are subject to the undergraduate aggregate loan totals. So, if you've previously borrowed up to the maximum aggregate amount allowed in undergraduate loans, you may have to borrow private alternative student loans during your prerequisite course period.) Ref: 34 CFR Part 668.204.

A "Preparatory Coursework Form" completed by the student and a faculty advisor, in your academic department, must be submitted to the Financial Aid Office in order to receive 5th year level Subsidized and Unsubsidized Stafford Loans. This form can be downloaded from [http://www.nyit.edu/financial\\_aid/forms/](http://www.nyit.edu/financial_aid/forms/).

If students are unable to complete all preparatory courses within the first 12 months of attendance at NYIT, they should be advised that they may only be able to borrow private, alternative student loans to cover the cost of their remaining preparatory courses, unless student is concurrently registered for at least 6 graduate credits per semester to qualify for graduate level federal loans.

**Financial Aid**

## **Preparatory Coursework**

Federal Reference: [2014-2015 FSA Handbook Vol. 1 Student Eligibility, Chapter 1, p. 1-4](#) and [2014-2015 FSA Handbook Vol. 1 Student Eligibility, Chapter 6, p. 1-75](#)

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.

An 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 at least half time 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, if taken as part of an approved academic program and have credit equivalencies are eligible courses for Financial Aid purposes and aid will be awarded to cover tuition costs for these courses. ESLI courses taken when a student is enrolled in an ESLI Program are not eligible for financial aid.

## **Financial Aid**

# **Repeated Coursework: Graduate Students**

The Department of Education has implemented regulations governing repeated coursework effective July 1, 2011 per federal regulations (34 CFR Section 668.2). The regulations have been implemented to improve the pace of graduation completion for students, which in turn should reduce loan indebtedness and preserve grant funding levels.

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. Student may be full-time or part-time.

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, Ref: 34 CFR Section 668.2(b):

May repeat a **previously passed** course *only once* (and receive aid for the repeated course). Federal financial aid applicable for NYIT students cannot be applied for any previously passed course that has been repeated more than once.

May repeat a **failed** course *until* it is passed with eligible federal financial aid.

May not repeat a previously passed course due only to a student's failure to pass other coursework.

See the following examples for how the Repeated Coursework Policy affects financial aid:

**Example 1:** A student has received an "F" in a class. He receives an "F" in the same class next

semester, and the semester following that. Financial aid will count those courses toward his enrollment for programs that require certain enrollment statuses. After the fourth try, the student receives a "D". The student decides that he will try to get a better grade next semester. The following semester, he receives another "F". Financial aid will no longer pay for that course for subsequent semesters.

**Example 2:** A student has received a "C" in a class. She takes the class again in hoping to achieve a better grade but then receives an "F" in the same class next semester. Financial aid will not pay for the course again. The student would be responsible for payment of the course if they register for it again.

**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 [NYIT course descriptions](#) 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. College privileges are not available to the student until registration is completed and tuition and fees are paid.

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

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

### Tuition

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

Fall term, 2014	\$15,525
Spring term, 2015	\$15,525
Total	\$31,050

#### NYIT College of Osteopathic Medicine

Fall term, 2014	\$26,215
Spring term, 2015	\$26,215
Total	\$52,430

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

Per credit	\$1,050
Auditing an undergraduate course, per credit	\$1,050
Auditing a graduate course, per credit	\$1,100
Senior citizens (65 or older), reduced per-credit tuition for undergraduate courses, plus fees	\$695

## **Graduate Students**

Per credit - Graduate Students	\$1,100
Senior citizens (65 or older), reduced per-credit tuition for graduate courses, plus fees	\$725

## **Online campus (college fee not applicable)**

Per credit (undergraduate)	\$1,050
Per credit (graduate)	\$1,100
Doctorate in Physical Therapy, per credit	\$1,100

## **Vocational Independence Program per year (includes room, board & insurances)**

Per year	\$58,730
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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	\$470
College fee, full-time, per semester	\$565
College fee for full-time Health Professions; Architecture and Design; Engineering and Computing Sciences students, per semester	\$960
College fee for part-time (less than 12 credits) Health Professions, Architecture and Design, Engineering and Computing Sciences students, per semester	\$790
Mandatory health insurance premium for all residence hall students, per semester	\$989.50*
Mandatory health insurance premium for all international students, per semester	\$1,048*
Mandatory health insurance premium for residence hall students, new summer students	TBD*
Mandatory health insurance premium all international students, new summer students	TBD*
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	TBD*
Mandatory accident insurance for part-time students, summer	TBD*

\* 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	\$989.50
Mandatory health insurance premium for all international students, per semester	\$1,048

Mandatory health insurance premium for residence hall students, new summer students	TBD*
Mandatory health insurance premium all international students, new summer students	TBD*
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	TBD*
Mandatory accident insurance for part-time students, summer	TBD*

\* 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	\$300
Jan. 1 - payment made after Jan. 1	\$300
Late registration fee (all programs)	\$330**

\*\* 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	\$210
Comprehensive examination fee (CLEP, DANTES), per course	\$65
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	\$4,900
Double	\$4,140
Deposit (nonrefundable)	\$315
Damage deposit (refundable, if damages not assessed)	\$125
Early termination of lease	\$350

## Manhattan Residential Fees, Per Semester

### 20th Street Residence

Single	\$8,362
Double	\$6,760
Triple	\$6,265

### Riverside Hall

Single	\$8,362
Double	\$6,760

### Anderson Hall at the Manhattan School of Music (includes meal plan):

Double	\$6,902
Triple	\$6,557

Deposit (nonrefundable)	\$315
Damage deposit (refundable, if damages not assessed)	\$125
Early termination of lease	\$350

## Meal Plan, Per Semester

Old Westbury	\$2,275
Manhattan (Residents Only) - Riverside and 20th Street Residence	\$200
Manhattan School of Music	\$100

## Weekly Housing Fee for Vacations, Holiday Periods, and Summers

Old Westbury, SUNY - Per person, per week	\$290
Manhattan, Loeb Hall - Per person, per month	TBD

## 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 2014

#### All students

Aug. 1: 100% tuition and college fee	\$16,090
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#### Health Professions, Architecture and Design, Engineering and Computing Sciences

Aug. 1: 100% tuition and college fee	\$16,485
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#### College of Osteopathic Medicine

July 15: 1st & 2nd year students: 100% tuition. Does not include fees.	\$26,215
July 1: 3rd & 4th year students: 100% tuition. Does not include fees.	\$26,215

### Spring 2015

#### All students

Jan. 1: 100% tuition and college fee	\$16,090
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#### Health Professions, Architecture and Design, Engineering and Computing Sciences

Jan. 1: 100% tuition and college fee	\$16,485
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#### College of Osteopathic Medicine

Dec. 1, 2014: 100% tuition. Does not include college fees.	\$26,215
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**Summer 2015 and Intersession:** 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**

NYIT arranges schedules to accommodate each student's individual needs and allow for participation in cooperative work-study programs. When appropriate, we make special arrangements. While on campus, in full attendance, the usual full-time fees apply. In periods spent off campus for approved internships, you may 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 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).

Students are enrolled in the insurance when they register for classes for the Fall and Spring terms. Students who are enrolled by NYIT and who wish to opt out of this plan must email the Office of the Bursar at [dewarins@nyit.edu](mailto:dewarins@nyit.edu) from their NYIT issued email account no later than midnight the day prior to the start of the Fall or Spring term. For more information, call 516.686.7510.

\*\*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 [collegerefund.com](http://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.**

## Withdrawal/Dismissal Refund Policy

When a student withdraws from the college or from a course, he/she must complete a Withdrawal/Clearance Form available at [nyit.edu/registrar](http://nyit.edu/registrar) or in person at NYIT Student Solutions Center. Tuition liability is 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 [bursar@nyit.edu](mailto:bursar@nyit.edu).

## **Student Expenses**

NYIT student expenses vary with the individual's academic program, schedule of classes, and whether the student commutes or lives in a residence hall. For the full-time student, fixed costs are tuition and the college fee based on his/her academic program.

Variable costs include housing, transportation, meals on campus, books, and other personal expenses. The cost of meals on campus varies. The average cost is about \$400 per semester. This figure does not apply to residential students whose midday meal is covered by their meal plans.

The cost of books and personal expenses depends on the student's major and budget choices for food and leisure activities. The average cost for these items is \$900 per semester.

Transportation costs vary by distance from the college and mode of transportation, including whether the student carpools. The per-semester average cost of travel for commuting students is \$650. This expense does 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.

## **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 are paid or properly deferred by the Office of Financial Aid or the Office of the Bursar. Registrations are valid only when all fees are paid and there's no outstanding indebtedness to NYIT. If you have temporary financial difficulties or can demonstrate financial needs, seek counsel from the Office of Financial Aid.

## **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, you are responsible for paying NYIT all costs associated with the collection of your

delinquent account, which includes 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 are governed by New York State law. The courts of New York 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 »**

**Cross-Disciplinary Degrees and Programs »**

**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.

# Master of Architecture in Urban and Regional Design



NYIT's **Master of Architecture in Urban and Regional Design (MAURD)** is a three-semester, 36-credit, post-professional degree program for those holding a Bachelor in Architecture or Landscape Architecture. The program's three advanced design studios address urban and regional design with a focus on integrated strategies across urban sectors, sustainability, and resilient communities in the context of their region. The 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. Learn more [here](#).

Applicants with a GPA of 3.0 or higher and an acceptable portfolio will be admitted to fully matriculated status. Applicants not meeting these criteria may, at the discretion of the director, be admitted under a probationary period, with the opportunity to demonstrate their qualifications by achieving a graduate GPA of 3.0 or better in their first three graduate degree courses. Students whose graduate academic record includes any failures in coursework may be dismissed from the program at the discretion of the MAURD Program Director.

## School of Architecture and Design Curriculum

# Curriculum Requirements for Master of Architecture in Urban and Regional Design

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### Major Requirements

<b>Term 1:</b>		Credits:
ARCH 601	Digital Software Module I	1
ARCH 701	Urban and Regional Design Studio I	6
ARCH 721	History of the City and Region	3
ARCH	Elective	3
		Total: 13 credits
<b>Term 2:</b>		Credits:
ARCH 602	Digital Software Module II	1
ARCH 702	Urban and Regional Design Studio II	6
ARCH 725	Theories of Urbanism and Suburbanism	3
ARCH	Elective	3
		Total: 13 credits
<b>Term 3:</b>		Credits:
ARCH 703	Urban and Regional Design Studio III	6
ARCH 726	Case Studies in Urbanism/Suburbanism	3
ARCH 884	Independent Urban Design Studies	1

**Electives (Select from this group):**

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 Required Credits: 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
  - Interdisciplinary Studies
  - Urban Administration
- Life Sciences
  - Biology
  - Chemistry
  - Biotechnology
  - Biomedical Engineering
  - Combined Programs in Occupational Therapy, Osteopathic Medicine, Physical Therapy, and Physician Assistant Studies
- Mathematics
  - Undergraduate Minor in 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 Filmmaking
- 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
- 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**

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**

<b>Communication Arts, M.A.:</b>		Credits:
COMM 610	Vocabulary of the Media Critic	3
COMM 630	Media and Culture	3
DGIM 601	Multimedia Production Tools	3
		Total: 9 credits

<b>Requirement: Select One of the Following:</b>		Credits:
COMM 620	Media Research	3
<b>OR</b>		
COMM 625	Art in the Era of Mass Communication	3
		Total: 3 credits

<b>Graduate Courses: Electives:</b>		Credits:
CA Electives		14-16

<b>Portfolio Project Option:</b>		Credits:
COMM ARTS	Advanced Course for Portfolio	6-8

The minimum number of credits required for the M.A. following the portfolio project option is 34.

<b>Thesis Option:</b>		Credits:
COMM 750	Thesis	4

The minimum number of credits required for the M.A. 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 [?]

<b>Foundations:</b>		Credits:
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 3XX	Professional Communication choice	3
		Total: 18 credits

<b>Seminars:</b>		Credits:
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3
		Total: 12 credits
<b>Math and Science:</b>		Credits:
Mathematics Choice		3
Science Choice		3
		Total: 6 credits

## Major Requirements

<b>Undergraduate Course Requirements:</b>		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

<b>Select One of the Following: Advertising:</b>		Credits:
ADVG 101	Introduction to Advertising	3
PREL 101	Public Relations and Publicity I	3
		Total: 3 credits

<b>Select One of the Following: History:</b>		Credits:
COMM 210	Broadcasting History and Criticism	3
FILM 210	History of Motion Pictures	3
		Total: 3 credits

<b>Select One of the Following: Writing:</b>		Credits:
COMM 240	Writing for the Mass Media	3
TEVE 340	Scriptwriting I	3
		Total: 3 credits

<b>Communication Arts Electives:</b>		Credits:
CA Electives	(consult with advisor)	23

<b>Non-Major Electives:</b>		Credits:
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Non-Major Electives (consult with advisor) 20

**Undergraduate Required Credits: 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

Total: 3 credits

**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

**Graduate Required Credits: 36**

**Total Required Credits: 145 credits**

**College of Arts and Sciences**

# English Language Institute



**Emily Zyko Rukobo, Director**  
**Paul E. Shively, Coordinator**

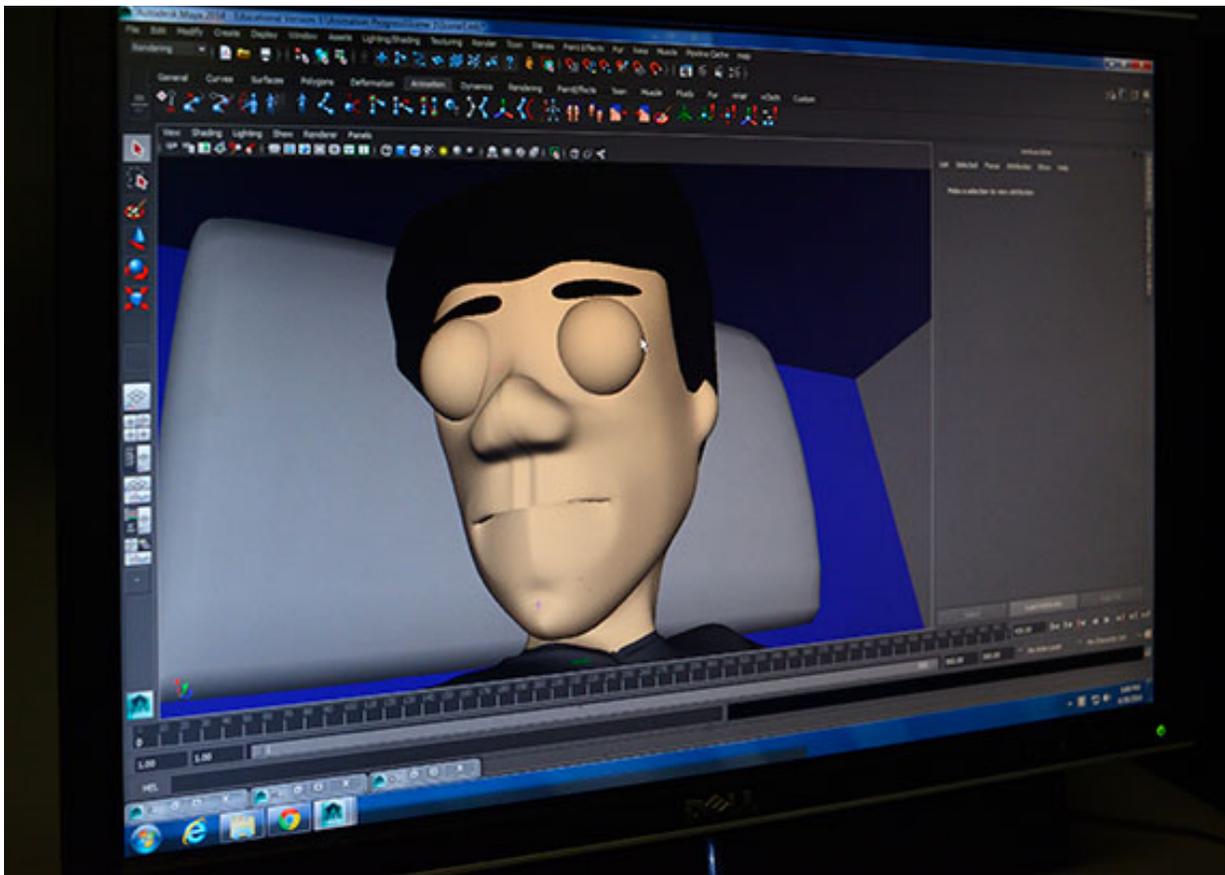
The English Language Institute (ELI) offers a highly competitive program in English as a second language, especially designed to prepare students for both academic and professional careers. ELI offers basic English classes for beginning learners, as well as classes for beginner, intermediate, and advanced learners of English for academic purposes. All classes are non-credit courses in reading, writing, listening comprehension, speaking, and American culture. Placement into one of these levels is initially determined by the students' scores on various English placement exams. Subsequently, students' continued placement within the program is based on their successful completion of 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.

ELI introduces students to American culture and life. It offers cultural and social activities that become part of our students' educational experiences.

In addition, ELI is a service center for residents of our communities and international students alike, for whom English is a second language. ELI offers courses for those who wish to improve their English skills whether or not a visa is required. This school is authorized under federal law to enroll nonimmigrant alien students.

**College of Arts and Sciences**

**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.

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.

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 presentation of their final thesis to their thesis advisor.

### **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 must also be submitted upon completion. Graduates will also be expected to make a successful oral presentation of their final thesis to thesis advisor.

### **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 presentation of their final thesis to thesis advisor.

### **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:

**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

### **M.F.A Fine Arts/Computer Graphics & Animation**

34 credits come from CA

20 credits must come from Thesis courses

ARTC-801 Grad Crit/Thesis 3 credits  
ARTC-851 Thesis Proposal 2 credits  
ARTU-862 Thesis: Grad Std I 6 credits  
ARTU-872 Thesis: Grad Std II 6 credits  
ARTC-871 Thesis: Paper Ex 3 credits

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

### **M.F.A Fine Arts/Graphic Design**

34 credits come from CA

20 credits must come from Thesis courses

ARTC-801 Grad Crit/Thesis 3 credits  
ARTC-851 Thesis Proposal 2 credits  
ARTU-862 Thesis: Grad Std I 6 credits  
ARTU-872 Thesis: Grad Std II 6 credits  
ARTC-871 Thesis: Paper Ex 3 credits  
ARTB-751 Professional Critiques 2credits

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

### **M.F.A Fine Arts/Art and Technology**

34 credits come from CA

20 credits must come from Thesis courses

ARTC-801 Grad Crit/Thesis 3 credits  
ARTC-851 Thesis Proposal 2 credits  
ARTU-862 Thesis: Grad Std I 6 credits  
ARTU-872 Thesis: Grad Std II 6 credits  
ARTC-871 Thesis: Paper Ex 3 credits

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

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## Major Requirements

<b>Required Courses (49 credits):</b>		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
		Total: 49 credits

<b>Major Elective Options (6-12 credits):</b>		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
		Total: 6-12 credits

<b>Recommended Elective Options (3-9 credits):</b>		Credits:
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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: 3-9 credits

**Total Required Credits: 64**

## College of Arts and Sciences Curriculum

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

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### Major Requirements

<b>Required Courses (49 credits):</b>		<b>Credits:</b>
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	3-D 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
		<b>Total: 49 credits</b>

<b>Major Elective Options (6-12 credits):</b>		<b>Credits:</b>
ARTA 602	2-D Computer Animation	3
ARTA 651	Advanced 2-D Animation	3
ARTA 802	Advanced Concept, Character & Storyboard	3

	Development	
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

Total: 6-12 credits

**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

Total: 3-9 credits

**Total Required Credits: 64**

**College of Arts and Sciences Curriculum**

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

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**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
		Total: 43 credits

**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
		Total: 6 credits

**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
		Total: 6-12 credits

**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: 3-9 credits

**Total Required Credits: 64**

# School of Education



**Patricia Chute, Ed.D., Interim Dean**  
**Shiang-Kwei, Ph.D., Associate 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.

## **Overview of Programs**

### **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 Master of Science in Instructional Technology received national recognition from the Association for Education Communications and Technology (AECT). The Master of Science in School Counseling Program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

### **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 programs 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 - Educator Track - 2 years  
Instructional Technology - Professional Trainer Track - 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 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: New York Education Law now permits Non-resident Aliens to qualify for an initial license. Individuals with United States Citizenship or Permanent Resident status may qualify for a Permanent or Professional New York State Teaching Certificate.*

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

*Note: New York Education Law now permits Non-resident Aliens to qualify for an initial license. Individuals with United States Citizenship or Permanent Resident status may qualify for a Permanent or Professional New York State Teaching Certificate.*

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

*Note: New York Education Law now permits Non-resident Aliens to qualify for an initial license. Individuals with United States Citizenship or Permanent Resident status may qualify for a Permanent or Professional New York State Teaching Certificate.*

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

*Note: New York Education Law now permits Non-resident Aliens to qualify for an initial license. Individuals with United States Citizenship or Permanent Resident status may qualify for a Permanent or Professional New York State Teaching Certificate.*

## **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 LAST or ALST exams 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.

## 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, Office of Field Experience and Student Teaching.

### **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 complete 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
- Dignity for All Students Act

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 (49 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 Academic Literacy Skills Test (ALST) of the New York State Teacher Certification Examination. Candidates may be admitted at dean's discretion pending receipt of passing score on ALST. [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:

- 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 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

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**Major Requirements**

<b>Childhood Education, M.S.:</b>		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
		Total: 15 credits

<b>Literacy Core:</b>		Credits:
EDLI 635	Theory and Practice of Literacy Instruction	3
EDLI 636	Diagnosis and Remediation of Literacy Disorders	3
		Total: 6 credits

<b>Content Core:</b>		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
		Total: 12 credits

<b>Research Core:</b>		Credits:
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EDPC 690	Research Methods and Assessment	3
EDPC 691	Field Project	3
		Total: 6 credits
<b>Student Teaching:</b>		Credits:
EDPC 681	Student Teaching and Seminar	6
		Total: 6 credits

### 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

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## Major Requirements

<b>Childhood Education, M.S.:</b>		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
		Total: 12 credits
<b>Literacy Core:</b>		Credits:
EDLI 635	Theory and Practice of Literacy Instruction	3
EDLI 636	Diagnosis and Remediation of Literacy Disorders	3
		Total: 6 credits
<b>Content and Technology Core:</b>		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

Total: 12 credits

**Research Core:**

EDPC 690                      Research Methods and Assessment  
EDPC 691                      Field Project

Credits:

3

3

Total: 6 credits

**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**



NYIT's teacher education program offers a **Childhood Education Extension in Middle School Mathematics, Middle School Science (Biology, Chemistry, or Physics), and Middle School English**. The program prepares candidates for application to an upward extension of New York state teacher certification for grades 7-9. Candidates who may apply are either enrolled in NYIT's graduate childhood education program, or have initial, permanent, or professional certification in elementary education K-6 or childhood education grades 1-6.

Our 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

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## Major Requirements

<b>Middle School Extension to Childhood Education Certification in Math:</b>		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: 12 credits

**Total Required Credits: 12**

School of Education Curriculum

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

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## Major Requirements

<b>Middle School Extension to Childhood Education Certification in Science:</b>		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 Technology-Content and Methodology	3
		Total: 12 credits

**Total Required Credits: 12**

School of Education Curriculum

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

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## Major Requirements

<b>Middle School Extension to Childhood Education Certification in English:</b>		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: 12 credits

**Total Required Credits: 12**

**School of Education**

## Adolescence Education, M.S.



NYIT's 36-credit **Master of Science in Adolescence Education** prepares master teachers for professional certification with the knowledge and skills to integrate technology and use culturally responsive instructional strategies to teach all students. This program offers a choice between mathematics or science specialist.

**Master of Science in Adolescence Education: Specialist in Mathematics**

This program is rich in mathematics content aligned with the Common Core Standards, instructional technology, pedagogy, adolescent development, and data-driven instructional strategies. Courses are offered in face-to-face, hybrid, and/or online formats. Students receive personal advisement by expert 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.

### **Master of Science in Adolescence Education: Specialist in Science**

This program is rich in science content aligned with the Common Core Standards, instructional technology, pedagogy, adolescent development, and data-driven instructional strategies. Courses are offered in face-to-face, hybrid, and/or online formats. Students receive personal advisement by expert 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 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 must have a baccalaureate degree from an accredited college or university and submit:

1. An application (online or paper) with \$50 fee 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. NYIT 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 must satisfactorily complete at least 36 semester hours of graduate work. At least 30 hours of this study must be completed at NYIT 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.

**Special Note**

New York education law now permits non-resident aliens to qualify for an initial license. Individuals with U.S. citizenship or permanent resident status may qualify for a permanent or professional New York State Teaching Certificate. [Read more.](#)

School of Education Curriculum

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

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## Major Requirements

<b>Adolescence Education, M.S., Specialist in Science:</b>		<b>Credits:</b>
EDPC 603	Foundations I: 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: 36 credits

**Total Required Credits: 36**

School of Education Curriculum

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

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## Major Requirements

<b>Adolescence Education, M.S., Specialist in Mathematics:</b>		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: 36 credits

**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. These skills demand an understanding of the complex factors and dimensions affecting today's educational landscape, such as the political, technological, and personal/interpersonal dynamics that create the context of schools. School leaders 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 school leaders, melding technology with all aspects of educational leadership preparation. Our graduates are poised to 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.

### **Unique Program Features**

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**

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## **Major Requirements**

<b>Advanced Diploma in School Leadership and Technology:</b>		<b>Credits:</b>
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: 33 credits

**Total Required Credits: 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**



NYIT offers programs in various areas of Instructional Technology for Educators, including:

- 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 (STEM) 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 Department of Education for the development of such programs.

The Instructional Technology program aligns with the professional standards of the Association of Educational Communication and Technology (AECT) and the International Society for Technology in Education. AECT has awarded our program with "national recognition."

### **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.

### **Unique Program Features**

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 NYIT School of Engineering and Computing Sciences, 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 New York state 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 STEM 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 Science, Technology, Engineering, and Mathematics (STEM) Education

### **Advanced Certificate in Teaching 21st-Century Skills**

The 15-credit Advanced Certificate in Teaching 21st-Century Skills prepares 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 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 Advanced Certificate in Virtual Education provides 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.

### 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, New York state 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)

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## 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 663	Educational Uses of Social Media	3
EDIT 690	Assessment and Evaluation	3

Total: 15 credits

**Total Required Credits: 33**

**School of Education Curriculum**

# M.S. in Instructional Technology (No Certification)

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## 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 663	Educational Uses of Social Media	3
EDIT 690	Assessment and Evaluation	3

Total: 15 credits

**Total Required Credits: 33**

**School of Education Curriculum**

# Curriculum Requirements for Advanced Certificate in Computer Education

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## Major Requirements

<b>Pedagogical Core:</b>		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

<b>Technology Core:</b>		Credits:
EDIT 605	Instructional Applications of the Internet	3
EDIT 610	Multimedia/Authoring	3

Total: 6 credits

<b>Elective (3 credits from among):</b>		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

**Total Required Credits: 18**

**School of Education Curriculum**

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

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## Major Requirements

<b>Required Courses:</b>		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

<b>Electives (Choose one of the following):</b>		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
<b>Electives :</b>		Credits:
		Total: 3 credits

**Total Required Credits: 18**

School of Education Curriculum

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

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### Major Requirements

<b>Pedagogical Core:</b>		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
		Total: 15 credits

**Total Required Credits: 15**

School of Education Curriculum

## Curriculum Requirements for Advanced Certificate in Virtual Education

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### Major Requirements

<b>Pedagogical Core:</b>		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 Required Credits: 12**

**School of Education**

# Programs in Instructional Technology for Trainers



NYIT offers programs for trainers in various areas of instructional technology, including:

- 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 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.

### **Unique Program Features**

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, nonprofit 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

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## Major Requirements

<b>Instructional Technology, M.S. – Professional Trainers:</b>		<b>Credits:</b>
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: 33 credits

**Total Required Credits: 33**

School of Education Curriculum

## Curriculum Requirements for Advanced Certificate in Emerging Technology for Training

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### Major Requirements

<b>Advanced Certificate in Emerging Technology:</b>		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

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### Major Requirements

<b>Advanced Certificate in Instructional Design in Global e-Learning:</b>		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

Total: 18 credits

**Total Required Credits: 18**

**School of Education**

## Master of Science in School Counseling



NYIT's **School Counseling Program** prepares culturally competent and skilled school counseling professionals to meet the growing needs of Pre-K-12 elementary, middle, and high school students

The Master of Science in School Counseling curriculum is accredited by the Council for the Accreditation of Counseling and Related Programs (CACREP). Since 2002, NYIT School Counseling Department is a companion institution for the Education Trust's Transforming School Counseling Initiative.

Candidates are taught to become leaders, social justice advocates, team players and collaborators, coordinators of services, while utilizing the most contemporary models of counseling technique and theory. Technology applications are integrated in every course. The CACREP core purposes are embedded across the curriculum and provide a comprehensive knowledge and skill base through the study of:

Social and cultural foundations  
Human development  
Counseling theory  
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 train 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 are 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. New York State School Counselor Certification has reciprocity agreements with many states across the country.

## **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.  
Student learner outcomes 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](http://nyit.edu/education) for forms and directions for the supplemental information packet.

**School of Education Curriculum**

# Curriculum Requirements for Master of Science in School Counseling

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## Major Requirements

<b>Foundations:</b>		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
		<b>Total: 12 credits</b>

<b>Core Knowledge and Skills Courses:</b>		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 <sup>1</sup>	3
EDCO 665	The Special Needs Student ( <i>select EDCO 665 or EDCO 671</i> )	3

**OR**

Total: 27 credits

<sup>1</sup> Practicum (100 hours of supervised counseling experiences)

<b>Electives (3 credits selected with approval of advisor):</b>	<b>Credits:</b>
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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

<b>Internship:</b>	<b>Credits:</b>
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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 Required Credits: 48 credits**

# 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 learn about issues and factors that contribute to student behavior, classroom dynamics, and school climate, and 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.

### Unique Program Features

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

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## Major Requirements

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: 15 credits

**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. »

### **Undergraduate Minor**

Energy Science, Technology, and Policy

## **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 and Sustainability, M.S. »

### **Advanced Certificates**

Advanced Certificate in Energy Technology  
Advanced Certificate in Facilities Management  
Advanced Certificate in Environmental Management  
Advanced Certificate in Infrastructure Security Management

## **Mission**

The School of Engineering and Computing Sciences prides itself on providing 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 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.

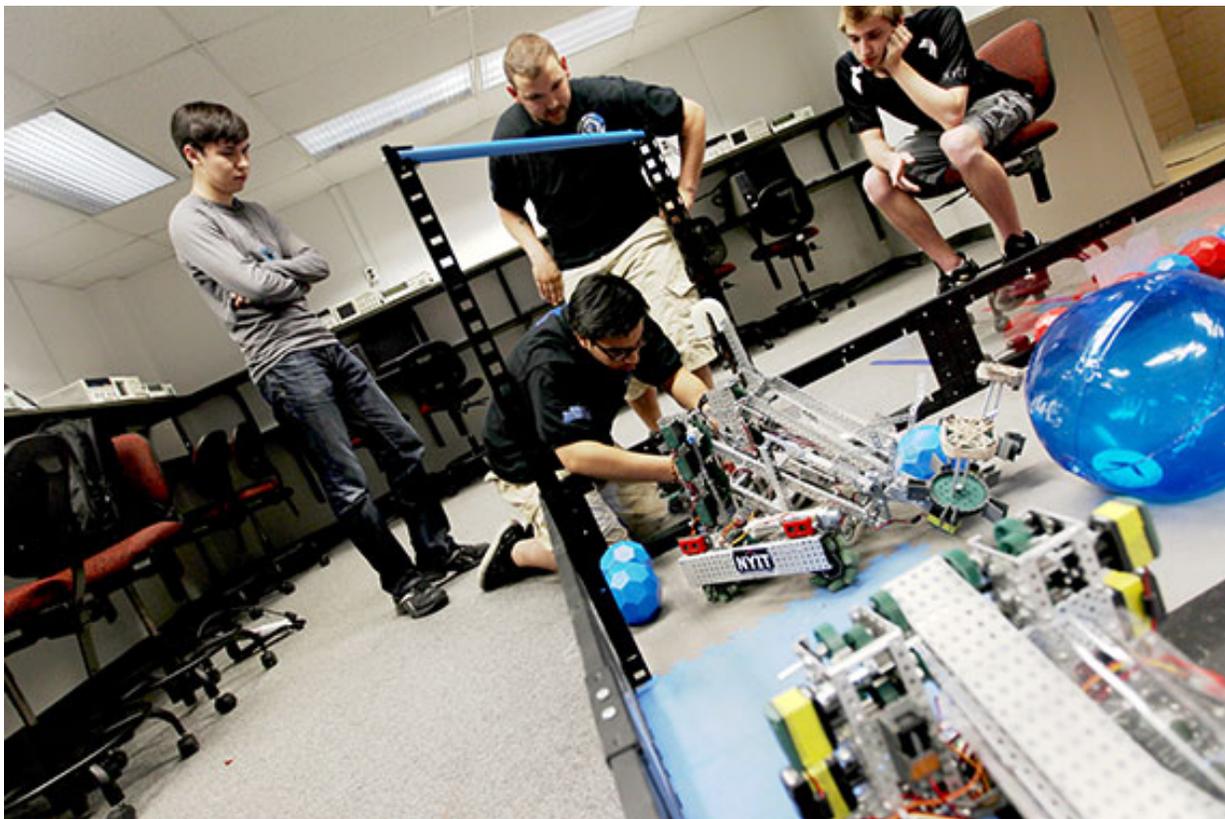
- Provides the physical space and modern facilities that befit a premier university.

## **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.

**School of Engineering and Computing Sciences**

# **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 and Sustainability, M.S. »

Stanley M. Greenwald, P.E., Chair

## **Advanced Certificates**

Advanced Certificate in Energy Technology  
Advanced Certificate in Facilities Management  
Advanced Certificate in Environmental Management  
Advanced Certificate in Infrastructure Security Management

## **Mission**

The School of Engineering and Computing Sciences offers high-quality undergraduate and graduate programs to prepare students for advanced studies and challenging positions in business, government, and industry. We are guided in this mission by tenets embraced by NYIT: the professional preparation

of students, applications-oriented research, and access to opportunity for all qualified students.

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Fosters connections and partnerships with employers, alumni, and the community at large.

Provides the physical space and modern facilities that befit a premier university.

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## **Scholarships, Assistantships, and Accelerated Master's Program**

There are several scholarship programs, specifically designed for the School of Engineering and Computing Sciences, that benefit incoming students:

**Scholarships** - Graduate students in excellent academic standing and/or enrolled in the Accelerated Master's Degree Program have priority access to NYIT scholarships, such as the Alumni Recognition Award and the Graduate Scholarship Award.

**Accelerated Master's Degree Program (AMDP)** - 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. Graduate courses may be taken by AMDP-enrolled students during their senior year at no additional cost to them.

**Graduate Assistantships** - Provided to select students to help them excel in the School of Engineering and Computing Sciences' graduate programs. Admitted graduate students may take part in a teaching or research assistantship for the department in which they are studying.

For more information about scholarship and honors programs, visit the [School of Engineering and Computing Sciences' webpage](#).

[Apply online to NYIT.](#)

**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 practical approach to computer applications.

### **Program Overview**

NYIT's program is suited for individuals with a baccalaureate degree in computer science, engineering, management, information technology, mathematics, or related fields of interest. Our 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 either in areas appropriate to their individual needs, or to complete the thesis option. In order to accommodate working professionals, courses are offered during evening hours at the Old Westbury and Manhattan campuses.

Emphasis is on computer systems and real-world 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.

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

### **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 and official test results sent directly to the Office of Graduate Admissions. The GRE School code is 2561.

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.

For more information on the M.S. in Computer Science, please visit [the program's page](#) on the NYIT website. Additional admission requirements, including application deadlines can be found [here](#).

### **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)

**Note:** Credits earned for the courses above will not be counted toward the 30 credits required for the degree. Additionally, all 500 level Bridge courses earn a pass/fail grade.

### 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.

To apply for the M.S. in Computer Science, visit [nyit.edu/application](http://nyit.edu/application).

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Master of Science in Computer Science

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### Major Requirements

<b>Fundamental Courses:</b>		Credits:
CSCI 610	Theoretical Concepts in Computers and Computation	3
CSCI 641	Computer Architecture	3
CSCI 651	Algorithm Concepts	3
		Total: 9 credits
<b>System Programming (Select two courses from the following)::</b>		Credits:
CSCI 620	Operating System Security	3
CSCI 621	Programming Languages	3
CSCI 731	Compiler I	3
		Total: 6 credits
<b>Application (Select two courses from the following):</b>		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
<b>OR</b>		
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 Required Credits: 30**

**School of Engineering and Computing Sciences**

# Electrical and Computer Engineering, M.S.



NYIT's graduate program leading to a **Master of Science in Electrical and Computer Engineering** provides advanced knowledge and skills for the professional electrical and computer engineer or student who wishes to pursue advanced studies. Our curriculum emphasizes practical design-oriented engineering and its underlying theoretical concepts.

## **Program Overview**

### **Objectives**

Our program provides seasoned engineers and recent graduates with advanced engineering education and state-of-the-art specialization. Specific program objectives prepare students to have comprehensive knowledge and proficiency in:

Advanced topics in mathematics and stochastic processes.

Linear systems and digital communications.

Computer architecture and system design.

Advances in areas such as parallel computing, networks, and integrated circuit designs.

Areas of specialization such as computer security, quantum computing, nanotechnology, signal processing, and information technology.

### **Curriculum**

Our curriculum is comprised of 30 credits, 24 of which are allocated to required courses in Electrical and Computer Engineering. 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. In order to accommodate working professionals, courses are offered during evening hours at the Old Westbury and Manhattan campuses.

### **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.

**Note:** All master's theses must strictly adhere to the Master's Thesis Policies and Guidelines published by NYIT School of Engineering and Computing Sciences.

## **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.

For more information on the M.S. in Electrical and Computer Engineering, visit the [program's page](#) on NYIT's website. Additional admission requirements, including application deadlines, can be found [here](#).

## **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. Additionally, all 500 level Bridge courses earn a pass/fail grade.

### **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.

To apply for the M.S. in Electrical and Computer Engineering, visit [nyit.edu/application](http://nyit.edu/application).

## **School of Engineering and Computing Sciences Curriculum**

# **Curriculum Requirements for Master of Science in Electrical and Computer Engineering**

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### **Major Requirements**

<b>Required Courses:</b>		<b>Credits:</b>
EENG 635	Probability and Stochastic Processes	3
EENG 641	Computer Architecture I	3
EENG 665	Linear Systems	3
EENG 770	Digital Communications	3
		<b>Total: 12 credits</b>

<b>Specialized Courses - Select 6 Credits from the Following List:</b>		<b>Credits:</b>
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
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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
<b>OR</b>		
EENG 889	MS Thesis I	3
EENG 891	MS Thesis II	3

Total: 3 - 6 credits

**Total Required Credits: 30**

**School of Engineering and Computing Sciences**

# Energy Management, M.S.



Energy managers skilled in business management and energy technology fill executive positions in corporate and government organizations. There is growing demand for professionals in these areas as expenditures of billions of dollars per year are expected in the coming decades for investment in energy-efficiency equipment, energy management systems, resource recovery plants, and cost-effective alternative energy systems. Energy managers develop and implement organization policy for analyzing and improving energy efficiency in commercial and industrial processes, building operations, new design and construction. They also direct the operation of new plants designed for cogeneration, resource recovery, biomass conversion, wind energy, geothermal power, and small-scale hydroelectric power.

NYIT's **Master of Science in Energy Management** provides professionals in business management or engineering and college graduates in compatible fields with the most up-to-date knowledge in energy management. Our program equips students with the interdisciplinary skills required of the new class of energy managers, in particular, modern energy technology, business practice, policy development, program analysis, cost-benefit evaluation and computer-assisted management techniques.

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

## **Program Overview**

### **Online Option**

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**

NYIT's 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.

For more information on the M.S. in Energy Management, please visit [the program's page](#) on the NYIT website. Additional admission requirements can be found [here](#).

### **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.

To apply for the M.S. in Energy Management, visit [nyit.edu/application](http://nyit.edu/application).

## School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Master of Science in Energy Management

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### Major Requirements

<b>Required Core Courses for all Energy Management Options:</b>		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.

<b>Facilities Management Electives:</b>		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
<b>Power Systems Electives:</b>		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	Sustainability and the Environment	3
ENVT 730	Geographical Information Systems	3
ENVT 750	Environmental Risk Assessment	3

Total Required Elective Credits: 9

**Note:** Not all courses are offered each term.

**Total Required Credits: 30**

School of Engineering and Computing Sciences

## Advanced Certificates

Advanced Certificate Program Overview  
 Advanced Certificate in Energy Technology  
 Advanced Certificate in Facilities Management  
 Advanced Certificate in Environmental Management  
 Advanced Certificate in Infrastructure Security Management

### Advanced Certificate Program Overview

NYIT's 18-credit Advanced Certificate programs have the same admission requirements as the M.S. in Energy Management. Courses may not be applied to more than one certificate and 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. Following are descriptions of each Advanced Certificate.

### 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 graduate coursework in energy technology and related areas. All course selections must be approved by the Energy Management Program Director. For more information, email [ramundse@nyit.edu](mailto:ramundse@nyit.edu).

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 applied to the certificate may be applied to the M.S. in Energy Management.

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 Environmental Management courses (ENGY) and three Environmental Technology courses (ENVT). Course selections must be approved by the Energy Management program director. Recommended courses include:

- 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
- ENVT 750 Environmental Risk Assessment

### **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. Certificate includes coursework in facilities management, contingency planning, security systems technology, and environmental risk assessment.

Choose six of the following courses:

- 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

# Environmental Technology and Sustainability, M.S.



The **M.S. in Environmental Technology and Sustainability** 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.

## Program Overview

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 School of Engineering and Computing Sciences' **Program Educational Objectives**, our students 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.

Competency in sustainability principles, tools, concepts, and practices.

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, sustainability, 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 and Sustainability up to nine credits from the list of prerequisite courses below may be required.

For more information on the M.S. in Environmental Technology and Sustainability, please visit the [program's page](#) on the NYIT website. Additional admission requirements can be found [here](#).

### **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.

To apply for the M.S. in Environmental Technology and Sustainability, visit [nyit.edu/application](http://nyit.edu/application).

### School of Engineering and Computing Sciences Curriculum

# Curriculum Requirements for Master of Science in Environmental Technology and Sustainability

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## Major Requirements

<b>Required Courses:</b>		Credits:
ENVT 601	Introduction to Environmental Technology	3
ENVT 605	Hydrology and Groundwater Contamination	3
ENVT 655	Fundamentals of Air Pollution	3
ENVT 725	Sustainability and the Environment	3
ENGY 750	Energy and Environmental Law	3
		Total: 15 credits

<b>Project Courses:</b>		Credits:
ENVT 801	Audit or Design Project	3
ENVT 802	Audit or Design Project II	3
		Total: 6 credits

<b>Elective Courses - choose from the following::</b>		Credits:
ENVT 615	Water and Wastewater Environmental Technology	3
ENVT 620	Introduction to Waste Management	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 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

(Other courses may be approved by the chairperson)

**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 Required Credits: 30**

**School of Engineering and Computing Sciences**

# **Information, Network, and Computer Security, M.S.**



NYIT's Department of Computer Science offers the **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.

## **Program Overview**

The Master of Science in Information, Network, and Computer Security 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**

NYIT's curriculum articulates several student outcomes. Upon graduation, students are expected to have the ability to:

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.

Critically evaluate various technical/architectural solutions available to limit risk, mitigate the effects of hostile action and recover from attack.

Design, implement and maintain software tools designed to support network security and systematically integrate these tools within multiple operating systems and platforms.

Oversee the information assurance life cycle of an organization, including planning, acquisition, and implementation of secure infrastructures.

Ensure compliance with security policy, legislation and market trends.

Utilize mathematical and algorithmic solutions to complex information security problem.

Communicate effectively with various audiences.  
Function effectively as a member of a team.

## **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 Degree<sup>1</sup>**

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.<sup>2</sup>

<sup>1</sup> *Not offered in NYIT-Vancouver campus.*

<sup>2</sup> *All master's theses must strictly adhere to the Master's Thesis Policies and Guidelines published by NYIT School of Engineering and Computing Sciences.*

## **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).<sup>3</sup>

<sup>3</sup> *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

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### Major Requirements

<b>Information, Network, and Computer Security:</b>		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
<b>Computer Security:</b>		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 <sup>1</sup>	3
INCS 891	MS Thesis II <sup>1</sup>	3
<b>OR</b>		
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 <sup>2</sup>	3
INCS 775	Data Center Security <sup>2</sup>	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 Required Credits: 30**

**School of Health Professions**

**School of Health Professions**



**Patricia M. Chute, Ed.D., Dean**

The School of Health Professions offers bachelor's degrees in Health Sciences, Health and Wellness, and Nursing, as well as a minor in Health Sciences. 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 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 Occupational Therapy (OCTH)**

Gioia Ciani, 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 Health and Wellness (HLTWL)**

Mindy Haar, Ph.D., R.D., C.D.N., Director

**Bachelor of Science in Health Sciences (HSCI)**

**Minor in Health Sciences**

Mindy Haar, Ph.D., R.D., C.D.N., Director

**Bachelor of Science in Nursing (NURS)**

Susan Neville, Ph.D., R.N., C.D.P., Chair

# Clinical Nutrition, M.S.



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 to enhance instructional materials.

This online program is available in a flexible format easily accessed by students of 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](mailto:mhaar@nyit.edu).

## Program Overview

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 does not meet standard admission requirements.

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 the instructional staff.

## **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)

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### Major Requirements

<b>Nutrition Science Core:</b>		Credits:
CLNU 607	Nutritional Biochemistry and Physiology	3
CLNU 608	Nutritional Therapy	3
<b>OR</b>		
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.

<b>Clinical Core:</b>		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

<b>Elective Credits - Complete 12 Credits:</b>		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. Tobi 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  
Email: [tabramso@nyit.edu](mailto:tabramso@nyit.edu)

School of Health Professions Curriculum

# Curriculum Requirements for Master of Science in Mental Health Counseling

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## Major Requirements

<b>Foundations:</b>		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
<b>Core Knowledge and Skills:</b>		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
<b>Advanced Courses:</b>		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

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**



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**

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## **Major Requirements**

<b>Certificate in Alcohol and Substance Abuse Counseling:</b>		<b>Credits:</b>
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](http://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, view [Department of Life Sciences](#).

## 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](http://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 reviews completed applications and invites those who qualify for an interview. The committee renders 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.

**Note:** 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

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### 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
	<b>OR</b>	
OCTH 835	OT Cognition/Perception	2
OCTH 890	Fieldwork Level II Specialization	2

**Total Required Credits: 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, surgery, emergency medicine, orthopaedics, geriatrics, pediatrics, women's health, as well as in the concepts of behavioral medicine and psychiatry. In addition, PAs are educated in pharmacotherapeutics, the chronic care model, as well as health maintenance and disease prevention.

The **Master of Science in Physician Assistant Studies** is a full-time program. The three-year (30 months on-site) program encompasses 98 credits distributed over four traditional semesters of didactic education, followed by 48 weeks of intense clinical clerkships. The program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

For information on the combined Bachelor of Science in Life Sciences/Master of Science in Physician Assistant Studies, view [Department of Life Sciences](#).

## 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](http://caspaonline.org). The application must be electronically submitted to CASPA no later than October 1.

### 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 B-minus in all prerequisites.

Prerequisite courses may be taken up to twice to achieve the required scores.

Minimum prerequisites (completed within the previous 10 years at a regionally accredited institution in the United States or Canada) include:

Two semesters of biology (with a minimum of 6 credits). Microbiology and genetics are highly recommended but not required. If taken, these courses can be applied toward the biology requirements.

One semester of psychology (with a minimum of 3 credits).

One semester of human anatomy and one semester of human physiology (may be substituted with the combination of Anatomy and Physiology I and Anatomy and Physiology II) (with a minimum of 6 credits).

Two semesters of college chemistry with labs (with a minimum of 8 credits).

Two semesters of college math (with a minimum of 6 credits). 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

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.

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 New York Institute of Technology Physician Assistant Program is committed to the admission and matriculation of highly 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 has been determined as reasonable expectations for physician assistant (PA) students and graduate PAs in performing common and important functions, keeping in mind the safety and welfare of patients. View our program's [technical standards](#) used for admission and matriculation of PA students as well as for the granting of a PA degree. These standards do not reflect what may be required for entry-level employment of the graduate PA.

## **Costs**

In addition to tuition costs and fees, physician assistant students 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 Master of Science in 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 Professions's [grade appeal policy](#).

### **Academic Dismissal/Failure**

A physician assistant student on academic probation during the previous semester will be brought before the Department's Academic Review Committee for consideration of dismissal 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; or,
- 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; and,
- 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. For full policies and procedures, refer to the [NYIT Department of Physician Assistant Studies Student Handbook \(PDF\)](#) and Senior Year Orientation Manual.

**School of Health Professions Curriculum**

# **Curriculum Requirements for Master of Science in Physician Assistant Studies**

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## Major Requirements

<b>Physician Assistant Studies:</b>		<b>Credits:</b>
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 Credits: 98 credits**

# Physical Therapy, DPT



Physical Therapy is a health profession that promotes 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 more effectively meet current and emerging health needs. Other professional activities that serve the purpose of physical therapy are research, education, consultation, and administration.

NYIT's three-year **Doctor of Physical Therapy** 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, view [Department of Life Sciences](#).

## 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](http://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. 15, 2014. Other requirements include:

Proof of a minimum 100 hours of experiential time completed by the time of application. These hours must be completed under the direct supervision of a physical therapist. It is strongly suggested that applicants have more than the minimum number of hours and at a variety of locations.

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.

### **Official NYIT Policy**

Our 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 care to meet the individual's physical therapy needs.

Implement the physical therapy plan of care to meet the individual's needs based on evidence-based practice

Communicate appropriately and effectively with patients and families, colleagues, and the

public.

Adhere to safe, ethical, and legal practice.

Apply sound administrative principles to the management of physical therapy practice.

Apply basic educational strategies of teaching within the scope of physical therapy.

Implement and integrate research methods adherent to the standards of evidence-based practice.

Participate in health and wellness community-based initiatives across the lifespan.

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 in the 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 the [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**

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### **Major Requirements**

<b>Physical Therapy:</b>		<b>Credits:</b>
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 Credits: 100 credits**

**School of Management**

**School of Management**



**Jess Boronico, Ph.D., Dean, School of Management**

**Undergraduate Programs »**

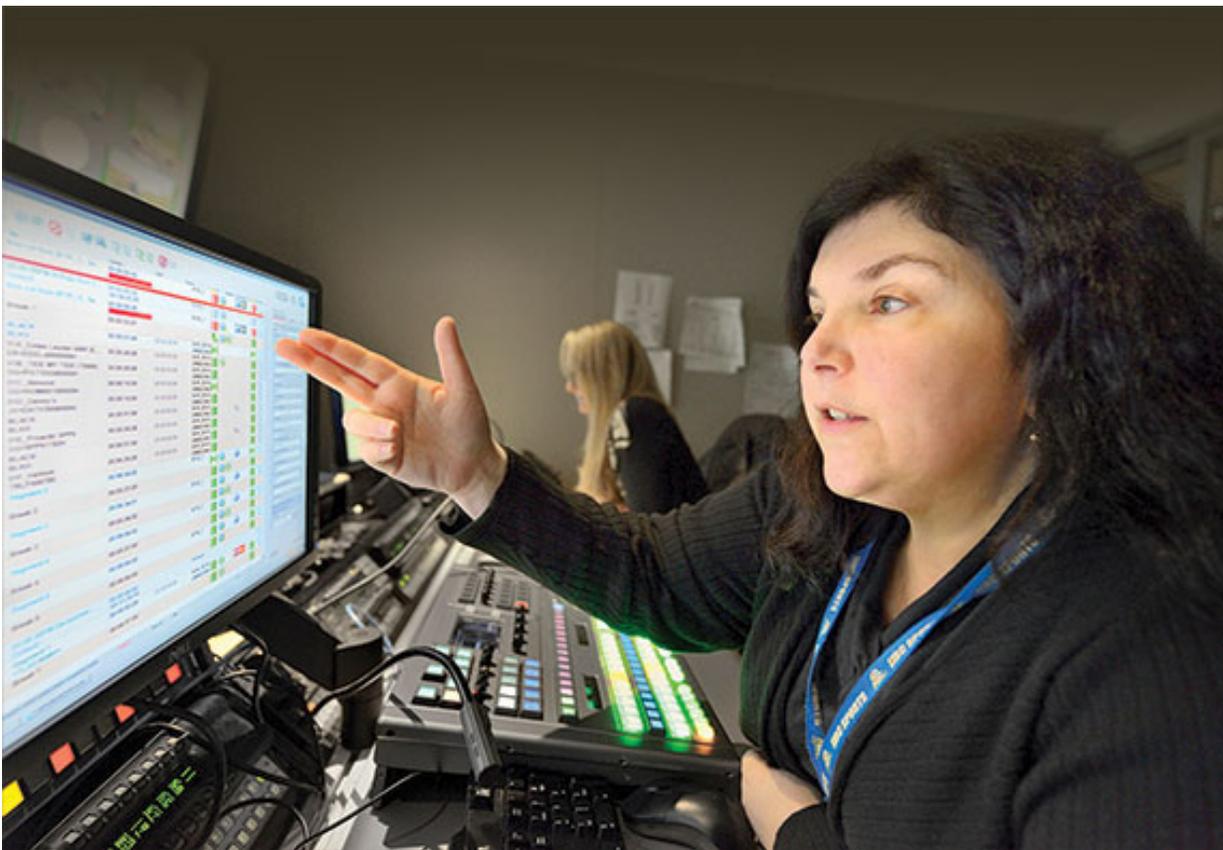
Business Administration, A.A.S.  
Business Administration, B.S.  
Hospitality Management, B.P.S.  
B.S./M.B.A. Accounting  
Global Partner Program

**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 **T**echnology  
**E**xperiential Education  
International **M**arketplaces  
**P**rofessional Enrichment  
Career **O**rientation  
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.**



NYIT's **Master of Business Administration (M.B.A.)** is an interdisciplinary program designed to

prepare students to effectively lead in a high-tech global economy. To achieve this mission, our program strengthens each 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 otherwise specifically noted.*

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, students:

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, students:

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, students:

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, students:

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), students:

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, students:

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**

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## Major Requirements

<b>Waivable Program Core (Prerequisite Courses):</b>		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 18-credit 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.

<b>Non-Waivable Program Core:</b>		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:

Students pursuing the General M.B.A. (without a concentration) must complete, in addition to the waivable and non-waivable core requirements, nine credits of elective coursework. Courses may be chosen from the array of 700-level offerings in the school's multiple disciplines.

Students who choose to pursue the M.B.A. with a concentration, must complete 15 credits 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.

<b>Decision Science Concentration (Select Five):</b>		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.

<b>Finance Concentration Requirement:</b>		Credits:
ACCT 721	Advanced Financial Accounting	3
FINC 765	Portfolio Management	3
		Total: 6 credits

<b>Finance Concentration, (Select Three **):</b>		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 courses (15 credits) chosen from the list (excluding BUSIE 700).

<b>Marketing Concentration (Select Five):</b>		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

BUSIE 700 Faculty-Led Study Abroad or another relevant course may be substituted for MRKT 710 by approval of the department chair.

<b>Tourism Concentration ***:</b>		Credits:
HOSP 710	Hospitality and Tourism Research	3
HOSP 720	Tourist Behavior	3
HOSP 730	Food, Culture and Contemporary Issues	3
HOSP 740	Leadership, Organizational Culture and Development in Tourism	3
HOSP 790	Tourism and Hospitality Decision Analysis	3
		Total: 15 credits

\*\*\* The M.B.A. Concentration in Tourism is only offered to students at NYIT-Vancouver campus.

The General M.B.A. program may be completed in as few as 30 credits for those students that do not pursue a concentration. Students with a concentration may complete the program in as few as 36 credits. 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**



NYIT offers a 150-credit **Bachelor of Science/Master of Business Administration (B.S./M.B.A.) with a Certified Public Accountant (CPA) track**. Our program prepares students to successfully complete the CPA examination and pursue a rewarding career in the public accounting profession. Graduates are qualified for admission to the New York State CPA examination upon completion of the 120-credit 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**

Upon successful completion of the B.S./M.B.A. program, students:

- 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 [?]

<b>Undergraduate Courses: Foundation:</b>		<b>Credits:</b>
FCWR 101	Writing I: Foundations of College Composition	3
FCWR 151	Writing II: Foundations of Research Writing	3
FCSP 105	Foundations of Speech Communication	3
FCSC 101	Foundations of Scientific Process	3
FCIQ 101	Foundations of Inquiry	3
FCWR 301	Communication for Business	3

Total: 18 credits

<b>Undergraduate Courses: Seminar:</b>		<b>Credits:</b>
ICLT 3XX	Literature choice	3
ICPH 3XX	Philosophy choice	3
ICBS 3XX	Behavioral Science choice	3
ICSS 3XX	Social Science choice	3

Total: 12 credits

**Undergraduate Courses: Math & Sciences:**

Credits:

Science Choice

3

MATH 125

Finite Mathematics

3

Total: 6 credits

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**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

<b>Undergraduate Courses: Accounting Module - Business Specialization:</b>		<b>Credits:</b>
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 bachelor's degree elsewhere and meet all admissions requirements to the MBA program, may enroll into the M.B.A. 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 "Accounting Module."

<b>Graduate M.B.A. Courses: Non-waivable Core:</b>		<b>Credits:</b>
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.

<b>Graduate M.B.A. Courses: Accounting Specialization:</b>		<b>Credits:</b>
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 Required Credits: 150\*\*

Depending on the background of the student applicant, the M.B.A. Accounting program can be completed in as few as 30 credits. 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 M.B.A. Accounting credential.

School of Management

## Executive M.B.A.



To meet global needs for contemporary management with cross-national experiences, NYIT offers an **Executive Master of Business Administration (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, students receive an 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.**

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## **Major Requirements**

### **Executive M.B.A.:**

Credits:

The E.M.B.A. program, including the Tsinghua Business Administration Certificate may be completed in 72 credit hours. The E.M.B.A. component of the program requires the completion of the following 36 credit hours:

### **Core Courses:**

Credits:

MGMT 501	Principles of Management	1.5
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MGMT 620	Organization Behavior, Int'l Dimension	1.5
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SBES 601	Ethics and Social Responsibility	1.5
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MGMT 630	Business Enterprise Environment	1.5
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Total: 6 credits

Select 3 of the following 5 modules to complete for a total of 9 credits.

<b>Finance Module:</b>		Credits:
FINC 501	Finance	1.5
FINC 610	Financial Policy and Value Creation	1.5
		Total: 3 credits

<b>Marketing Module:</b>		Credits:
MRKT 501	Introduction to Marketing	1.5
MRKT 610	Banking	1.5
		Total: 3 credits

<b>Management Information System Module:</b>		Credits:
MIST 501	Management Information System	1.5
MIST 610	Enterprise Resource Planning Systems	1.5
		Total: 3 credits

<b>Quantitative Analysis Module:</b>		Credits:
QANT 510	Production/Operations Management	1.5
QANT 610	Operations Management	1.5
		Total: 3 credits

<b>Economics Module:</b>		Credits:
ECON 501	Principles of Economics I	1.5
ECON 610	Macro Environment of Business	1.5
		Total: 3 credits

<b>Co-Capstones:</b>		Credits:
BUSIXXX	Global Strategy I	3
BUSIXXX	Global Strategy II	3
		Total: 6 credits

<b>Required Elective Courses:</b>		Credits:
Electives		15

Elective courses chosen in collaboration with partner institutions. Elective courses are typically selected from the portfolio of M.B.A. electives or concentration courses.

**Total Required Credits: 36**

**School of Management**

# Human Resources Management and Labor Relations, M.S.



NYIT's **Master of Science in Human Resources Management and Labor Relations (M.S. HR/LR)** program prepares students to become successful human resources and employee relations leaders in a dynamic, interconnected, competitive, global business environment. We provide students with quality, solution-oriented learning experiences.

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 resources 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 resources and labor relations function. In addition to mastering these essentials, our students learn how to develop human resources 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.

### **Curriculum Overview**

NYIT's 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, students:

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, students:

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 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.

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## Major Requirements

<b>Prerequisite Courses:</b>		Credits:
MGMT 501	Principles of Management	1.5
QANT 501	Business Statistics	1.5
ECON 501	Principles of Economics I	1.5
ECON 510	Principles of Economics II	1.5
		Total: 6 credits

<b>Non-Waivable Program Core:</b>		Credits:
HRMT 703	Strategic Human resources Management	4
HRMT 708	Employment and Labor Law and Policy	4
HRMT 714	Organizational Psychology	3
HRMT 715	Organization Development and Change Management	3
HRMT 722	Human Resources Management and Labor Relations: Costs, Benefits, and Impact	3
HRMT 733	Labor-Management Relations	4
HRMT 737	Methods of Research in Organization	3
HRMT 744	Managing the Global Workforce	3
		Total: 27 credits

<b>Human Resources Management (Choose Three):</b>		Credits:
HRMT 802	Staffing and Selection	3
HRMT 807	Training and Development of Human Resources	3
HRMT 812	Management of Compensation	3
HRMT 817	Management of Employee Benefits	3
HRMT 822	Alternative Dispute Resolution	3
HRMT 842	The Collective Bargaining Process	3
HRMT 874	Internship	3
HRMT 875	Human Resources Policies and Procedures	3
HRMT 882	Directed Studies	3
LLAW 832	Fair Employment Practices and Policies	3
MGMT 740	Knowledge Management	3
MGMT 827	Occupational Safety and Health	3
MIST 804	Human Resource Management Systems	3
		Total: 9 credits

<b>Human Resources Management (Must Choose Seminar + Examination or Thesis/Practicum):</b>		Credits:
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HRMT 883	Comprehensive Examinations	0
HRMT 887	Human Resources Management Seminar	3
HRMT 872	Thesis, Practicum, or Other Approved Research	3
		Total: 3 credits

**Total Required Credits: 39\*\***

The MSHR/LR program may be completed in as few as 39 credits. 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



NYIT's **Advanced Certificate in Human Resources Management** provides a sequence of graduate-level courses designed for managers, union leaders, and others who require knowledge of legal, behavioral, and organizational principles, as well as best practices of employee and labor relations and human resources management.

## Program Overview

### Admission Policies

Submit an application to the Office of Graduate Admissions. Applicants must meet all admissions criteria for the M.S. HR/LR program.

Applicants are notified in writing of NYIT's admissions decision for the advanced certificate program. The admissions process takes approximately one month from receipt of all required materials. We advise applying well in advance of the semester in which you plan to enroll. New students may begin in the fall, spring, or summer semesters.

### Academic Standards/Academic Probation and Dismissal

Policies are identical to those for students enrolled in the M.S. HR/LR program.

### Required Courses

View curriculum.

### Enrollment in M.S. in Human Resources Management Program

Advanced certificate students who want to matriculate into the Master of Science in Human Resources Management must follow program guidelines. 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

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### Major Requirements

<b>Graduate Course Requirement:</b>		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

<b>Graduate Course Electives (Select Two):</b>		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

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 Required Credits: 17**

**School of Management**

## **Executive Certificate of Business Administration (ECBA)**



The world is experiencing rapid geopolitical and economic changes. While regional economies are increasingly integrated, companies are more challenged by diverse cultural environments, varied market needs, international competitors, and technological and product innovations. To survive the competition of the 21st century, companies must continuously learn, adapt, and innovate as quickly as the world around them. They often need to develop a business strategy in response to global competitors. NYIT's **Executive Certificate of Business Administration** addresses these changes.

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 »](#)

(7 MB PDF download)

*For College of Osteopathic Medicine course descriptions, see the downloadable catalog.*

The College of Osteopathic Medicine is committed to training osteopathic physicians for a lifetime of practice and learning based on established science and critical thinking, integrating osteopathic philosophy, principles and practice.

The College of Osteopathic Medicine offers a rigorous, fully accredited, four-year Doctor of Osteopathic Medicine Program leading to the Doctor of Osteopathic Medicine (D.O.) degree. Two curricular options are available: a traditional lecture discussion based pathway, and a highly student-centered problem based learning pathway.

In addition, students can obtain concurrent degrees with the D.O./Master of Business Administration or D.O./Master of Science in clinical nutrition. Foreign-trained physicians who wish to retrain as physicians leading to the Doctor of Osteopathic Medicine are encouraged to apply for College of Osteopathic Medicines program for émigré physicians. For those who seek to combine a B.S. with a D.O. degree, the College of Osteopathic Medicine collaborates with a group of select colleges to offer students this seven-year program. In addition, College of Osteopathic Medicine students have access to advanced training in anatomy, osteopathic manipulative medicine, and basic and clinical research through the pre-doctoral Academic Medicine Scholarship/Masters of Neuromuscular Sciences program.

College of Osteopathic Medicine students enjoy state-of-the art facilities. More than a thousand wired, high-performance network drop-off points are available, as is access to Lapland, a student lab with wireless laptops. Anatomy, pathology, and osteopathic manipulative medicine labs, as well as four major auditoriums, are all wired as "smart" classrooms, and Web conferences, streaming video, and rich media are employed as a major mode of interaction between students and faculty on and off campus.

The College of Osteopathic Medicine is nationally recognized as an innovator in osteopathic medical education, as well as for its integration of leading-edge technology into the academic process.

## **Requirements for Admission to the College of Osteopathic Medicine**

Applicants for first-year class admission in the college must meet the following academic requirements prior to matriculation:

1. A baccalaureate degree from an accredited college or university is required.
2. Applicants must have completed an acceptable academic year sequence, with a grade of "C" or better, in the following pre-requisite courses:
  - English: 6 semester hrs
  - Biology, including a basic course in general biology or general zoology (lecture and laboratory): 8 semester hours
  - General Chemistry (lecture and laboratory): 8 semester hours
  - Organic Chemistry (lecture and laboratory): 8 semester hours
  - Physics (lecture and laboratory): 8 semester hours
3. Each applicant must submit Medical College Admission Test (MCAT) scores. Test scores must not be more than three years old. Scores should be reported directly to AACOMAS (Code 600).

The above are minimum requirements for admission to the College of Osteopathic Medicine. Students are encouraged to enroll in additional courses such as calculus, comparative anatomy, genetics, physical chemistry, biochemistry and behavioral sciences and neurosciences. The potential applicant should complete these courses as early as possible.

In assessing a candidate for admission, both cognitive and noncognitive factors are considered.

### **For further information, contact:**

#### **Admissions Office**

NYIT College of Osteopathic Medicine  
Northern Boulevard  
P.O. Box 8000  
Old Westbury, New York 11568-8000  
Phone: 516.686.3747; Fax: 516.686.3831  
[nyit.edu/medicine](http://nyit.edu/medicine)

**Cross-Disciplinary**

## **Cross-Disciplinary Degrees and Programs**



Leadership in the Arts and Entertainment Industries, M.A.  
Interdisciplinary Studies, B.S., B.A., or B.P.S.

**Cross-Disciplinary**

# **Leadership in the Arts and Entertainment Industries, M.A.**



NYIT's **M.A. in Leadership in the Arts and Entertainment Industries (LAEI)** program, in association with Nederlander Worldwide Entertainment, prepares students to become industry leaders as executive directors and producers for dramatic and musical theater, symphonic and chamber orchestras, opera and dance companies, and performing arts centers around the world. The 39-credit graduate degree program emphasizes a combination of coursework in business theory, management practices, industry-specific topics, practica, and technology. LAEI graduates apply their skills and work experience to more effectively lead for-profit and nonprofit arts organizations in the United States and abroad.

During two summers and two semesters, each LAEI class of students works in teams and individually to hone their leadership skills and industry knowledge while developing their aesthetic sensibilities and business acumen through a balanced program of coursework, in-depth internships, direct work experience, workshops, and a capstone seminar. Structured interactions with leading figures in world-class theater, dance, music, and opera offer LAEI students the opportunity to build career-enhancing global professional networks, the hallmark of NYIT's program in arts leadership. LAEI graduates enter the workforce with individualized e-portfolios that document their learning, work experiences, and business contacts acquired while earning their degree.

Examples of leadership careers in performing arts are:

- Executive or managing director, producer, or other principal of a for-profit or nonprofit performing arts organization;
- Cultural affairs director of a city or state agency;
- Manager of city or state public art program; or
- Director of grants for a performing arts foundation or state or local agency, among others.

## **Admission Requirements**

In addition to NYIT's standard graduate admission requirements, applicants must have an undergraduate degree in the arts and/or an in-depth knowledge of at least one performing art discipline. They must demonstrate that they have had at least three years of progressively more responsible positions in management of an organization in one of the following sectors of the

performing arts industry:

- Nonprofit performing arts organization
- For-profit theater or other arts industry business
- Government or private entity concerned with cultural policy

Applicants with no undergraduate business coursework may be required to enroll in additional courses during or prior to Term I (first summer) in order to satisfy prerequisite knowledge for core curriculum. Students accepted with conditions will be required to achieve a 3.0 GPA in their first 12 credits to continue in the program and must meet with an advisor to review progress until fully admitted.

## Learning Outcomes

Graduates with an M.A. in Leadership in the Arts and Entertainment Industries demonstrate a series of learning outcomes, work experiences, and business contacts via their e-portfolio, including how to:

- Apply fundamental principles of business to the administration of performing arts organizations worldwide;
- Employ technology support systems to design and manage organizations and to strengthen organizational decision processes;
- Analyze economic trends and business issues in the field of performing arts to formulate business strategy and communicate recommendations for productive organizational success in different cultures;
- Demonstrate integrative and critical thinking skills for decision-making and leading performing arts organizations: evaluating evidence, selecting among alternatives, and generating creative options that create a healthy working environment;
- Compare and contrast the influence of cross-cultural issues, different aesthetic theories, the mass media, and expectations of governments and audiences on arts industries in different countries;
- Articulate and adapt the lessons of arts administration enterprises in New York City to the leadership of arts organizations in other settings; and
- Demonstrate learning outcomes, work experiences, and business contacts relevant to leadership of performing arts organizations.

## Cross-Disciplinary Curriculum

# Curriculum Requirements for M.A. in Leadership in the Arts and Entertainment Industries

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### Major Requirements

Summer Term I:		Credits:
MGMT 501	Principles of Management	1.5
ACCT 510	Managerial Accounting *	1.5
MIST 501	Management Information Systems	1.5

ECON 501	Principles of Economics	1.5
LAEI 501	Professional Portfolio I	3
		Total: 9 credits

\* Prerequisite: ACCT 501 Accounting I

<b>Fall Term II:</b>		Credits:
FINC 501	Finance	1.5
QANT 501	Business Statistics	1.5
ECON 510	Principles of Economics II	1.5
MRKT 501	Introduction to Marketing	1.5
LAEI 610	Strategic Planning Technology in the Performing Arts Industry	3
LAEI 601	Professional Portfolio II	3
		Total: 12 credits

<b>Spring Term III:</b>		Credits:
COMM 650	Media & the Law	3
COMM 786	Media Presentation & Performance	3
LAEI 620	Global Performing Arts Presenting & Producing	3
LAEI 701	Professional Portfolio III	3
		Total: 12 credits

<b>Summer Term IV:</b>		Credits:
LAEI 710	Performing Arts Practicum	3
LAEI 720	Capstone Seminar in Arts Policy and Strategy	3
		Total: 6 credits

**Total Required Credits: 39**

**Note:** Depending on prior learning and experience, students may substitute COMM 663 (see below) for up to 3 credits of non LAEI course work (requires permission of the LAEI Program Director)

**COMM 663: Guided Project in International Leadership & Performing Arts Management (3 credits)**

Students pursue an independent or group project under the guidance of faculty in order to develop specific competencies related to the core functions facing performing arts leaders around the world - from marketing and audience development, community engagement in international environments, to sound financial management in different political and economic systems.

**Additional Programs**

# Additional Programs



**Aerospace Studies »**

**Army ROTC »**

**English Language Institute »**

**Extended Education »**

**Certificate in Global Health »**

**Vocational Independence Program »**

**Cross-Disciplinary Degrees and Programs »**

**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. Our program trains men and women to apply their education to initial active duty assignments as Air Force commissioned officers.

Two major AFROTC curriculum offerings are General Military Course (GMC) for freshman and sophomore years, and Professional Officer Course (POC) for junior and senior years. Graduate students are eligible for the two-year program.

As an AFROTC cadet, students may 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 become commissioned second lieutenants in the U.S. 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.

In addition, we required students to participate in a Leadership Laboratory (two hours per week) throughout their enrollment in AFROTC. The first two years of the Leadership Laboratory include a study of Air Force customs and courtesies; drills 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 providing interviews, guidance, and information to increase understanding, motivation, and performance of other cadets.

For more information, call our main office at 718.862.7201. Students may register for AFROTC at the same time and in the same manner as 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 taken during freshman and sophomore years. It examines a range of U.S. military forces in the contemporary world with particular attention to the organization and mission of the U.S. Air Force.

### **Professional Officer Course (POC)**

The Professional Officer Course (ROTC 301, 302, 401, 402) is available to juniors with at least two remaining years of college. Apply in your sophomore year for this highly competitive program, which examines a range of U.S. civil-military relations, the environmental context in which U.S. defense policy is formulated and implemented, and principles and practices of leadership in the U.S. Air Force.

## **Courses**

### **ROTC 101**

The Foundation of the United States Air Force

1-2-1

Survey course introduces students to the U.S. 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

Course continues teaching begun in ROTC 101.

### **ROTC 201**

The Evolution of USAF Air and Space Power

1-2-1

Course topics include Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Our course instills an appreciation of the development and employment of air power and motivates sophomores to transition from AFROTC cadet to Air Force ROTC officer candidate. Moreover, 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

Course teaches cadets advanced skills and knowledge in management and leadership. Special emphasis is placed on enhancing leadership skills. Cadets have an opportunity to implement 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

Course continues teaching begun in ROTC 301. Prerequisite: ROTC 301.

**ROTC 401**

National Security Affairs/Preparation for Active Duty

1-2-1

Course provides college seniors with a 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 advanced 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

Course continues teaching begun in ROTC 401. Prerequisite: ROTC 401.

**Army ROTC**

## **Army Reserve Officers Training Corps (ROTC)**



**Lt. Col. C. William Gaylor, Chairperson**

### **Army ROTC at NYIT**

Army Reserve Officers' Training Corps (ROTC) 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 NYIT's ROTC program, 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/year for tuition, \$450 for books, and \$150 for spending allowance while in school. Contact Major Mitch Hadad at 516.463.5648 or email [mlsmeh@hofstra.edu](mailto:mlsmeh@hofstra.edu).

### **Army Reserve Officers' Training Corps: Military Science**

**Chairperson/Senior Professor:** C. Henderson

**Assistant Professors:** G. Cleland, R. Callender, A. Herring, C. Murray, V. Rea, S. Rubenstein

NYIT's 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.

Our 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 advanced 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.

Our programs help individuals retrain and enhance their skills to advance their careers in emerging specialties, or to redefine their chosen fields. Both noncredit and certificate programs are available. For more information, call 1.800.886.NYIT or visit [nyit.edu/exted](http://nyit.edu/exted).

- AutoCAD Certificate
- Certificate in Revit Architecture
- Certificate in Interior Decoration
- Carbon Markets and Accounting Program
- Heavy Equipment Operator Certificate

### **Noncredit Certificate Programs and Courses**

Extended Education offers quality programs designed to meet the needs of part-time, nontraditional adult students. Noncredit certificates and courses draw upon NYIT's curricular strengths to provide professional training and personal enrichment in architecture, art and design, computer technology, corporate training, engineering, interior decoration, and more.

Our professional development courses for architects and engineers meet their continuing education requirements. We offer these courses at various times and affordable rates at NYIT's convenient campus locations in the New York metropolitan area.

### **Precollege Program for High School Students**

NYIT offers a precollege program for high school sophomores, juniors and seniors. Students participate in college-level study while earning college credits.

# AutoCAD Certificate



Enroll in NYIT's **AutoCAD Certificate Program** to build your job mastery as a practicing construction professional, architect, designer, engineer, or technician. Our courses presume no previous background in the use of AutoCAD, but we expect applicants to have basic computer skills and knowledge of the basic principles of drafting.

To earn an AutoCAD certificate, you must complete all four courses (XCAD-023, XCAD-024, XCAD-025, and XCAD-026), which may be taken in different semesters. You may also take individual courses for skill enhancement.

## Course Descriptions

Each of the following courses has two sections: W01 taught at NYIT's Old Westbury campus and M01 taught at NYIT's Manhattan campus. For upcoming course dates/times, email [exted@nyit.edu](mailto:exted@nyit.edu).

### **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. Course does not cover 3-D commands.

#### **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**



Enroll in NYIT's **Interior Decoration Certificate Program** to pursue a new or alternate career as an interior decorator. Upon successful completion of eight 10-week courses (five required and three electives), you will earn a certificate in interior decoration. Required courses include XDSG-001, XDEC-001, XDEC-002, XDEC-005, and XFSH-014.

Courses meet for 10 sessions unless otherwise stated. Two five-week electives fulfill the requirement of one 10-week elective. Upon completion of the program, you must apply for your certificate in interior decoration. Applications are available in the Office of Extended Education. You may also take individual courses for personal enrichment. An advanced certificate in interior decoration requires completion of 12 10-week courses.

## **Course Descriptions**

### **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-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/](http://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, , D. Krainski, C. Jockle, J. Parkinson, W. Mayer, M. Ranaldo, H. Schorr, E. Vlasak, T. White

The NYIT **Vocational Independence Program (VIP)** 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. Our mission is to maximize the potential of individuals with learning differences 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 VIP students to be considered for specific types of financial aid: Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and work study funds.

VIP students select from either a vocational or degree preparation concentration, and receive instruction in academics/executive functioning, 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.

## **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 time-equivalent of 15-18 credits of classes and internships), the goal is that 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 curriculum 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. For students in the vocational concentration, 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, as well as Marshalls and Paper Factory stores for retail. Sophomore students also hone communications skills in classes and are taught in technology-rich environments with computers, Smart Boards,<sup>TM</sup> and digital videos 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. Students in the degree preparation concentration begin taking from 3 - 9 credits at the NYIT Old Westbury campus. They particularly focus on core classes easily transferred to other academic institutions.

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.

## **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**

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 courses (usually 3 credits each) that meet two days per week. 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.

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. 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.

## **Course Selections By Year**

### **Freshman Year**

- Advanced Communication
- Banking and Budgeting
- Civics
- Cooperative Education/Vocational Internships
- Enrichment classes (electives)
- Fitness
- Health and Human Sexuality
- Independent Living Lab (as needed)
- Introduction to Employment
- Executive Functioning I
- 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
- Enrichment classes (electives)
- Employment Strategies
- Fitness
- Food and Nutrition (a hands-on kitchen based course)
- Government
- Independent Living Lab (as needed)
- Executive Functioning II
- 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 (a hands-on, kitchen-based practicum)
- Health for Community Living
- Capstone/Executive Functioning III
- Transition Seminars

## 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, and athletic fields. The Student Activity Center (SAC) houses a swimming pool, 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.

	<b>ANNUAL</b>	<b>SEMESTER</b>
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
<b>Total</b>	<b>\$ 55,995.00</b>	<b>\$ 27,997.50</b>
Tuition Refund Insurance **	\$ 267.50	\$ 133.50

*According to published NYIT guidelines:*

\* **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](http://nyit.edu/vip)

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## **Administration and Faculty**



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